



Development Services Department  
303 First St. P.O. Box 1129  
New Bern, NC 28563  
(252) 639-7581

**TO:** New Bern Historic Preservation Commission  
**FROM:** Matt Schelly, AICP, City Planner  
**DATE:** March 3, 2023  
**RE:** Regular Meeting, **5:30 PM, Wednesday, March 15, 2023, in the Courtroom, Second Floor, City Hall, 303 Pollock St.**

INDIVIDUALS WITH DISABILITIES REQUIRING SPECIAL ASSISTANCE SHOULD CALL  
639-7501 NO LATER THAN 3 P.M. THE DATE OF THE MEETING

**REGULAR MEETING AGENDA – 5:30 PM**

1. Opening of Meeting with Roll Call
2. Approval of Minutes of Previous Meeting(s)
3. Adjustments to the Agenda
4. Hearings on Certificates of Appropriateness:
  - A. Hearings: Introduction, Swearing-In, Summary of Process
    - Introduction of Hearings and Rules of Procedure
    - Swearing-In of Speakers
    - Summary of the Hearing Process
  - Applications:
    - B. **305 North Ave.** – to include a new infill house. Continued from previous meeting.
    - C. **100 Middle St. (Doubletree Hotel)** – to include reconstruction of the deck in the Tertiary AVC. Continued from previous meeting.
    - D. **820 Broad St.** – to include brick walls and wood fencing in all AVCs.
- \*Please note that applications for these projects, including proposed plans, are available for review during normal business hours in the Development Services Department (303 First St.).*
5. Old Business (non-hearing items tabled or continued from a previous meeting): none
6. General Public Comments
7. New Business: None
8. HPC Administrator's Report:
  - A. Report on CoAs Issued 02/04/2023 – 03/03/2023

**FEE SCHEDULE** (office use only)

- ☐ \$22 Standard Application (minor)  
☒ \$107 Standard Application (major)



HPC Administrator  
[HPCadmin@newbernnc.gov](mailto:HPCadmin@newbernnc.gov)  
 Work: (252) 639-7583  
 Fax: (252) 636-2146

## Application for a Certificate of Appropriateness

*(For Alterations to Properties in Locally Designated Historic Districts)*

For assistance, see "CoA Instructions," as well as "Historic District Guidelines," available online at:

<https://www.newbernnc.gov> Go to: Departments, Development Services, then:

- For the CoA Instructions: Document Center, Alphabetical Listing, Certificate of Appropriateness – Instructions for COA application
- For the Historic District Guidelines: Historic Preservation, HPC Guidelines, Historic District Guidelines

Type of Project: ☐ Exterior Alteration ☐ Addition ☐ Infill ☐ Site Work ☐ Other

### I. Applicant/Owner Information:

Property Address (Include year built, if known):

Property Owner Name(s):

Owner Mailing Address:

Phone #s:

Email:

Applicant Name (if different):

Applicant Mailing Address:

Phone #s:

Email:

### II. Project Information: *(See "CoA Instructions" & "Historic Guidelines" for help in completing this section)*

1. Provide a detailed description of work to be conducted on site: (Attach additional sheets if needed)

Continued on additional sheet or attached brochure ☒

2. Reference the specific Guideline(s) in the "Historic District Guidelines" which you believe apply to this project: (only need the guideline numbers):

Continued on additional sheet or attached brochure ☐

3. Provide a detailed description of materials to be used (copies of brochures, texture, etc.):  
 Reference the specific Guidelines in the Historic District Guidelines for the proposed material(s).

Continued on additional sheet or attached brochure ☒

**III. Additional Information Provided: (See "CoA Instructions" for more detail)**

Plan(s) of Work, with: (please check all of those which are included with this application)

- ☐ Site plan (with annotated notes showing existing site and requested work)
- ☐ Photographs of the building and location where the proposed work will be completed
- ☐ Annotated notes or photos of materials to be used (samples may also be submitted)
- ☐ Floor plan with dimensions (for additions)
- ☐ Elevations with dimensions (for exterior additions or renovations)
- ☐ Supporting materials (brochures, photos of similar New Bern projects, estimates, etc.)
- ☐ Letter from owner acknowledging this application, in the case of submission by an applicant or lessee.

Please see Development Services Staff (Staff) prior to submittal for initial review of the application and advisement if additional information will be required before consideration at a Historic Preservation Commission hearing.

**Please read the following statements. Your signature below acknowledges that you have read the statements and attest to their accuracy:**

Check one:

- ☐ I am the owner of the Property, or
- ☐ I am acting on behalf of the owner of the property and have attached the notarized authorization form indicating the owner(s) consent to represent them for this application.

- ◆ I understand that submittal of this application does not constitute approval of proposed alterations.
- ◆ I understand that the approval of this application by City Staff or the New Bern Historic Preservation Commission (HPC) does not constitute approval of other federal, state, or local permit applications.
- ◆ I understand that I (or my representative) will need to attend the Hearing of this Application by HPC. No Applications shall be heard without a representative present and all applicable fees paid in full.
- ◆ I have reviewed the City of New Bern's "Historic District Guidelines" in preparing this Application.
- ◆ I understand that the property referenced by this Certificate of Appropriateness (CoA) application is in one of New Bern's local historic districts and that it represents a part of New Bern's historic fabric. If a CoA is approved by HPC or Staff, I agree to implement all changes as specified in the approved CoA, including any conditions. I understand that I am responsible for contacting Staff if I have any questions regarding the allowed changes specified in the approved CoA.
- ◆ I understand that ANY unapproved alterations are enforceable as a violation of City Ordinance and must be brought into compliance by removal or through the CoA process.
- ◆ I affirm that all the information included in this application is true to the best of my knowledge.
- ◆ I understand that incomplete applications cannot be considered.



**Signature of Applicant/Owner**

**Date**

*APPLICATION SHOULD BE SUBMITTED TO THE DEVELOPMENT SERVICES MAIN OFFICE AT 303 FIRST ST.. FOR A MAJOR PROJECT, SUBMITTAL AND FEE PAYMENT MUST BE NO LESS THAN 2 WEEKS PRIOR TO THE UPCOMING HPC REGULAR MEETING. FOR FURTHER INFORMATION, CONTACT THE HISTORIC PRESERVATION COMMISSION ADMINISTRATOR AT (252) 639-7583.*

## 820/818 Broad St, 831 Queen St Proposal – Map Diagram



- A – **Orange**- Front of house, Broad St. – 3ft honeycomb brick wall
- B – **Blue** - Back yard of property, along Fleet St. (around corner to Queen St.) – 4ft solid brick wall
- C – **Green** - Back yard of property, lines Fleet St. and existing chain link fence between church and property – 6ft wooden privacy fence;



## 820/818 Broad St, 831 Queen St Proposal – Section A

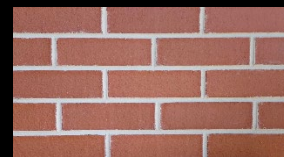


### Example Walls – Downtown NB Historic District

- Honeycomb pattern



### Material stock photo from manufacturer:



- Matched through manufacturer
- Mortar whitewash to blend



## 820/818 Broad St, 831 Queen St Proposal – Section B



### Example Walls – Downtown NB Historic District

- 1 brick thick solid wall extending length of property
- Finished decorative cap at structural pillars where required



### Material stock photo from manufacturer:



- Matched through manufacturer
- Mortar whitewash to blend





# 820/818 Broad St, 831 Queen St Proposal – Section C

Example Fence:



- 6ft with decorative cap, 1inch between boards
- Material – treated wood - 6in boards

For visualization purposes only, not to scale







## Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – March 15, 2023

**Applicant:** Shareen Knapik and Krielow Chamberlain

**Owner's Address:** 820 Broad St., New Bern, NC

**Project Address:** 820 Broad St., New Bern, NC

**Historic Property Name:** Richard Dowdee House, ca. 1830, enlarged 1904-1908

**Status:**        **Contributing:** X        **Non-contributing:**        **Vacant:**

**NR Inventory Description (1988):** Federal-Greek Revival style; one-and-a-half story; four bays wide; gable-end roof; two-story transverse-gable rear addition.

**Sandbeck Description (1988):** "... this transitional Federal-to-Greek Revival style cottage is the last early structure still standing on the west end of Broad Street. ... well-preserved interiors ..."

**820 Broad St.** - to include brick walls and wood fencing in all AVCs.

**Staff submits the following Historic District Guidelines as appropriate to this application:**

### **Fences and Garden Walls**

- 2.5.1 Fences and walls based on historic designs are encouraged. Incorporate materials and configurations that relate to the architecture of the principal structure on the site. Use fences and walls to demarcate property lines and screen private areas.
- 2.5.2 In a Primary AVC, erect low fences and walls with a vertical dimension of four feet or less. Space rectangular wood planks about one inch apart. Space square wood and iron pickets about three inches apart. Orient pickets vertically.
- 2.5.3 In Secondary and Tertiary AVCs, erect tall fences and walls with a vertical dimension of six feet or less. Tall fences that abut a structure shall terminate at an architectural feature. Transition low fencing to taller fencing at an architectural feature.

### **Paint**

- 5.4.2 Select paint and sealant coatings that are harmonious with adjoining work. In general, new material shall be a compatible formulation with the substrate of application.
- 5.4.3 Apply primer coatings to front and back of wood surfaces prior to cutting and fitting. Prime end cuts before installation. Apply finish paint coatings to exposed primed surfaces.
- 5.4.4 Consider using opaque stain in lieu of paint on flooring, fencing, and similar wood surfaces exposed to foot traffic or weather.
- 5.4.6 It is not appropriate to apply paint, water repellent or sealant coatings to unpainted surfaces such as masonry, stone, copper, and bronze.

**Statements of Reason**, based on the information contained in the application, in Staff's judgment are:

- 1. The structure is a contributing resource in either the *Dense Fabric* or the *Tight Weave* development pattern;
- 2. The project is a variety of fences within all of the AVCs;
- 3. The proposed design, components, and materials meet the requirements of the Guidelines;
- 4. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly;
- 5. The project is not incongruous with the Guidelines.

### **MOTION**

**Staff recommends the Commission approve this application to include brick walls and wood fencing in all AVCs.**





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MAJORS:

302 Broad St. (Courthouse) – addition and modifications  
305 Bern St. - shed  
720 E. Front St. – infill house  
1206 N. Pasteur St. – driveway  
1512, 1516 National Ave. and 407 North Ave. - fencing

MINORS:

212 Johnson St. – landscape lighting  
225-231 Craven St. (City parking lot at Morgan's) – tree replacement  
235 Craven St. – window murals  
312 Avenue A – tree replacement  
316 S. Front St. – front door, lighting, stucco joints  
421 Craven St. ROW – tree replacement  
501 E. Front St. ROW – tree replacement  
612 Craven St. - fencing  
1116 National Ave. - shed  
1203 National Ave. – deck removal, new brick steps  
1303 National Ave. ROW – two trees replacement  
About a dozen pending, many waiting for info from applicants

B. Report on CoA Extensions Issued since the Prior Regular Meeting: none

C. Other Items and Updates by the Administrator

9. Commissioners' Comments

10. Adjourn