



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

P.O. Box 281  
Warrenton, NC 27589-0281  
(252) 257-1122 Fax (252)2579219  
[www.warrenton.nc.gov](http://www.warrenton.nc.gov)

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**BOARD OF COMMISSIONERS REGULAR MEETING**  
**7:00 PM April 8, 2024**  
**AGENDA**

Regular Meeting

1. Call to Order, Pledge of Allegiance and Moment of Silence
2. Conflict of Interest Statement, Proposed Agenda
3. Public Comments
4. Minutes Board Meeting of March 11, 2023, Minutes Public Hearing of March 11, 2023
5. Consent Agenda
  - a. Mission and Goals
  - b. Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
  - c. Monthly Checks Report
  - d. Public Works Monthly Report
  - e. WWTP Monthly Report
  - f. Police Activity Reports
  - g. Action Items from Prior BOC Meeting
6. Committee Reports
  - a. Finance and Administration (Ms. Hunter)
  - b. Public Works (Mr. Blalock)
  - c. Public Safety (Mr. Ayscue)
  - d. Human Resources/Information Technology (Mr. White)
  - e. Revitalization/Historic District Commission (Mr. Coffman)
  - f. Beautification/Facilities (Ms. Sourelis)
  - g. Planning/Zoning/Annexation (Mr. Young)
7. Old Business
  - a. Status of Grants – for information
  - b. Response Letter Viola Long – for information
  - c. Frontier Warren Office Update – for information and consideration
  - d. Budget Amendment Park Land Survey – for consideration
  - e. Rezoning of Reynolds Tavern – for consideration
  - f. Other Planning Board Items (Dameron Bldg, 306 Halifax St) – for consideration
8. New Business
  - a. Schedule Public Hearing for Special Use Permit (Kerry Burwell, game room in former Quilt Lizzy building)
  - b. Schedule Public Hearing for Special Use Permit (Milton Fuentes, mexican restaurant in former Warren Restaurant building)
9. Announcements
10. Adjournment

## **Conflict of Interest Disclaimer**

*“Members of the Town of Warrenton Board of Commissioners are advised, hereby, of their duty under the State Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and, further, are instructed to refrain from participating in any matter coming before this Town Board of Commissioners with respect to which there is a conflict of interest or appearance of such conflict”.*

- **In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict.**
- **Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before this Board tonight? If so, please identify the conflict and refrain from any undue participation in the particular matter involved.**

## **Citizen Comments**

### **Rules for Citizen Comments**

- Please sign up to speak.
- The maximum time allotted to each speaker will be five (5) minutes; The Town Administrator will keep time.
- Any group of people who support or oppose the same position should designate a spokesperson.
  - Please address only those items which might not have been addressed by a previous speaker.
  - This is not a question and answer session. If response from the Administrator, Mayor, and/or Board is desired, please leave a copy of your comment(s) with the Town Administrator.
  - After the Citizen Comments period, comments from the audience are not appropriate unless recognized by the Mayor or placed as an agenda item.
  - Order and decorum will be maintained.

**Town of Warrenton  
Board of Commissioners**



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**BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING**  
**March 11, 2024, 7:00 P.M.**  
**Minutes**

Those in attendance were:

Mayor Walter Gardner	Commissioner Mary Hunter
Commissioner John Blalock	Commissioner Nat White
Commissioner Michael Coffman	Commissioner Dian Sourelis
Commissioner Jason Young	
Town Administrator, Robert Davie	
Chief Goble Lane, Police Department	
Bill Perkinson, Public Works Director	
Tracy Stevenson, Minute Taker	

**Call to Order – Pledge of Allegiance and Moment of Silence**

Mayor Gardner called the regular monthly meeting of the Town of Warrenton Board of Commissioners to order Monday, March 11, 2024, at 7:00 p.m. A Moment of Silence was held for all who are sick, suffering, and in need. The Pledge of Allegiance was led by Commissioner Sourelis.

**Conflict of Interest Statement and Proposed Agenda**

The Conflict-of-Interest statement was reviewed. The Proposed Agenda was presented. Commissioner Coffman made a motion to approve the proposed agenda as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

**Public Comments**

Viola Long addressed the board stating that the Town of Warrenton gave her a new modular home and she was told that she would also get all new appliances. She has not received a washer and dryer and has refused to sign any paperwork based on the lack of washer and dryer, her concern that the Town will be listed as the beneficiary, insurance concerns, and money she is requesting to cover storage of her belongings in PODS.

**Minutes**

The minutes of the February 12, 2024, board meeting were presented. Commissioner White made a motion to approve the minutes as presented, with a second by Commissioner Young. The motion was approved by unanimous vote.

## **Consent Agenda**

- (a) Year-to-Date Revenue and Expenditure Reports (Budget vs. Actual)
- (b) Monthly Check Report
- (c) Public Works Monthly Report
- (d) WWTP Monthly Report
- (e) Police Activity Report
- (f) Action Items from December BOC meeting

Commissioner Young made a motion to approve the Consent Agenda as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

## **Committee Reports**

- (a) Finance and Administration – Commissioner Hunter had no additional report other than agenda items.
- (b) Public Works – Commissioner Blalock had no additional report other than agenda items. Town Administrator, Robert Davie presented Budget Amendment #15 for \$79,300.00 to order emergency components for rotor replacement. WWTP Fund will borrow from Water/Sewer Fund Balance. Funds will come from Phase 3 WWTP Grant when finalized. Commissioner Blalock made a motion to approve the budget amendment as presented, with a second by Commissioner Hunter. The motion was approved by unanimous vote. Mac Merritt with the N.C. Rural Water Association addressed the board in reference to the importance of backflow meters and the hazards of contamination to drinking water if proper backflow procedures are not put in place.
- (c) Public Safety – Commissioner Ayscue was not in attendance. Mayor Gardner reminded everyone of the importance of changing batteries in smoke and carbon monoxide detectors using the time change as a reminder.
- (d) Human Resources – Information Technology – Commissioner White had no additional report other than agenda items.
- (e) Revitalization/Historic District Commission – Commissioner Coffman stated that the Historic District Commission approved Certificate of Appropriateness applications for 217 N. Main Street to remove a holly tree, add a walkway, repair existing walkway, and to extend and pave the driveway, approved closet addition at 534 Eaton Avenue, and a roof replacement at 217 Church Street. The Revitalization Committee has received sponsorships for the Eastern Bluebird Fest from Duke Progress Energy, First Citizens Bank, Blue Cross, and Blue Shield, AccessOn, and Mark and Beth Wethington. Commissioner Coffman presented a Statement of Interest to Serve from Deane Honeycutt for the Revitalization Committee for approval. Commissioner Young made a motion to approve the appointment of Mr. Honeycutt to the Revitalization Committee, with a second by Commissioner White. The motion was approved by unanimous vote.
- (f) Beautification/Facilities – Commissioner Sourelis had no additional report other than agenda items. She did inform the board that she was working with the Town Administrator to follow up on the Vacant Building Ordinance.
- (g) Planning/Zoning/Annexation – Commissioner Young had no additional report other than agenda items.

## Old Business

### **(a) Status of Grants and Presentation on CDBG Grant Project Presentation –**

**NC DEQ Water Infrastructure WWTP** – \$750,000 awarded. Received award letter. To replace 44-year-old rotors and clean out oxidation ditch #1, which are currently the most critical issues at the WWTP.

**Fund 67 – NC Neighborhood Revitalization Program** – CDBG funds to assist in repairing houses owned by citizens of low or moderate incomes. NC Commerce has granted an additional \$200,000 in funding due to inflation. Moving into second phase of grant, soliciting bids to rehab two additional houses.

**Fund 68 – Building Reuse Grant** – Town awarded \$50,000 from NC Commerce for Warrenton Veterinary Clinic. NC Commerce sent paperwork for claw back of approximately \$20,000. Paperwork submitted to NC Commerce. Two repayments due six months apart. First of two repayments was made to Commerce and reimbursed by Warrenton Veterinary Clinic.

**Fund 71 – Brownfield Grant** – This \$300,000 grant will be used to analyze the environmental issues with multiple properties in Warrenton. EPA approved funding for a Landmark status application to the National Parks Service for All Saints Episcopal Church. Asbestos analysis is underway at All Saints. Two additional properties, along W. Franklin Street, have undergone Phase 1s.

**Golden Leaf Storm Water Grant** – Town awarded \$196,447.50 for stormwater repairs to Brehon Street. Town is awaiting a survey of affected areas, to be followed by easements prepared by town attorney.

### ***Southern Crescent Regional Commission***

The Town has been invited to submit a full application for the State Economic and Infrastructure Development (SEID) Grant Program. This grant is designed to “Foster Entrepreneurial and Business Development Activities.” Application budget will be \$120,000 of which \$20,000 is in-kind match provided by Research Triangle Foundation, Kerr-Tar COG, Lake Gaston Chamber of Commerce and Town of Warrenton. Awaiting notice of award.

### ***NCLM Assistance Grant***

The Town was awarded an in-kind grant from NC League of Municipalities to evaluate and recommend changes to the Town’s zoning ordinances. Funding by ARP, the League will engage the legal firm of Parker Poe to assist the Town in making changes at no cost to the Town.

### ***In Progress Grant Applications:***

- Town-wide Water System Improvements: \$1,564,600 (Expecting award notice)
- Sanitary Sewer Rehabilitation: \$1,576,040 (Not awarded)
- WWTP Improvements: \$1,755,000 (Not awarded)
- Stormwater Planning Grant: \$400,000 (Expecting award notice.)
- USDA RDBG: Application deadline has passed. Unable to find time to gather support letters and complete application.

### **(b) Property Donation/Purchase Update – for information – Town Administrator, Robert**

Davie informed the board of the Land Donation/Purchase – PARTF Preparation.

PNC has agreed to sell parcels for \$12,500. The Town Administrator requested use of \$1,350 out of the balance of \$2500 approved for purchase to pay for an appraisal of properties as required for PARTF grant application. Commissioner Coffman made a

motion to approve the use of funds requested, with a second by Commissioner Young. The motion was approved by unanimous vote. A Public Hearing will be held on April 8, 2024, at 6:45 P.M. at Town Hall to receive comments on the proposed park from the public.

- (c) **Resolution to Apply for PARTF Grant Funds – for consideration** – Town Administrator, Robert Davie presented the Resolution Authorizing an Application for PARTF Grant Program for approval with the name correction to “Warrenton Nature Trail.” Commissioner Coffman made a motion to approve the resolution with the requested name change, with a second by Commissioner Hunter. The motion was approved by unanimous vote.

### **New Business**

- (a) **Budget Amendment for Cost of Election – for consideration** – Town Administrator, Robert Davie presented Budget Amendment #14 to pay for increased election costs. Commissioner White made a motion to approve the budget amendment as presented, with a second by Commissioner Coffman. The motion was approved by unanimous vote.
- (b) **Final Grant Project Ordinance – ARP Funds – for consideration** – Town Administrator, Robert Davie presented a final Grant Project Ordinance for the Town of Warrenton American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds for consideration. Commissioner Hunter made a motion to approve the project ordinance as presented, with a second by Commissioner Young. The motion was approved by unanimous vote.
- (c) **Contract for Music for Eastern Blue Bird Fest (contingent on legal review) for consideration** – Town Administrator, Robert Davie presented the Jimi King Trio Band Performance Contract for approval for entertainment at the Eastern Blue Bird Fest. Commissioner White made a motion to approve the contract, contingent on legal review, with a second by Commissioner Sourelis. The motion was approved by unanimous vote.
- (d) **Designate Warrenton Contacts for ABC** - Town Administrator, Robert Davie presented an updated North Carolina ABC Commission Designated Official Resolution for approval. Commissioner Blalock made a motion to approve the resolution as presented, with a second by Commissioner Sourelis. The motion was approved by unanimous vote.

**Announcements** – Mayor Gardner announced that he, Commissioner Sourelis, and Town Administrator, Robert Davie will be attending the Main Street Conference on March 12 – 14, 2024. He stated Town Administrator, Robert Davie will be on vacation from March 27, 2024, through April 19, 2024. Chief Lane announced the Ride Divine Cycle Event will be coming through the Town on March 23, 2024.

With no further business, the meeting was adjourned.



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**PUBLIC HEARING**  
**March 11, 2024**  
**6:45 PM**

Mayor Gardner called the Public Hearing of the Town of Warrenton Board of Commissioners to order on Monday, March 11, 2024, at 6:45 p.m. The purpose of this public hearing is to receive comments on allowing a short-term rental or an Air B and B at 305 Halifax Street, multi-family housing in an area zoned Commercial C-1 at 101-107 E. Franklin Street, and re-zoning of 206 N. Bragg Street from Residential (R-12) to Commercial (C-2). Those attending were Mayor Walter Gardner, Town Administrator, Robert Davie, Commissioners Mary Hunter, John Blalock, Michael Coffman, Jason Young, Nat White, Dian Sourelis, and Chief Goble Lane.

Mayor Gardner asked for public comments.

Tim Ferruzzi addressed the board in reference to Reynold's Tavern at 206 N. Bragg Street. He stated that he and Candace Spears have plans to renovate the location to the State and Local Historic Guidelines and to include a first floor apartment, a shop and upstairs office.

There were no other public comments. After allowing addition time for comment the meeting was adjourned.

**Mission**

***“Historically Great – Progressively Strong”***

Five key tenets of the Town’s mission are: maintaining small town charm, keeping the business district active, keeping young people excited about living in Warrenton, increasing prosperity and vibrancy, and understanding and capitalizing on a variety of histories while engaging the future.

In the most recent goal setting workshop, the Board identified top priorities for the Town:

**GOAL 1: To improve water and sewer Infrastructure.**

Key Strategic Actions

Work on the \$15 million of improvements already identified

- 1.5M already completed
- Apply for grants every 6 months

Ongoing

**GOAL 2: To generate activity in downtown.**

Key Strategic Actions

Revisualize SpringFest

Short term

Encourage pop-ups, like Lake Gaston coffee

Short term

Explore intern possibilities

Short term

Clean up Storefronts

Short term;

Seek compliance on existing violations.

Ongoing

Develop (options for) job description and salary range for position

Medium term

Fund Start Streetscape Plan (only as oppty presents)

Ongoing

**GOAL 3: To add or enhance recreational opportunities.**

Key Strategic Actions

Secure Parks & Rec Trust Fund grant for appraisal of Church Street 11 acres

Short term

CORE

Ongoing

Eye out for grants for existing park improvements that could include...

Ongoing

**GOAL 4: To improve relationships with key partners.**

Key Strategic Actions

Staff and Elected officials to reach out to Warren County Schools to express Town's interest in supporting schools and solicit their needs that Town can help with

- Explore plans for abandoned elementary school
- Gauge developer interest in redeveloping into teacher housing

Short term

Staff and Elected officials to reply to invitation from Warren County Government to attend joint board meetings and shared interests.

- Possible suggest rotating meetings.
- Develop relationships with other area municipalities

Short term and  
Ongoing



**GOAL 5: To increase the availability and variety of housing options.**

**Key Strategic Actions**

Identify derelict properties. Consider fines or takeover and demolition.	Short term
Explore Main street options. Pay for acquisition or renovation?	Short term
Explore if abandoned elementary school can be converted to teacher housing	Medium Term
Connect with builders to determine their interest in available parcels	Ongoing
Eye out for opptys to add 'above retail' housing in downtown	Ongoing

**GOAL 6: To sustain the work of the organization.**

**Key Strategic Actions**

Plan for Key Staff Retirements

Network with area universities for interns (UNC MPA; SOG's Lead for NC; NC State for design) (short term)	Short term
Undertake informal salary study (on behalf of Police Department) by reaching out to NCLM or HRCentral or Warren County	Short term
Consider contracting for certification needs, when/where possible	Medium term
Encourage Kenny to keep getting certifications (ongoing)	Ongoing



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### **BOC Meeting March 2024 – Action Items Checklist**

1. Execute annexation resolution, file copy of resolution with Register of Deeds, update Ordinance Book as addition to Table 1. (cont.)
  - ✓ Done for Hayley Haywood property. Mayor reviewing other annexed properties.
2. Vacant Building Ordinance letters... determine with Commissioner Sourelis who has responded and complied.
  - ✓ Underway
3. Work with Mike Scott (Grant Administrator) to respond by letter to concerns of Viola Long.
  - ✓ Done
4. Create Purchase Order for Magna Rotor from Clearwater (WWTP grant project order)
  - ✓ Done
5. Add Deane Honeycutt to Revitalization roster.
  - ✓ Done
6. Execute PARTF resolution.
  - ✓ Done
7. Obtain appraisal on proposed park parcels.
  - ✓ Underway
8. Schedule Public Hearing on April 8 to receive comments on the proposed park.
  - ✓ Request sent to Womack Publishing
9. Execute contract for Eastern Blue Bird Fest music.
  - ✓ Done



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## **STATUS OF GRANTS**

**NC DEQ Water Infrastructure WWTP** -- \$750,000 awarded. Received award letter.

- To replace 44-year-old rotors and clean out oxidation ditch #1, which are currently the most critical issues at the WWTP.

### **(Fund 67) NC Neighborhood Revitalization Program**

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- NC Commerce has granted an additional \$200,000 in funding due to inflation.
- Moving into second phase of grant, soliciting bids to rehab 2 additional houses.

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- NC Commerce sent paperwork for claw back of approximately \$20,000. Paperwork submitted to NC Commerce. Two repayments due six months apart. First of two repayments made to Commerce and reimbursed by Warrenton Veterinary Clinic.

### **(Fund 71) Brownfield Grant**

- This \$300,000 grant to analyze environmental issues on properties in Warrenton.
- EPA approved funding for a Landmark status application to the National Parks Service for All Saints Episcopal Church.
- Two additional properties, along W. Franklin Street, have undergone Phase 1s.

### **Golden Leaf Storm Water Grant**

- Town awarded \$196,447.50 for stormwater repairs to Brehon Street.
- Awaiting a survey of affected area to be followed by easements prepared by town attorney.

### **Southeast Crescent Regional Commission**

- The Town has been invited to submit a full application for the *State Economic and Infrastructure Development (SEID) Grant Program*. This grant is designed to “Foster Entrepreneurial and Business Development Activities”. Application budget will be \$100,000 of which \$20,000 is in-kind match provided by Research Triangle Foundation, Kerr-Tar COG, Lake Gaston Chamber of Commerce and Town of Warrenton. Awaiting notice of possible award.

### **NCLM Assistance Grant**

- Town awarded an in-kind grant from the NC League of Municipalities to evaluate and recommend changes to Town's zoning ordinances. Funded by ARP, the League will engage the legal firm of Parker Poe to assist the Town in making changes at no cost to the Town.

### **In Progress Grant Applications:**

- Town-Wide Water System Improvements: \$1,564,600 (Received award notice.)
- Stormwater Planning Grant: \$400,000 (Expecting award notice.)
- USDA RDBG: Application deadline passed. Unable to find time to gather support letters and complete application.



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March 15, 2024

Ms. Viola Long  
303 Bute Street  
Warrenton, NC 27589

Dear Ms. Long:

This letter is in response to your comments to the Board of Commissioners on Monday, March 11, 2024.

The Neighborhood Revitalization grant program through the State of North Carolina, which you are participating in, has requirements that apply to all participants statewide. One of those requirements is that a deferred, forgivable loan is established between a municipality or county and a property owner. The loan is secured through a Deed of Trust and Promissory Note with the Town.

This Deed of Trust and Promissory are for a period of eight years. Once the eight-year period is satisfied, the Deed of Trust and Promissory Note are cancelled. In other words, your only obligation, in so far as homeownership is concerned, is to pay the annual property taxes and secure home-owners insurance. There are no monthly house payments required.

Ms. Long, this is an opportunity that is afforded to very few households in North Carolina, much less Warren County. The last thing the Town wants is for you to withdraw from this program and miss out on this opportunity.

As we have previously discussed, your new house is covered by a 12-month warranty, in addition to any other specific manufacturer's warranty on items such as heating and air conditioning, and other appliances. The warranties are effective from the date the Deed of Trust and Promissory Note are signed and recorded. Our primary objective is for you to be satisfied and comfortable with your new home.

We welcome your seeking outside advice from an attorney, to receive clarification and a sense of comfort. If you have any further questions or need any further explanation, please let us know.

Best regards,

Robert Davie  
Town Administrator, Clerk to the Board



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

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**Frontier Warren Tenant Update**

Recently two tenants had their offices cleaned out due to non-payment. \$2400 has been promised to the town between the two tenants.

Those tenants have been replaced by an expansion of one business (KCS Realty) and addition of a second business (Breanna Lee). In order to make KCS Realty have three contiguous offices, Deborah Davis was asked to move across the hall. **In exchange for moving to accommodate KCS Realty, asking the Town Board to approve two months of free rent.**

With these changes the tenant mix is highly reliable, with regard to payment.

Frontier Warren Offices	Tenants	Monthly Rent
Original spaces	9	
Currently rented	11	
Front Right Window	Tammy Mentzel Insurance	\$ 260.00
Front Left Window	KCS Realty	\$ 280.00
Office A	Divine Favor Home Care	\$ 200.00
Office B	KCS Realty	\$ 280.00
Office C	Mary Anstead	\$ 200.00
Office D	KCS Realty	\$ 200.00
Office E	Sylvia Dunston	\$ 200.00
Office F	Jeff Witt	\$ 200.00
Office G	Brianna Lee	\$ 200.00
Office H	Frontier Natural Gas	\$ 450.00
Office I	Frontier Natural Gas	\$ 450.00
		<b>\$ 2,920.00</b>

Annual Monthly Expense  
 2 Credits to Deborah Davis

**\$2,322.50**  
 \$400.00

# Warrenton Budget Amendments

Date: 

4/8/2024
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 Number: 

#16
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**Purpose of Amendment:**

The purpose of this BA is to appropriate funds for an appraisal on the land considered for the PARTF grant.

**Fund Name:**

**Revenue**

Account Title/Number:	Increase Amount	Decrease Amount
Approp FB/37-395-396	1,350	

<b>Subtotal</b>	1,350	-
<b>Total</b>	1,350	
<b>Grand Total</b>	-	

**Expenditure**

Account Title/Number:	Increase Amount	Decrease Amount
External Contract/37-401-448	1,350	

<b>Subtotal</b>	1,350	-
<b>Total</b>	1,350	

Town of  
**Warrenton**  
NORTH CAROLINA

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**APPLICATION FOR ZONING CHANGE**

Date: 2-15-2024 (President)  
Name of Applicant: Cynthia Jenkins Telephone No. 919-260-8008  
Address: 206 N. Bragg St. (Reynolds Tavern)  
Owner: Preservation Warrenton Telephone No. \_\_\_\_\_  
Address: P.O. Box 944, Warrenton NC 27589  
Current Zoning: R-12 Tax Number of Parcel: E6B405

1. Location of Land for which the Zoning Change is being requested:

206 N. Bragg St.

2. Specific reason for which the variance is being requested:

Facilitate renovation of Reynolds Tavern into commercial use: upstairs office, 1st floor retail + apt.

3. Request: Rezone from R-12 to C-1

4. Use of each adjacent property: R-12 residential on north, east and south sides, C-1 on west side.

\_\_\_\_\_  
Signature of Applicant:



Fee Paid: \$ \_\_\_\_\_ (\$300.00)

Public Hearing Held on March 11 At: 6:45 PM

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Conditional: \_\_\_\_\_

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Cynthia Jenkins, Chairperson