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**Historic District Commission**

**January 23, 2023**

**Minutes**

Chairman Richard Hunter called to order a meeting for the Historic District Commission at 5:30 PM at the Warrenton Town Hall. Also attending were Cynthia Jenkins, Marsha West, Kate Hazen, Town Administrator, Robert Davie, and Tracy Stevenson. Attending via Zoom were Commission member Michael Coffman and applicants Heather Sargent and James Morelli. A quorum was present. Applicant Melissa Green was present.

Chairman Richard Hunter asked if any ex-parte communication had taken place. There was none. Mr. Hunter inquired of conflicts of interest with the COA applicants. There were no conflicts. Mr. Hunter then opened the public part of the meeting.

Cynthia Jenkins made a motion to approve the November meeting minutes, which was seconded by Marsha West. The motion was approved by unanimous vote.

**223 S. Main Street COA**

American Legion Post 547 (Veterans) Post Commander, Mary Williams was sworn in and proceeded to describe Melissa Green’s request to install two flag poles with five inch base, 25 ft. high aluminum poles at the front of the building. Ms. Williams stated one pole would hold the American flag and one would hold the P.O.W. flag. Cynthia Jenkins made a motion to approve the COA, with a second by Kate Hazen. The motion was approved by unanimous vote.

**123 N. Front Street COA**

Applicant Heather Sargent via Zoom proceeded to describe her request to install a privacy fence, brick pavers around pea gravel driveway, and widen entrance to driveway and repair curb. Kate Hazen stated due to the property being on a corner lot had Ms. Sargent considered plantings for privacy. Cynthia Jenkins questioned the setback from the road for the fence if approved. Ms. Sargent stated fence would be setback 10 feet from the street, with landscaping in front. Kate Hazen made a motion to approve the widening of the driveway and repair of the curb, the brick pavers and pea gravel, and the privacy fence on the former funeral home side along the Dr. Holt property side, with a 4 ft. picket fence on left side back to the driveway and picket fencing from the funeral home privacy fence to the house, and finally a picket fence gate across the driveway. Michael Coffman seconded the motion. The motion was approved by unanimous vote.

**Williams Court COA**

Applicants Kurt Balok and Ryan Balok were not in attendance. After some discussion concerning questions for the property owners, Chairman Richard Hunter made a motion to table the request until the February Historic District Commission meeting so property owners could be present. Cynthia Jenkins seconded the motion. The motion was approved by unanimous vote.

**213 N. Main Street COA**

Applicant Savannah Middleton was not in attendance. According to the COA application, property owner requests to replace original wood shutters with vinyl shutters. After some discussion, the group noted that HDC guidelines require replacements to be of the same material. Cynthia Jenkins made a motion to deny the COA, with a second by Kate Hazen. The motion was approved by unanimous vote.

**123 S. Main Street COA (addition to agenda)**

Applicant James Morelli via Zoom described the request for window replacement. Mr. Morelli stated the original windows are wood and will be replaced with wood clad. He further stated that the design and specifications have been approved by NC SHPO. Michael Coffman made a motion to approve the COA as presented, with a second by Marsha West. The motion was approved by unanimous vote.

With no further business, the meeting was adjourned.