



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:** April 6, 2023  
**RE:** Regular Meeting, **5:30 PM, Wednesday, April 19, 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. Consent Agenda
  - A. Approval of Minutes of Previous Meeting(s)
    - 1) Minutes of February 15, 2023
    - 2) Minutes of March 15, 2023
    - 3) Minutes of January 19, **2022**
  - B. Approval of Written Decisions
    - 1) CoA Approval of Application for 301 Hancock St.
    - 2) CoA Approval of Application for 820 Broad St.
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. The applicants have requested this to be continued again.

- C. **100 Middle St. (Doubletree Hotel)** – to include reconstruction of the deck in the Tertiary AVC. Continued from previous meeting. The applicants have requested this to be continued again.
- D. **710 New St.** – to include demolition of a contributing structure and construction of a new infill house.
- E. **719 E. Front St.** – to include construction of a new 2-story infill house and detached garages.
- F. **411 Broad St.** – to include a new pavilion in the Tertiary AVC.
- G. **501 Metcalf St** – to include replacing the rear screened porch, enlarging the rear deck, new front walkways, a new driveway, and new landscaping, all in the Primary and Secondary AVCs.
- H. **222 Middle St** – to include three new windows and one new door, all in the Secondary and Tertiary 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 03/04/2023 – 04/06/2023

MAJORS:

None – 2 pending

MINORS:

214 Johnson St. – driveway, lift

218 Metcalf St. – handrails, post

227 E. Front St. – pilasters, lattice

309 Johnson St. – rear stairs

314 Fleet St. – doorway roof

319 Bern St. – signage

400 Johnson St. – handrail

406 Metcalf St. – tree replacement

602 Middle St. – fencing replacement, new fencing

609 New St. – shed modifications

624 Hancock St – fencing

1206 N. Pasteur St. – exterior lighting, bathroom window reduced

About 8 pending 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