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**Historic District Commission**

**August 23, 2021**

**Minutes**

Chairman Richard Hunter called together a meeting for the Historic District Commission at 5:30 PM at the Warrenton Town Hall. Attending were Town Administrator Robert Davie, Tracy Stevenson, Michael Coffman, Marsha West, and Audrey Tippett. Board member, Cynthia Jenkins and property owner Gordon Poindexter joined via Zoom. A quorum was present. Applicants Michael Layne, Peter Holloway, and Debbie Widmann were present. Surrounding property owners, David and Evelyn Woodson, Mayor Walter Gardner, and Chris Privette were also in attendance.

Michael Coffman made a motion to approve the July meeting minutes, which was seconded by Marsha West. The minutes were approved by unanimous vote.

**307 Halifax Street COA**

Gordon Poindexter has requested to demolish the structure on this property. The home was previously listed with Preservation North Carolina and no interest in purchase was shown. Michael Coffman made a motion to approve the demolition which was seconded by Audrey Tippett. The motion was approved by unanimous vote.

**135 and 137 S. Main Street COA**

Michael Layne has submitted a COA for installation of business signage on cornice pediments using plastic lettering. Richard Hunter stated that the guidelines require metal lettering and Mr. Layne stated that the cost would be twice that of plastic letters. Michael Coffman made a motion to approve with the amended metal lettering to meet guideline requirements, which was seconded by Marsha West. The motion was approved by unanimous vote.

**327 N. Main Street COA**

Peter Holloway and Debbie Widmann have requested to replace the existing metal porch roofs with rubber roofs. Michael Coffman made a motion to approve the COA, which was seconded by Audrey Tippett. The motion was approved by unanimous vote.

**122 S. Main Street COA**

Heather English, joined the meeting via Zoom, representing Truist, with follow up decisions from other Historic Districts on the illuminated signs that were not approved at a previous meeting, as requested by the commission. She informed the group that the Town of Albemarle approved the illuminated signs and the Town of Oak Ridge had not approved any illumination. Richard Hunter stated that there are illuminated signs on several locations on Macon Street to include Dollar General and Walgreen’s. Ms. English stated that the pole for the free standing sign in the parking lot area would need to be replaced but the commission agreed that would not require a COA. She also stated that there was a delay in federal paperwork that was holding up the name change, so Truist would like to place temporary covers over their new signs until they are legally able to use the “Truist” company name. The commission agreed and said no permit was needed. Michael Coffman made a motion to approve the illumination of the sign on Macon Street but not approve the illumination of the Main Street or Market Street signs, which was seconded by Marsha West. The motion was approved by unanimous vote.

**Other Business**

Chris Privette addressed the commission in reference to the home on the corner of S. Main and Marshall Streets that is currently owned by Nick Bagshawe. He stated that he is considering purchasing the property and wanted to see what was allowed within the Historic District guidelines for the extensive repairs that would be needed at the location. Richard Hunter stated that members of the commission would be willing to meet with him on site to discuss questions that he may have.

***“The Summary of Proposed Changes to the Historic District Guidelines***” was reviewed by the commission and Richard Hunter made a motion to present the proposed changes to the Town Board of Commissioners with the deletion of “hardi-plank as an acceptable replacement” under the **Guidelines: Wood page 25 item 5**, which was seconded by Audrey Tippett. Michael Coffman recused himself from the vote and the motion was approved by unanimous vote of the remaining commission members.

With no other business, the meeting was adjourned.