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TOWN OF WARRENTON
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Historic District Commission

The Historic District Commission meeting was called to order on Monday January 28 2013 at 5:30 PM, by Richard Hunter, Chairperson. Attending were board members: Marsha West, Kim Burrows, Bill Miller, Audrey Tippett, Jules Banzet, Bob Shingler and Richard Hunter. Also attending were Kimberly Harding, Rose Deering, and Robert Davie, notetaker.

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.

Old business regarding the Sondgeroth building was discussed. It was proposed to send a letter with Certificate of Appropriateness (COA) form to Mr. Sondgeroth, asking him to present a plan for window replacement and highlighting the need for a COA prior to tearing down any building in the historic district.

No plans for the house of Leon Short have yet been submitted to the Commission. It was suggested that a letter be sent to Mr. Short outlining: 1) the need for the COA that specifically included the upper windows of the house, 2) the due date of the next meeting, 3) and including the design guidelines.

Educating the public about the COA process was discussed. It was suggested that contractors, homeowners and county inspectors be notified again. It was determined that a letter with a map of the district included should be mailed. The Town Administrator, with help from Audrey Tippett, will send the letters.

A workshop for educational purposes was proposed by Richard Hunter that would be held at the fire station, would be advertised in the newspaper and would include Tony King as speaker. Richard Hunter will arrange a date with Tony King. Providing design guidelines for each attendee was suggested. Audrey Tippett will investigate additional printing of the guidelines.

A discussion regarding enforcement of the design guidelines followed. Past history of lack of enforcement was highlighted. It was noted that a civil penalty of \$100 can be assessed for failure to follow the guidelines.

It was noted that Ernie Fleming needs to submit a Minor COA for his proposed building awnings. Also noted was need for a COA if trees are removed from the downtown streetscape associated with any grant funding.

The Somerville-Graham cemetery was discussed as was the cemetery at Miriam Boyd school. The Town administrator will determine if the Town can periodically clean the cemeteries.

With no further business the meeting adjourned.