



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. Adjustments to the Agenda
3. 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.
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

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**HPC Reg Mtg Minutes of the
New Bern Historic Preservation Commission
February 15, 2023 – 5:30 P.M.**

The New Bern Historic Preservation Commission (HPC) held its regular meeting on Wednesday, February 15, 2023, in the Historic Courtroom, Second Floor, City Hall, 303 Pollock St.

1. OPENING OF MEETING WITH ROLL CALL

Meeting called to order by Vice-Chair Eure at 5:30 pm.

Members Present:	Tripp Eure, Vice-Chair	Gregory Rusch
(5 needed for quorum)	Dr. Ruth Cox	Candace Sullivan (arrived 5:33 pm)
	Jim Morrison	Tim Thompson

Members Excused: Jim Bisbee, Chair; Marc Wartner

Members Absent: Mollie Bales

A quorum was present.

Staff Present: Matthew Schelly, AICP, City Planner, HPA, HPC Secretary

City Attorney Present: Jaimee Mosley

Others Present: (see sworn-in sheet, attached to the minutes)

2. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

No meeting minutes were available.

3. ADJUSTMENTS TO THE AGENDA

Vice-Chair Eure requested the item for 100 Middle St. be moved to be the last hearing for the evening.

MOTION by Commissioner Morrison to adjust the agenda to move item C, 100 Middle St., to come after item D, 301 Hancock St.; second by Commissioner Rusch. **Motion passed** unanimously.

4. HEARINGS ON CERTIFICATES OF APPROPRIATENESS:

A. Hearings: Introduction, Swearing-In, Summary of Process

Vice-Chair Eure explained the HPC and the quasi-judicial hearing process and Staff Schelly swore in the witnesses with the following oath:

“Do you swear to tell the truth to the best of your knowledge?”

The witnesses responded in the affirmative. The list of the witnesses is attached to the minutes.

Vice-Chair Eure continued with the summary of the hearing process.

APPLICATIONS

Vice-Chair Eure called to begin the hearings for the applications for a Certificate of Appropriateness.

44 B. **305 North Ave.** – to include a new infill house. Continued from previous meeting.

45 **Staff Overview of the Application**

46 Staff Schelly provided a review of the application and internal review documents. The
47 existence of a staff recommendation was indicated.

48 **Applicant Comment**

49 Vice-Chair Eure asked Mr. Freeman, the applicant, if they had any additional comments.
50 Mr. Freeman indicated the conceptual house design in the application includes an
51 unconditioned foyer.

52 **Proponents' and Opponents' Comments**

53 Vice-Chair Eure asked if there is anyone present who would like to speak for or against the
54 application. No one spoke.

55 **Completeness**

56 Vice-Chair Eure asked the Commission if anyone had any issues with the completeness of
57 the application. Commissioner Morrison stated that according to procedure the applications
58 were not available for public viewing, there is not enough detail in the drawings for review,
59 the HPC members did not have all the info four days before the hearing, and there is not
60 enough information about the materials to be used for the windows, the siding. He has no
61 issue with the demolition part; it is just the infill part of the application. Commissioner
62 Cox agreed. Commissioner Thompson explained this is a two-step process – demolition
63 and infill. He agreed we have enough information to process the demolition part, however,
64 the infill part we will have some discussions and questions about the infill part. VC Eure
65 reminded the board that this is a two-step approval process. Speaking to the applicants,
66 Vice-Chair Eure indicated it seemed that there is enough information to act on the
67 demolition part, but not for the redevelopment piece. He also informed the applicant that
68 while approval of the demolition is a first step, they will need the redevelopment approval
69 before the actual demolition can occur. Vice-Chair Eure asked the board if they were
70 comfortable with moving forward with the hearing regarding just the demolition portion of
71 the application. There seemed to be a consensus in agreement.

72 **Staff Recommendation**

73 Vice-Chair Eure asked staff to present their recommendations for the demolition portion
74 of the application, called Deliberation 1.

75 Staff Schelly submitted the description of the project and the following Historic District
76 Guidelines, Statements of Reason, and Recommendation as appropriate to this application:

77 **DELIBERATION 1: DEMOLITION**

78 **Demolition**

79 6.4.2

80 6.4.3

81 6.4.4

82 6.4.5

83 In addition, the Guidelines stipulate: “In rendering a decision on a demolition COA, the
84 HPC should address the following [three] considerations:”

85 **Consideration 1: Address the historical, cultural and architectural significance of the**
86 **structure.**

- 87 • Is it a contributing structure?
 - 88 ○ Staff: Yes, as indicated in the Inventory in the National Register Registration Form
 - 89 for the Riverside Historic District.
- 90 • Is it significant because of its historic use, an event, a person, a builder, or an architect?
 - 91 ○ Staff: No. None is indicated in the National Register Registration Form for the
 - 92 Riverside Historic District, nor is anything or anyone otherwise known to staff.
- 93 • Is it the last or the oldest example of a certain building type?
 - 94 ○ Staff: This is not indicated in the National Register Registration Form for the
 - 95 Riverside Historic District, nor is this otherwise known to staff.

96 **Consideration 2: Address the integrity of the structure.**

- 97 • What are the conditions of foundations, floors, walls, windows, doors and roofs?
 - 98 ○ Staff: the applicant has provided substantial evidence that the conditions of these
 - 99 elements are beyond the state whereby repairs would be possible or reasonable.
- 100 • Is it a hazard to public health, safety and welfare?
 - 101 ○ Staff: In 2012 the Chief Building Officer has issued an Order that the dwelling was
 - 102 “unfit for human habitation due to deterioration and defects, increasing the hazard
 - 103 of fire, accidents, or other calamities.” In addition, the applicant has stated that the
 - 104 structure is at least occasionally used by trespassers.

105 **Consideration 3: Address attempted preservation efforts.**

- 106 • Have options for rehabilitation been explored with preservation organizations?
 - 107 ○ Staff: no explorations of options for rehabilitation with preservation organizations
 - 108 are known to the staff.
- 109 • Has the applicant been unsuccessful in seeking alternatives to demolition?
 - 110 ○ Staff: the applicant has not indicated such to the staff.
- 111 • Have alternatives for structure relocation and sale of the property been pursued?
 - 112 ○ Staff: the applicant has not indicated such to the staff.

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

- 115 1. The project is a proposal to demolish a contributing resource.
- 116 2. The applicant is proposing a new house for the property, however the design of which
- 117 will need to be approved by the HPC.
- 118 3. The Zoning Administrator and the Chief Building Official have reviewed this project
- 119 and commented accordingly.
- 120 4. The project is not incongruous with the Guidelines.

121 **MOTION FOR DELIBERATION 1**

122 **Staff recommends the Commission approve this application to include demolition of**
123 **a contributing structure, however the CoA should not be issued at this time and the**
124 **demolition may not proceed until the design of the replacement structure is approved**
125 **by the HPC and a CoA issued for the replacement. Then, the CoA for the demolition**
126 **can be approved by the HPC to be issued.**

127 **Applicant’s Comments**

128 Vice-Chair Eure asked the applicants if they had any additional comments.

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The applicants indicated they did not.

Commissioners' Questions and Comments

Vice-Chair Eure asked the Commissioners if they had any questions or comments.

Commissioner Morrison stated that they have been provided with significant photographic evidence of the deterioration of the structure and is not a subject for rehabilitation.

Commissioner Cox agreed and added more information about the deterioration of the structure including reference to conditions of the walls, floors, and ceilings.

Commissioner Thompson reminded that the structure is a contributing structure to the district. Thompson also stated that it does not seem to be practical to rehab or move the structure.

Vice-Chair Eure proceeded by reviewing what has been presented and discussed regarding the considerations. Consideration 1: the house is not the last of its building type and not associated with a historic person or builder; the condition of the house was discussed and addresses consideration 2; and regarding the preservation of materials in consideration 3, there is not enough historical material remaining with integrity to allow for the alternatives indicated.

MOTION by Commissioner Morrison **to find the demolition application** for 305 North Avenue **to be Not Incongruous** with New Bern's Code of Ordinance sections 15.411 – 15.429 and New Bern's Historic District Guidelines based on the following specific guidelines and findings of fact:

Demolition

6.4.2

6.4.3

6.4.4

6.4.5

Discussed Considerations 1, 2, and 3, finding no reasonable path to preserve the property.

The project is a proposal to demolish a contributing resource.

The applicant is proposing a new house for the property, however the design of which will need to be approved by the HPC.

The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly.

The project is not incongruous with the Guidelines to demolish the existing structure.

Commissioner Thompson seconded the motion.

Vice-Chair Eure asked if there was any discussion.

Commissioner Cox requested the motion be **AMENDED to add the condition** that the CoA shall not be issued at this time and the demolition may not proceed until the design of the replacement structure is approved by the HPC and a CoA issued for the replacement.

Then, the CoA for the demolition can be approved by the HPC to be issued.

Commissioner Morrison accepted the amendment.

Commissioner Thompson discussed the possibility of making an exception to the procedures, which is allowed in the procedures, to allow the demolition before the approval of the redevelopment. However, with some uneasiness from other commissioners and discussion by Vice-Chair Eure, Commissioner Thompson accepted the amendment.

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Motion passed unanimously.

Vice-Chair Eure reminded all that no CoA is being issued at this time.

Assistant City Attorney Moseley asked Vice-Chair Eure if he would like to ask the board for a motion to table the remainder of the application.

MOTION by Commissioner Thompson **to continue** the application for 305 North Avenue to the regular meeting on March 15, 2023, in City Hall at 5:30 with the understanding that the applicant will come back to the HPC Design Review meeting with the necessary information related to redevelopment of the structure or structures.

Commissioner Cox seconded the motion.

Vice-Chair Eure asked if there was any discussion.

Motion passed unanimously.

- C. **301 Hancock St.** – to include modifications to the two-level porch in the Secondary AVC. Vice-Chair Eure opened this item and indicated he has had ex parte communication with Anne Hiller, the applicant's representative, discussing how she could formulate an approach to coming to the hearing. He also had ex parte discussions with Richard Parsons, the President of the New Bern Preservation Foundation, regarding the handling of some historic material. Vice-Chair Eure believes neither of these ex parte communications have biased his opinion on how to handle this application.

Tim Thompson indicated that he was the President of the New Bern Preservation Foundation at the time the current owner, Ms. Hiller, and the Foundation were both trying to buy the property. He also contacted Richard Parsons, the current President of the New Bern Preservation Foundation, to let him know that the Foundation might want to try to sort out the current situation at this property. Commissioner Thompson stated he believes that these communications will not bias his opinion or ability to deliberate this evening.

Conflict

Vice-Chair Eure asked the Commission if anyone has a conflict of interest for this project. No one responded.

Completeness

Vice-Chair Eure asked the Commission if anyone had any issues with the completeness of the application.

No one responded.

Staff Overview of the Application

Staff Schelly provided a review of the application and internal review documents. The existence of a staff recommendation was indicated.

Applicant Comment

Vice-Chair Eure asked Anne Hiller, authorized representative for the applicant, if they had any additional comments. Ms. Hiller indicated they will do whatever the HPC wants her to do.

Proponents' and Opponents' Comments

Vice-Chair Eure asked if there is anyone who would like to speak for or against the application. No one spoke.

Staff Recommendation

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Staff Schelly submitted the description of the project, including a relevant excerpt from *The Historic Architecture of New Bern and Craven County, North Carolina*, by Peter B. Sandbeck, 1988, for the subject property, including:

“Of the very few brick outbuildings and dependencies still surviving in New Bern, this two-story combined office and quarters is the most charming and well preserved. ... The attractive two-story side porch appears to date from the 1870s; its picturesque sawnwork brackets and railings add much to the character of the building. Sheltered under the porch is a surprisingly elaborate Victorian stair with a heavy turned newel and turned balusters. This replaced or supplemented the original but now-removed interior stairway, ...”

Schelly also cited the following Historic District Guidelines, Statements of Reason, and Recommendation as appropriate to this application:

Modifications

3.2.2

3.2.3

3.2.4

Wood

5.2.1

5.2.2

Paint

5.4.1

5.4.2

5.4.3

5.4.4

Section 6.1

Wood Maintenance

6.1.5

6.1.6

6.1.7

Paint Maintenance

6.1.11

6.1.12

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

1. The project is located in the *Dense Fabric* development pattern;
2. The proposal is removal of a Victorian exterior stairway, banister, and second floor stairway opening railings, plus modifications to close in the stairway opening, and to repair and replace deteriorated materials for the first floor porch flooring, the second floor porch flooring, a few second floor sawnwork porch railing balusters, and second floor siding;
3. The Victorian exterior stairway is noted and described in *The Historic Architecture of New Bern and Craven County, North Carolina*, by Peter Sandbeck;

4. Due to failure to meet the requirements of Guidelines 3.2.2, 3.2.3, 5.2.1, section 6.1, and Guideline 6.1.5, the proposal to remove the Victorian exterior stairway, baluster, and railings does not meet the requirements of the Guidelines;
5. The proposed design, components, and materials of the replacement porch decking and the house siding portion of the application do meet the requirements of the Guidelines.
6. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly;
7. The stairway removal portion of the application is incongruous with the Guidelines and the porch decking portion of the application is not incongruous with the Guidelines.

Staff recommends the Commission approve the portion of this application for the proposed modifications to repair and replace deteriorated materials for the first floor porch flooring, the second floor porch flooring, a few second floor sawnwork porch railing balusters, and second floor siding in the Secondary AVC, and to deny the portion regarding removal of the Victorian exterior stairway, banister, and second floor stairway opening railings, plus modifications to close in the stairway opening, in the Secondary AVC.

Applicant's Comments

Vice-Chair Eure asked the applicants if they had any additional comments.

Anne Hiller indicated they found the stairway, have most of the tread that were not disposable, saved the newel posts, so they can replace the stairway.

Chair's Clarifications

Vice-Chair Eure reminded the board at this time that some work had taken place before the issuance of a CoA.

Vice-Chair Eure and Anne Hiller recapped the proposal of the application to include: replace stair and balustrade, including the opening in the second floor; remove storage area under stairs, slight modification of the porch structure and decking, replace in-kind some second story balusters, replace second floor siding.

Commissioners' Questions and Comments

Vice-Chair Eure asked the Commissioners if they had any questions or comments.

Commissioner Sullivan asked why the HPC would make an exception to the Guidelines to allow removal of the stairway.

Commissioner Morrison stated it is hard to get around the stairway being a significant feature of the architecture of the house, not an interior feature.

Commissioner Sullivan asked Vice-Chair Eure if the proposal had been to remove the stairway prior to having removed the stairway, if it might not have been approved. Vice-Chair Eure agreed that that it might not have.

Vice-Chair Eure stressed that the motion maker needs to be clear about whether to replace the stairway or not.

Commissioner Rusch asked if the stairway had already been moved from the interior to the exterior location.

Vice-Chair Eure clarified that the move to the exterior was about 100 years ago and had probably achieved historical significance in that location in its own right.

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Commissioner Thompson stated that the HPC puts a lot of weight on the descriptions in the Peter Sandbeck book. The stairway is mentioned in his book and therefore significant because of that.

Commission Morrison asked if the HPC allowed it to be moved inside, where does that stop.

Commissioner Thompson reminded the board that removal of the stairway is not part of the application.

MOTION by Commissioner Thompson to find the application for 301 Hancock St. to be **Not Incongruous** with New Bern's Code of Ordinance sections 15.411 – 15.429 and New Bern's Historic District Guidelines based on the following specific guidelines and findings of fact:

Modifications

3.2.2

3.2.3

3.2.4

Wood

5.2.1

5.2.2

Paint

5.4.1

5.4.2

5.4.3

5.4.4

Section 6.1

Wood Maintenance

6.1.5

6.1.6

6.1.7

Paint Maintenance

6.1.11

6.1.12

Findings of Fact, are:

1. The project is located in the Downtown Historic District;
2. The items we are asked to consider, the stairway, the porch decking that has been replaced without a CoA, the wood siding where the Tyvek is exposed, and whether the stairway needs to be functional or not;
3. The stairway needs to be reconstructed with any original, existing materials, the handrails, balustrades and so forth; the decking needs to be replaced as it was before being removed;
4. The following Guidelines under consideration, the application does not meet the guidelines of 3.2.2, 3.2.3, 5.2.1, and 6.1.5. That has to do with 3.2.2 has not been met – modifications to a structure should not conceal, damage, or remove significant design components or architectural features; 3.2.3 - Replace historic

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design components only if they are damaged beyond repair. Replacement for convenience is not appropriate. Use materials and details that match the original; 5.2.1 - Adhere to Preservation Guidelines for retention of historic fabric when altering wood materials; and then 6.1.5 – Retain and preserve siding, fenestration, trim and ornamentation. Maintain wood features such as beaded and shaped edges, lathe turned profiles and decorative surfaces that have been milled, joined and routed. Failure to meet guidelines 3.2.2, 3.2.3, 5.2.1, and 6.1.5 mainly have to do with the exterior stairway that was removed.

The porch decking that is in place does not meet the guidelines in the sense of replacing decking in scale, proportion and so forth with decking that matches what was there before.

To summarize, the stairway needs to be put back, it needs to be a functional stairway, the wood siding meets the guidelines, the porch decking needs to be put back in its pre-existing configuration.

Commissioner Cox seconded the motion.

Vice-Chair Eure asked Commissioner Thompson if he meant to include the second floor porch balusters are to be replaced in-kind. Commissioner Thompson agreed to add the replacement of the upper floor balusters in-kind to his motion.

Vice-Chair Eure asked Commissioner Thompson if he meant to include the little storage room under the stairs. Commissioner Thompson agreed to add the replacement of the little storage room under the stairs to his motion.

Commissioner Cox agreed to the amendments to the motion.

Vice-Chair Eure clarified that the new porch flooring that was installed appears to be 2x6 lumber, whereas the previous porch flooring was probably 4-inch tongue and groove with ¾ to 1 inch in thickness.

Commissioner Morrison added that the current motion reflects what the HPC would have decided if the application had come to the Commission prior to beginning work.

Commissioner Rusch suggested amending the motion to allow the upper porch flooring to remain with the current material.

Commissioner Thompson did not accept the amendment to the motion.

Motion passed unanimously.

MOTION by Commissioner Cox to issue the CoA; Second by Commissioner Morrison.

Motion passed unanimously.

- D. **100 Middle St. (Doubletree Hotel)** – to include reconstruction of the deck in the Tertiary AVC.

Conflict

Vice-Chair Eure indicated to the Commission that he has a conflict of interest for this project since an architect in his office is working with the Doubletree Hotel client on another project. He then indicated a Temporary Chair would need to be appointed.

MOTION by Commissioner Morrison for Commissioner Cox to be the Temporary Chair for the 100 Middle St. hearing. Second by Commissioner Thompson.

Motion passed unanimously.

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Temporary Chair Cox requested a motion to recuse Vice Chair Eure for the 100 Middle St. hearing.

MOTION to recuse Vice-Chair Eure by Commissioner Thompson since he is working on a part of the project for the hotel. Second by Commissioner Morrison.

Motion passed unanimously. Vice-Chair Eure stepped down.

Staff Overview of the Application

Staff Schelly provided a review of the application and internal review documents. The existence of a staff recommendation was indicated.

Applicant Comment

Temporary Chair Cox asked Mr. Dean Quadir, authorized representative for the applicant, if they had any additional comments. Mr. Quadir indicated they are still working with the City for a new encroachment agreement.

Assistant City Attorney Moseley clarified that the existing license agreement was put in place and approved by the Aldermen many years ago and the applicant has indicated that a new license agreement would be needed for this project. She further advised that the HPC not approve a project that does not have the legal right for the project on the property. Commissioner Thompson suggested the HPC might handle this as a condition of the CoA. Assistant City Attorney Moseley indicated that an approval by the HPC can lead an applicant to believe they have approval to proceed with a project. ACA Moseley then suggested continuing the application to allow the applicant to achieve the necessary entitlements.

The applicant's representative stated they have no issue to a continuation of the application.

MOTION by Commissioner Morrison **to continue the hearing** on the application for 100 Middle St. to the March 15, 2023, HPC meeting, 5:30 pm in the City Hall, second floor. Second by Commissioner Thompson.

Motion passed unanimously.

Reseating Recused Commissioner

MOTION by Commissioner Rusch to reseat Vice-Chair Eure. Second by Commissioner Sullivan.

Motion passed unanimously. Vice-Chair Eure returned to the dais.

5. OLD BUSINESS (non-hearing items tabled or continued from a previous meeting)

Vice-Chair Eure indicated there is no old business.

6. GENERAL PUBLIC COMMENTS

No one spoke.

7. NEW BUSINESS:

Vice-Chair Eure indicated there is no new business.

8. HPC ADMINISTRATOR'S REPORT

A. Report on CoAs Issued 01/12/2023 – 02/03/2023

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Vice-Chair Eure introduced the list in the agenda (below). Vice-Chair Eure asked if Staff Schelly had anything to highlight here.

Staff Schelly pointed out that all five of the CoAs approved at the last Regular meeting have been issued and the number of Minor Work CoAs has been reduced from the number shown in the agenda.

MAJORS:

302 Broad St. (Courthouse) – addition and modifications

305 Bern St. – shed

720 E. Front St. – infill house and rear garage

1206 N. Pasteur St. – driveway

1512, 1516 National Ave. and 407 North Ave. - fencing

MINORS:

211 Johnson St. – tree replacement

222 Middle St. – rear windows, repointing

300 Pollock St. – repointing

312 Avenue A – trees replacement

709-711 Pollock – tree replacement

15 pending

B. Other Items and Updates

Staff Schelly added to remind the board about the upcoming Resiliency Listening Session the next day. He also asked someone from the board to attend in order to meet an employee of the state agency that provided some of the funding for the Resiliency Plan and who is personally interested in historic preservation commissions.

Staff Schelly also reminded the board that a training session will be held prior to the upcoming HPC Design Review Meeting.

9. COMMISSIONERS' COMMENTS:

No one spoke.

10. ADJOURN:

Motion to adjourn the meeting: Commissioner Cox; Second by Commissioner Morrison.

Motion passed unanimously.

The meeting was adjourned at 7:33 pm.

Minutes approved: April 19, 2023

Jim Bisbee, Chair

Matthew Schelly, City Planner, HPC Secretary

Placeholder for the Minutes of the March 15, 2023 HPC Regular Meeting

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**Minutes of the
New Bern Historic Preservation Commission
January 19, 2022 – 5:30 P.M.**

The New Bern Historic Preservation Commission (HPC) held its regular meeting on Wednesday, January 19, 2022, in the Historic Courtroom, Second Floor, City Hall, 303 Pollock St.

1. OPENING OF MEETING WITH ROLL CALL

Meeting called to order by Chair Cox at 5:30 pm.

Members Present:	Dr. Ruth Cox, Chair	Tony Bryant (left approx. 6:45)
(5 needed for quorum)	Tripp Eure, Vice-Chair	Ellen Sheridan
	Jim Bisbee	Annette Stone
	Peggy Broadway (left approx. 8:15)	Candace Sullivan

Members Excused: None

Members Absent: John Blackwelder

A quorum was present.

Staff Present: Matthew Schelly, AICP, City Planner, HPA, HPC Secretary

City Attorney Present: Jaimee Mosley

Others Present: (see sworn-in sheet, attached to the minutes)

2. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

MOTION to waive reading the 11/17/21 minutes: Vice Chair Eure; Second by Commissioner Bisbee.

Motion passed unanimously.

MOTION to approve the 11/17/21 minutes: Commissioner Broadway; Second by Commissioner Bryant.

Motion passed unanimously.

3. HEARINGS ON CERTIFICATES OF APPROPRIATENESS:

A. Hearings: Introduction, Swearing-In, Summary of Process

Chair Cox explained the HPC and the quasi-judicial hearing process and Staff Schelly swore in the witnesses with the following oath:

“Do you swear to tell the truth to the best of your knowledge?”

The witnesses responded in the affirmative. The list of the witnesses is attached to the minutes.

APPLICATIONS

Chair Cox called to begin the hearings for the applications for a Certificate of Appropriateness.

B. 211 Johnson St. – to include a landscape plan in the Secondary and Tertiary AVCs.

Staff Overview of the Application

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Staff Schelly provided a review of the application and internal review documents. The existence of a staff recommendation was indicated.

Conflict

Chair Cox asked the Commission if anyone has a conflict of interest for this project.

Commissioner **Broadway** indicated she received a notification letter for this project and therefore requests to be recused from this case.

MOTION to recuse Commissioner Broadway: Commissioner Bisbee; second Commissioner Bryant.

Motion passed unanimously. Commissioner Broadway stepped down.

Completeness

Chair Cox asked the Commission if anyone had any issues with the completeness of the application. There was no response.

Applicant Comment

Chair Cox asked Ms. Tessa O'Regan, authorized representative for the applicant, if they had any additional comments. Ms. O'Regan indicated they had none.

Proponents' and Opponents' Comments

Chair Cox asked if there is anyone who has received notice or has standing in this application, is a proponent of the application, and would like to present evidence. The following spoke:

Ms. Peggy Broadway agreed that is appropriate for the Southern Magnolia to be removed, but asked if the River Birch could have one of its stems removed instead of removing the entire tree. Staff Schelly responded by reviewing the Certified Arborist's report for the River Birch in detail. The report included the arborist's recommendation to remove the tree.

Ms. Broadway followed up by asking if the application is only concerned with the Magnolia and the River Birch or also the other trees to be removed. Chair Cox asked Ms. O'Regan to answer this question. Ms. O'Regan referred to the chart on the plans that indicate 19 trees will be removed, why each one will be removed, and with what they will be replaced, resulting in 29 new trees, with two other trees transplanted. Staff Schelly also referred to the applicant's photos of the trees.

Chair Cox asked if there is plan for where the new trees will be planted. Staff Schelly reviewed the landscape plan, pointing out all the trees, by name and amount.

Ms. Broadway expressed concern that a private arborist might not be fully objective since the owner pays them. Chair Cox indicated that is a discussion for a Design Review meeting.

Others with Evidence

Chair Cox asked if there was anyone who has relevant evidence and standing and would like to speak. None spoke.

Staff Recommendation

Staff Schelly submitted the description of the project and the following Historic District Guidelines, Statements of Reason, and Recommendation as appropriate to this application:

Landscaping

2.4.1

2.4.3

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2.4.4

2.4.7

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

1. The site is a contributing resource in the *Tight Weave* development pattern;
2. The proposal is a landscaping project within the Secondary and Tertiary 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.

Staff recommends the Commission approve this application to include a landscape plan in the Secondary and Tertiary AVCs.

Others with Evidence

Chair Cox asked if there was anyone from the State, City, or any government body and would like to speak. None spoke.

Applicant's Comments

Chair Cox asked the applicants if they had any additional comments.

Ms. O'Regan indicated they had no additional comments.

Commissioners' Questions and Comments

Chair Cox asked the Commissioners if they had any questions or comments. None spoke.

MOTION by Commissioner Bisbee to find the application for 211 Johnson St. to be **Not Incongruous** with New Bern's Code of Ordinance sections 15.411 – 15.429 and New Bern's Historic District Guidelines based on the following specific guidelines and findings of fact:

Landscaping

2.4.1

2.4.3

2.4.4

2.4.7

Findings of Fact are:

1. The site is a contributing resource in the *Tight Weave* development pattern;
2. The proposal is a landscaping project within the Secondary and Tertiary 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.

Commissioner Sheridan seconded the motion.

Motion passed unanimously.

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MOTION by Commissioner Stone to issue the CoA; Second by Commissioner Bisbee.
Motion passed unanimously.

Reseating Recused Commissioner

MOTION by Commissioner Bryant to reseat Commissioner Broadway; Second by Vice Chair Eure.

Motion passed unanimously. Commissioner Broadway returned to the dais.

- C. **302 Broad St.** – to include application of a masonry water repellant in all AVCs. Staff Schelly indicated that the applicants have requested to have their application continued to the next Regular Meeting on February 16, 2022.

MOTION by Vice Chair Eure at the applicant's request to continue the application for 302 Broad St. to the February 16, 2022 meeting, 5:30 pm, City Hall Courtroom; second Commissioner Bisbee.

Motion passed unanimously.

- D. **221 S. Front St.** – to include a 1-story addition and site modifications on the Secondary and Tertiary AVCs.

Conflict

Vice Chair Eure indicated his firm represents the applicants for this project and the 211 Pollock St. project and therefore requests to be recused from both cases.

MOTION: Commissioner Bryant; second Commissioner Sullivan.

Motion passed unanimously. Vice Chair Eure stepped down.

Staff Schelly asked the Commission if anyone else has a conflict of interest for this project. There was no response.

Staff Overview of the Application

Staff Schelly provided a review of the application and internal review documents. The existence of a staff recommendation was indicated.

Applicant Comment

Chair Cox asked Mr. Tripp Eure, authorized representative for the applicant, if they had any additional comments. Mr. Eure added that they have modified the plans due to the discussion at HPC's February 2 Design Review Meeting, such as a lower clerestory and a taller wall and fence at the entryway.

Commissioner Broadway asked if the doors on the south elevation are entrance doors. Mr. Eure answered that there are many doors on the south elevation, but the ones to which she is referring are rear entrance doors from the deck area.

Mr. Eure added that the historic photo added to the application shows several low buildings in the area to the south of the Harvey Mansion, including one building with large, garage-door-like openings.

Proponents' and Opponents' Comments

Chair Cox asked if there is anyone who has received notice or has standing in this application, is a proponent of the application, and would like to present evidence. Nobody Spoke.

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Others with Evidence

Chair Cox asked if there was anyone who has relevant evidence and standing and would like to speak. None spoke.

Chair Cox asked if there was anyone from the State, City, or any government body and would like to speak. None spoke.

Staff Recommendation

Staff Schelly submitted the description of the project and the following Historic District Guidelines, Statements of Reason, and Recommendation as appropriate to this application:

Public and Open Spaces

2.2.1

Utilities

2.3.1

2.3.2

2.3.6

Landscaping

2.4.3

2.4.4

2.4.7

Fences and Garden Walls

2.5.1

2.5.2

2.5.3

Parking

2.7.5

Signage

2.8.2

Design Principles

3.1.1

3.1.2

3.1.3

3.1.4

3.1.5

Modifications

3.2.1

3.2.2

3.2.4

Additions

3.3.1

3.3.2

Foundations

4.1.1

4.1.3

4.1.4

4.1.5

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4.1.6

Walls, Trim and Ornamentation

4.2.1

4.2.2

4.2.4

Windows, Doors and Openings

4.3.1

4.3.2

4.3.3

Entrances

4.4.1

4.4.4

Roofs

4.5.4

4.5.6

Decks and Patios

4.6.2

Accessibility and Life Safety

4.7.2

Masonry

5.1.1

5.1.2

5.1.3

5.1.4

5.1.5

Wood

5.2.1

5.2.2

Metals

5.3.3

5.3.4

Paint

5.4.1

5.4.2

5.4.3

5.4.4

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

1. The project is located in the *Dense Fabric* development pattern;
2. The proposal is an addition and site work project;
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;

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5. The project is not incongruous with the Guidelines.

Staff recommends the Commission approve this application to include a 1-story addition and site modifications in the Secondary and Tertiary AVCs with the condition that kitchen exhaust hoods and other mechanical appurtenances be submitted to the HPA for their or HPC review.

Applicant's Comments

Chair Cox asked the applicants if they had any additional comments.

Mr. Eure indicated they had no additional comments.

Commissioners' Questions and Comments

Chair Cox asked the Commissioners if they had any questions or comments.

Commissioner Bisbee asked for an explanation of the situation regarding the project not meeting the land use requirements. Staff Schelly explained that the Land Use Administrator indicated that the project needs to maintain or not reduce the existing number of parking spaces. Commissioner Bisbee asked if that condition was met, then zoning would be ok. Chair Cox followed up by asking how many spaces are involved. Mr. Eure said 17 parking spaces, but also provided additional background information. They have been talking to the planning department to identify a number of possibilities in order to comply with the requirements. Mr. Eure also pointed out that there is no road map for how to proceed through the approval process for the various permits that are required, so he advised his client that the HPC determines the viability of the project and with an HPC approval then go to the planning department to work out solutions to their issues.

Chair Cox reminded the HPC members that this maybe should be included as a condition in a motion of approval. ACA Mosley suggested the condition include a provision that construction not begin until the project complies with the requirements of the land use ordinance as determined by the Land Use Administrator.

Commissioner Broadway asked how many seats are in the restaurant. Mr. Eure answered that there are about 75 to 100 chairs.

Commissioner Broadway also asked if the double doors on the south side of the building are an entrance. Mr. Eure indicated there are not any double doors on the back, but there is access from the south side.

Chair Cox asked about the overhead doors. Mr. Eure said they are the doors for which manufacturer's information has been provided. Commissioner Bisbee followed up by asking why the doors are overhead doors. Mr. Eure said they are to be opened when the weather is nice and open to the rear elevated terrace.

Chair Cox asked a few questions about the flood level. Mr. Eure explained the conditions for the existing building and the proposed conditions. To summarize, the proposal is to use a wet-proofing approach which is to build so the materials below the flood elevation can be hosed out and not need to be replaced and new electrical and mechanical aspects will be above the required flood elevation. The proposal will need to comply with all the requirements of the flood ordinance.

Chair Cox asked for the applicant to review the changes to the entry way that were discussed at the Design Review Meeting. Mr. Eure went over the changes to the entry tower, the entry garden wall, and entry fencing and gate.

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Commissioner Broadway asked about handicapped ramps. The two proposed ramps were explained, one in front, one in back.

Chair Cox asked if there was any more information about the plantings. Mr. Eure indicated the applicants would like to come back later with that information.

Chair Cox asked for any other questions from the Commissioners. There were none.

Chair Cox clarified that the motion for the application should include the issue about the parking spaces and the flood elevation compliance need to be resolved before final approval.

Staff Schelly reminded Chair Cox that the staff recommendation includes to have the appurtenances for the kitchen exhausts be brought back to the HPC or the HPA for approval.

Chair Cox also added the specifics of the plantings, too.

MOTION by Commissioner Bisbee to find the application for 221 S. Front St. to be **Not Incongruous** with New Bern's Code of Ordinance sections 15.411 – 15.429 and New Bern's Historic District Guidelines based on the following specific guidelines and findings of fact:

Public and Open Spaces

2.2.1

Utilities

2.3.1

2.3.2

2.3.6

Landscaping

2.4.3

2.4.4

2.4.7

Fences and Garden Walls

2.5.1

2.5.2

2.5.3

Parking

2.7.5

Signage

2.8.2

Design Principles

3.1.1

3.1.2

3.1.3

3.1.4

3.1.5

Modifications

3.2.1

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350	3.2.2
351	3.2.4
352	<u>Additions</u>
353	3.3.1
354	3.3.2
355	<u>Foundations</u>
356	4.1.1
357	4.1.3
358	4.1.4
359	4.1.5
360	4.1.6
361	<u>Walls, Trim and Ornamentation</u>
362	4.2.1
363	4.2.2
364	4.2.4
365	<u>Windows, Doors and Openings</u>
366	4.3.1
367	4.3.2
368	4.3.3
369	<u>Entrances</u>
370	4.4.1
371	4.4.4
372	<u>Roofs</u>
373	4.5.4
374	4.5.6
375	<u>Decks and Patios</u>
376	4.6.2
377	<u>Accessibility and Life Safety</u>
378	4.7.2
379	<u>Masonry</u>
380	5.1.1
381	5.1.2
382	5.1.3
383	5.1.4
384	5.1.5
385	<u>Wood</u>
386	5.2.1
387	5.2.2
388	<u>Metals</u>
389	5.3.3
390	5.3.4
391	<u>Paint</u>
392	5.4.1
393	5.4.2

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5.4.3

5.4.4

Findings of Fact are:

1. The project is located in the *Dense Fabric* development pattern;
2. The proposal is an addition and site work project;
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.

Approval includes the following conditions:

1. The construction may not begin until the project is compliant with the land use ordinance as determined by the City's Zoning Administrator.
2. The construction may not begin until the project is compliant with the flood ordinance as determined by the City's inspections department.
3. The applicant present a landscape design plan to the HPC at a later time.
4. The kitchen exhaust hoods and other appurtenances will not be installed until reviewed by the HPC at a later time.

Commissioner Sheridan seconded the motion.

Motion passed unanimously.

MOTION by Commissioner Broadway to issue the CoA with all the conditions; Second by Commissioner Bisbee.

Motion passed unanimously.

- E. **211 Pollock St.** – to include a rear addition, new walk-in freezer, new recessed side entrance, closing 7 windows, new waterproofing trim, painting waterproofing, new wall-mounted lighting, and new mechanical units on platforms, all in the Secondary and Tertiary AVCs.

Staff Overview of the Application

Staff Schelly provided a review of the application and internal review documents. The existence of a staff recommendation was indicated.

Conflict

Chair Cox asked the Commission if anyone has a conflict of interest for this project. There was no response.

Applicant Comment

Chair Cox asked Tripp Eure, authorized representative for the applicant, if they had any additional comments. Mr. Eure indicated the application is exactly the same as presented and discussed at the Design Review Meeting.

Proponents' and Opponents' Comments

Chair Cox asked if there is anyone who has received notice or has standing in this application, is a proponent of the application, and would like to present evidence. Nobody Spoke.

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Chair Cox asked if there is anyone who has received notice or has standing in this application, is an opponent of the application, and would like to present evidence. Nobody Spoke.

Others with Evidence

Chair Cox asked if there was anyone from the State, City, or any government body and would like to speak. None spoke.

Chair Cox asked if there was anyone who has relevant evidence and standing and would like to speak. None spoke.

Staff Recommendation

Staff Schelly submitted the description of the project and the following Historic District Guidelines, Statements of Reason, and Recommendation as appropriate to this application:

Utilities

2.3.1

2.3.2

Design Principles

3.1.1

3.1.2

3.1.4

Modifications

3.2.1

3.2.2

Additions

3.3.1

3.3.2

3.3.3

Foundations

4.1.1

4.1.2

4.1.3

Walls, Trim and Ornamentation

4.2.1

4.2.4

Windows, Doors and Openings

4.3.1

4.3.2

Entrances

4.4.1

4.4.3

Roofs

4.5.6

Masonry

5.1.2

5.1.4

5.1.5

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DRAFT

Paint

5.4.2

5.4.3

5.4.4

Contemporary Materials

5.5.2

5.5.6

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

1. The project is located in the *Tight Weave* development pattern;
2. The proposal is an addition and modification project;
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.

Staff recommends the Commission approve this application to include a rear addition, new walk-in freezer, new recessed side entrance, closing 7 windows, new waterproofing trim, painting waterproofing, new wall-mounted lighting, new mechanical units on platforms, and a new front door, all in the Secondary and Tertiary AVCs.

Applicant's Comments

Chair Cox asked the applicants if they had any additional comments.

Mr. Eure indicated they had none.

Commissioners' Questions and Comments

Chair Cox asked the Commissioners if they had any questions or comments.

Commissioner Broadway and Chair Cox asked, relative to the need to close all the windows, why the windows need to be closed, if there is seating inside and if so, how much seating. Mr. Eure answered that the windows need to be closed because the western wall is required to be a fire wall and the other two because the kitchen is to be located there. Also, there will be 40 to 50 seats inside.

Chair Cox asked why a new door is needed on the east side. Mr. Eure answered it is needed as a second means of egress.

Chair Cox asked about flood proofing the new door. Mr. Eure answered that the owner will be providing temporary gates when needed prior to a flood. Chair Cox asked if that would be required to be added to the application. Mr. Eure replied that it was seen as a temporary treatment. Staff Schelly responded that in the event some permanent construction is needed, such as brackets or channels, for the temporary gate, that should be reviewed and approved. Mr. Eure would accept that as a condition of the approval.

Commissioner Broadway asked if the parking was at the rear of the building and customers would walk around to the front to enter the building. Mr. Eure answered that would be the case.

Chair Cox asked for any other questions from the Commissioners. There were none.

MOTION by Commissioner Bisbee to find the application for 211 Pollock St. **Not Incongruous** with New Bern's Code of Ordinance sections 15.411 – 15.429 and New

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525 Bern's Historic District Guidelines based on the following specific guidelines and
526 findings of fact:

527 **Utilities**

528 2.3.1

529 2.3.2

530 **Design Principles**

531 3.1.1

532 3.1.2

533 3.1.4

534 **Modifications**

535 3.2.1

536 3.2.2

537 **Additions**

538 3.3.1

539 3.3.2

540 3.3.3

541 **Foundations**

542 4.1.1

543 4.1.2

544 4.1.3

545 **Walls, Trim and Ornamentation**

546 4.2.1

547 4.2.4

548 **Windows, Doors and Openings**

549 4.3.1

550 4.3.2

551 **Entrances**

552 4.4.1

553 4.4.3

554 **Roofs**

555 4.5.6

556 **Masonry**

557 5.1.2

558 5.1.4

559 5.1.5

560 **Paint**

561 5.4.2

562 5.4.3

563 5.4.4

564 **Contemporary Materials**

565 5.5.2

566 5.5.6

567 **Findings of Fact** are:

568 1. The project is located in the *Tight Weave* development pattern;

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2. The proposal is an addition and modification project;
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.

Approval includes the following condition:

When appurtenances for the purposes of flood containment are added, the proposal will come back to the Commission.

Commissioner Broadway seconded the motion.

Motion passed: Unanimously

MOTION by Commissioner Stone to issue the CoA; Second by Commissioner Bisbee.

Motion passed: Unanimously

Reseating Recused Commissioner

MOTION by Commissioner Stone to reseat Vice Chair Eure; Second by Commissioner Bisbee.

Motion passed unanimously. Vice Chair Eure returned to the dais.

- F. 616 New St.** – to include a new shed, extend the driveway, and new fencing, all in the Tertiary AVC.

Conflict

Commissioner Sheridan indicated she may have received a notification letter for this project and therefore requests to be recused from this case.

MOTION: Commissioner Bisbee; second Commissioner Broadway.

Motion passed unanimously. Commissioner Sheridan stepped down.

Staff Overview of the Application

Staff Schelly provided a review of the application and internal review documents. The existence of a staff recommendation was indicated.

Applicant Comment

Chair Cox asked the applicants if they had any additional comments. Ms. McAllister had the following additional comments. Staff left out that they will be doing wood-trimmed windows, and fiberglass asphalt shingles. They will also reduce the size of the shed to remove the requirement for a building permit.

Proponents' and Opponents' Comments

Chair Cox asked if there is anyone who has received notice or has standing in this application, is a proponent of the application, and would like to present evidence. Nobody Spoke.

Chair Cox asked if there is anyone who has received notice or has standing in this application, is an opponent of the application, and would like to present evidence. Nobody Spoke.

Others with Evidence

Chair Cox asked if there is anyone who has relevant evidence and standing and would like to speak. None spoke.

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Chair Cox asked if there was anyone from the State, City, or any government body and would like to speak. None spoke.

Staff Recommendation

Staff Schelly submitted the description of the project and the following Historic District Guidelines, Statements of Reason, and Recommendation as appropriate to this application:

Fences and Garden Walls

2.5.1

2.5.3

2.5.4

Accessory Structures

2.6.1

2.6.3

Parking

2.7.1

2.7.2

2.7.4

Design Principles

3.1.1

3.1.2

Foundations

4.1.3

Walls, Trim and Ornamentation

4.2.4

4.2.5

Windows, Doors and Openings

4.3.2

4.3.3

Masonry

5.1.5

Metals

5.3.4

Paint

5.4.2

5.4.3

5.4.4

Contemporary Materials

5.5.1

5.5.2

5.5.3

5.5.5

5.5.6

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

1. The structure is a contributing resource in the *Tight Weave* development pattern;

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2. The project is within the Tertiary AVC;
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.

Staff recommends the Commission approve this application to include a new shed, extend the driveway, and new fencing, all in the Tertiary AVC.

Applicant's Comments

Chair Cox asked the applicants if they had any additional comments.

Ms. McAllister indicated they had none at this time.

Chair's Clarification

Chair Cox asked staff how to handle the change to the size of the shed. Staff Schelly replied that it is approved as 10x12 or 10x10, or have staff review it as a condition of the approval.

Commissioners' Questions and Comments

Chair Cox asked the Commissioners if they had any questions or comments.

Commissioner Broadway asked about the material for the foundation for the shed. Ms. McAllister answered that the foundation will have bricks similar to the house and she showed a photo to Commissioner Broadway.

Chair Cox asked for any other questions from the Commissioners. None

MOTION by Commissioner Stone to find the application for 616 New St. **Not Incongruous** with New Bern's Code of Ordinance sections 15.411 – 15.429 and New Bern's Historic District Guidelines based on the following specific guidelines and findings of fact:

Fences and Garden Walls

2.5.1

2.5.3

2.5.4

Accessory Structures

2.6.1

2.6.3

Parking

2.7.1

2.7.2

2.7.4

Design Principles

3.1.1

3.1.2

Foundations

4.1.3

Walls, Trim and Ornamentation

4.2.4

4.2.5

DRAFT

DRAFT

Windows, Doors and Openings

4.3.2

4.3.3

Masonry

5.1.5

Metals

5.3.4

Paint

5.4.2

5.4.3

5.4.4

Contemporary Materials

5.5.1

5.5.2

5.5.3

5.5.5

5.5.6

Findings of Fact are:

1. The structure is a contributing resource in the *Tight Weave* development pattern;
2. The project is within the Tertiary AVC;
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.

Approval includes the following condition:

The reduced building come back to the administrator for review and to comply with any applicable building code requirements.

Vice Chair Eure seconded the motion.

Motion passed: Unanimously

MOTION by Vice Chair Eure to issue the CoA; Second by Commissioner Stone.

Motion passed unanimously

Reseating Recused Commissioner

MOTION by Commissioner Stone to reseat Commissioner Sheridan; Second by Commissioner Broadway

Motion passed unanimously. Commissioner Sheridan returned to the dais.

G. 316 Liberty St. – to include a new infill 1-story house and parking area.

Staff Overview of the Application

Staff Schelly provided a review of the application and internal review documents. The existence of a staff recommendation was indicated.

Conflict

Chair Cox asked the Commission if anyone has a conflict of interest for this project. There was no response.

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Completeness

Chair Cox asked the Commission if anyone had any issues with the application. There was no response.

Applicant Comment

Chair Cox asked Charles Francis, authorized representative for the applicant, if they had any additional comments. Mr. Francis indicated they had none.

Proponents' and Opponents' Comments

Chair Cox asked if there is anyone who has received notice or has standing in this application, is a proponent of the application, and would like to present evidence. Nobody Spoke.

Chair Cox asked if there is anyone who has received notice or has standing in this application, is an opponent of the application, and would like to present evidence. Nobody Spoke.

Others with Evidence

Chair Cox asked if there was anyone who has relevant evidence and standing and would like to speak. None spoke.

Chair Cox asked if there was anyone from the State, City, or any government body and would like to speak. None spoke.

Staff Recommendation

Staff Schelly submitted the description of the project and the following Historic District Guidelines, Statements of Reason, and Recommendation as appropriate to this application:

Development Pattern

2.1.1

2.1.2

2.1.3

Utilities

2.3.1

2.3.2

Landscaping

2.4.4

Parking

2.7.1

2.7.2

2.7.4

2.7.5

Design Principles

3.1.1

3.1.2

3.1.5

Infill Construction

3.4.1

3.4.2

3.4.3

3.4.4

DRAFT

DRAFT

Foundations

4.1.3

Walls, Trim and Ornamentation

4.2.4

Windows, Doors and Openings

4.3.3

Entrances

4.4.4

Paint

5.4.2

5.4.3

5.4.4

Contemporary Materials

5.5.1

5.5.2

5.5.3

5.5.6

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

1. The project is located in the *Tight Weave* development pattern;
2. The existing development pattern along Liberty St. has been severely weakened by vacant lots and nonconforming structures;
3. The proposal is an infill project in a Modern Style to fit with a neighboring structure;
4. The proposed design, components, and materials meet the requirements of the Guidelines;
5. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly;
6. The project is not incongruous with the Guidelines.

Staff recommends the Commission approve this application to include a new infill 1-story house and parking area with the following condition:

- Before pulling a building permit, the applicant shall provide verification of the zoning and subdivision requirements to the HPA. If site changes are needed, the applicant shall submit revised drawings to the HPA for his approval or for review and approval by the HPC.

Applicant's Comments

Chair Cox asked the applicants if they had any additional comments.

Mr. Francis indicated they had the following additional comments:

It was their understanding that the zoning requirements for setbacks established a setback zone for the front yard setback. Staff Schelly clarified that the suggested condition is relative to the parking.

Commissioners' Questions and Comments

Chair Cox asked the Commissioners if they had any questions or comments.

Commissioner Sullivan asked why the applicants decided to use a Modern style instead any of the other styles for the proposal. Mr. Francis replied that the design emulates the

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only other building on the block, the neighboring day care, which represents the current times and also that would be considered a work of architecture. Commissioner Sullivan asked which Guidelines would back up the choice for a Modern style.

Vice Chair Eure added that Guideline 3.4.1, building mass and open space, is satisfied; Guideline 3.4.2, predominant materials to emulate palette of material in the historic district, is satisfied; Guideline 3.4.3, modern materials are acceptable as a means of continuing architecture through time so this is a record of its time and place. Commissioner Sheridan cited a paragraph in the infill construction section. A discussion between Commissioners Sullivan and Sheridan clarified similar issues related to the style of the proposed infill construction.

Ms. Katherine Adolf was sworn in.

Ms. Adolf, owner of the property, spoke to say that the design is appropriate to the location and not likely to be appropriate in another location in the historic district.

Chair Cox asked for any other comments from the Commissioners. There were none.

MOTION by Commissioner Bisbee to find the application for 316 Liberty St. to be **Not Incongruous** with New Bern's Code of Ordinance sections 15.411 – 15.429 and New Bern's Historic District Guidelines based on the following specific guidelines and findings of fact:

Development Patterns

2.1.1

2.1.2

2.1.3

Utilities

2.3.1

2.3.2

Landscaping

2.4.4

Parking

2.7.1

2.7.2

2.7.4

2.7.5

Design Principles

3.1.1

3.1.2

3.1.5

Infill Construction

3.4.1

3.4.2

3.4.3

3.4.4

Foundations

4.1.3

Walls, Trim and Ornamentation

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4.2.4

Windows, Doors and Openings

4.3.3

Entrances

4.4.4

Paint

5.4.2

5.4.3

5.4.4

Contemporary Materials

5.5.1

5.5.2

5.5.3

5.5.6

Findings of Fact are:

1. The project is located in the *Tight Weave* development pattern;
2. The existing development pattern along Liberty St. has been severely weakened by vacant lots and nonconforming structures;
3. The proposal is an infill project in a Modern Style to fit with a neighboring structure;
4. The proposed design, components, and materials meet the requirements of the Guidelines;
5. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly;
6. The project is not incongruous with the Guidelines.

Approval includes the following condition:

the zoning and subdivision requirements around the location of the parking lot be approved. Commissioner Broadway seconded the motion.

Motion passed: Commissioner Sullivan opposed.

MOTION by Commissioner Sullivan to issue the CoA; Second by Commissioner Broadway.

Motion passed: Unanimously

H. 521 Hancock St. – to include roof revisions to an existing garage in the Tertiary AVC.

Staff Overview of the Application

Staff Schelly provided a review of the application and internal review documents. The existence of a staff recommendation was indicated.

Conflict

Chair Cox asked the Commission if anyone has a conflict of interest for this project. There was no response.

Applicant Comment

Chair Cox asked Ms. Sarah Afflerbach, authorized representative for the applicant, if they had any additional comments. Ms. Afflerbach indicated they had none.

Proponents' and Opponents' Comments, Others with Evidence

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Chair Cox noted there is nobody in the audience that would be proponents, opponents, others or government persons, so there are no further comments.

Staff Recommendation

Staff Schelly submitted the description of the project and the following Historic District Guidelines, Statements of Reason, and Recommendation as appropriate to this application:

Accessory Structures

2.6.2

Design Principles

3.1.1

3.1.2

Modifications

3.2.1

Walls, Trim and Ornamentation

4.2.4

4.2.5

Windows, Doors and Openings

4.3.2

4.3.3

Roofs

4.5.2

4.5.4

Paint

5.4.2

5.4.3

5.4.4

Contemporary Materials

5.5.1

5.5.2

5.5.3

5.5.5

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

1. The structure is a contributing resource in the *Tight Weave* development pattern;
2. The project is within the Tertiary AVC;
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.

Staff recommends the Commission approve this application to include roof revisions to an existing garage in the Tertiary AVC.

Applicant's Comments

Chair Cox asked the applicants if they had any additional comments.

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Ms. Afflerbach indicated they had no additional comments.

Commissioners' Questions and Comments

Chair Cox asked the Commissioners if they had any questions or comments. Nobody responded.

MOTION by Commissioner Sheridan to find the application for 521 Hancock St. to be **Not Incongruous** with New Bern's Code of Ordinance sections 15.411 – 15.429 and New Bern's Historic District Guidelines based on the following specific guidelines and findings of fact:

Accessory Structures

2.6.2

Design Principles

3.1.1

3.1.2

Modifications

3.2.1

Walls, Trim and Ornamentation

4.2.4

4.2.5

Windows, Doors and Openings

4.3.2

4.3.3

Roofs

4.5.2

4.5.4

Paint

5.4.2

5.4.3

5.4.4

Contemporary Materials

5.5.1

5.5.2

5.5.3

5.5.5

Findings of Fact are:

1. The structure is a contributing resource in the *Tight Weave* development pattern;
2. The project is within the Tertiary AVC;
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.

Commissioner Bisbee seconded the motion.

Motion passed: Unanimously

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MOTION by Commissioner Sheridan to issue the CoA; Second by Vice Chair Eure

Motion passed: Unanimously

4. OLD BUSINESS (non-hearing items tabled or continued from a previous meeting)

None

5. GENERAL PUBLIC COMMENTS

None

6. NEW BUSINESS:

A. Establish a deadline for Design Review Meeting application items.

Staff Schelly introduced the issue.

The deadline to submit information for the Design Review Meeting shall be noon on the Friday before the Design Review Meeting the next Wednesday.

MOTION by Commissioner Sheridan to approve the calendar; second Commissioner Bisbee.

Motion passed: Unanimously

Chair Cox indicated there are several locations such as in the policies and on our website that will need to be revised to reflect this change. Vice Chair Eure pointed out that the HPC has complete control over all those locations, so no additional approvals for the changes are necessary.

7. HPC ADMINISTRATOR'S REPORT

A. Report on CoAs Issued 11/10/2021 – 01/10/2022

Chair Cox introduced the list in the agenda (below).

MAJORS, including AMENDMENTS:

1. 111 Pollock St. – new porch addition
2. 300 Pollock St. (City Hall) – 3-story addition
3. 404 Avenue C – demolition of rear addition, garage, front porch, and side porch; construction of 2-story addition, front and side porch replacements, new workshop
4. 407 Avenue D – new shed
5. 810 E. Front St. – infill house

MINORS:

1. 520 Johnson St. – two tree replacements
2. 221 Craven St. – utility meter and lines
3. 248-254 Craven St. – stair tower doors and windows
4. 306 Avenue B – tree replacement
5. 504 S. Front St. – shade sails, sod
6. 508 Middle St. - handrail
7. 520 Metcalf St. – front porch gutter
8. 804 Queen St. – access ramp in Primary AVC

B. Report on CoA Extensions Issued since the Prior Regular Meeting:

1. 720 E Front St – infill house

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C. **Other Items and Updates**

Staff Schelly had nothing to add.

8. **COMMISSIONERS' COMMENTS:**

None

9. **ADJOURN:**

Motion to adjourn the meeting: Commissioner Bisbee; Second by Commissioner Sheridan.

Motion passed unanimously

The meeting was adjourned at 8:35 pm.

Minutes approved: April 19, 2023

Jim Bisbee, Chair

Matthew Schelly, City Planner, HPC Secretary

Placeholder for Written Decisions for:

- 301 Hancock St.
- 820 Broad St.

FEE SCHEDULE (office use only)
 [] \$22 Standard Application (minor)
 [] \$107 Standard Application (major)



HPC Administrator
HPAdmin@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): Paul A. and Karen K. Freeman	Owner Mailing Address: 214 Camp Queen Rd., Swansboro, NC 28584	Phone #s: (301) 898-2631	Email: freepeople09@gmail.com
Applicant Name (if different):	Applicant Mailing Address:	Phone #s:	Email:

II. Project Information: <i>(See "CoA Instructions" & "Historic Guidelines" for help in completing this section)</i>
<p>1. Provide a detailed description of work to be conducted on site: (Attach additional sheets if needed)</p> <p>Demolition of existing dilapidated single family residence. Non-viable (dying) trees and overgrown shrubs removed during demolition. Specimen trees at front lot line to be retained. Debris to be hauled off the site with no proposed burning or burial of material. Utility connections sealed and secured. Re-designation of one lot into two lots currently known as Lots 15 and 16 Block "F". Access to rear yards will consist of a single, Two Track lane with vegetation between wear paths.</p> <p align="right">Continued on additional sheet or attached brochure <input type="checkbox"/></p>
<p>2. Reference the specific Guideline(s) in the "Historic District Guidelines" which you believe apply to this project: (only need the guideline numbers):</p> <p>2.1 Tight Weave dev. pattern ; 2.3 Utilities; 2.4 Landscaping; 2.7 Parking</p> <p align="right">Continued on additional sheet or attached brochure <input type="checkbox"/></p>
<p>3. Provide a detailed description of materials to be used (copies of brochures, texture, etc.):</p> <p>Reference the specific Guidelines in the Historic District Guidelines for the proposed material(s).</p> <p>n/a Demolition CoA solely</p> <p align="right">Continued on additional sheet or attached brochure <input type="checkbox"/></p>

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:

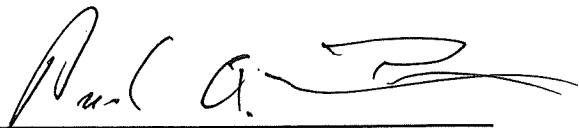


I am the owner of the Property, or



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.



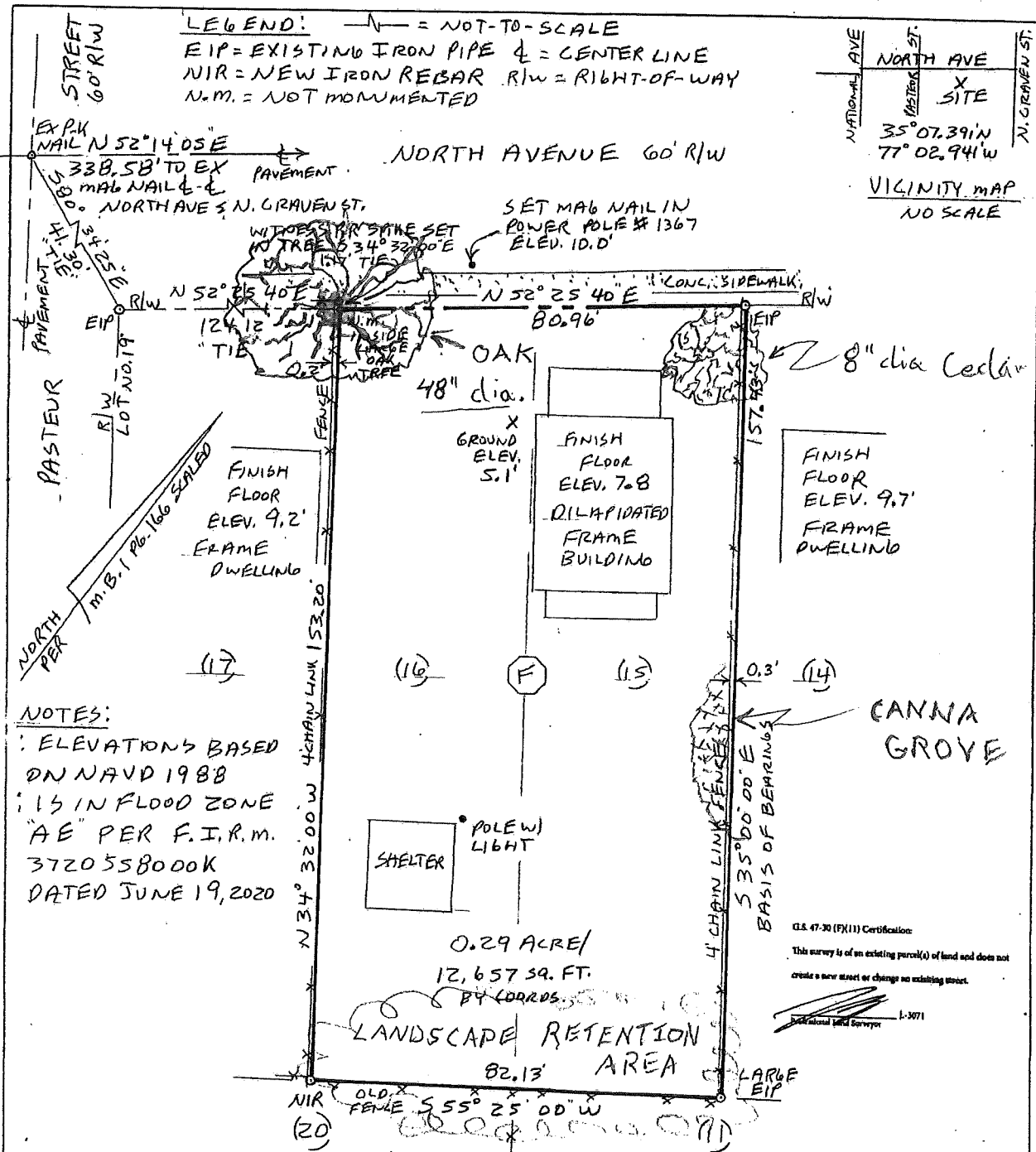
Signature of Applicant/Owner

1/04/2023

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.

305 NORTH AVE. LANDSCAPE RETENTION PLAN



ADDRESS: 305 NORTH AVENUE
REF. COVERING DEED: D.B. 3736
 P.B. 529, LOTS 15 & 16, BLOCK "F",
 "EXTENSION TO RIVERSIDE" MAP
 BOOK 1 P.B. 166 CRAVEN COUNTY REG.
PARCEL ID: B-016-107

Surveyor's Certificate

I, Roy R. Smith, Jr., certify that this plat was drawn under my supervision from an actual survey made under my supervision (see reference) that the boundaries not surveyed are clearly indicated; that the ratio of precision as indicated is 1:15000; that this plat was prepared in accordance with G.S. 47-30 as amended; Witness my original signature, license number and seal this 31 day of OCT. 2022

Professional Land Surveyor L-3071



SURVEY FOR:
PAUL FREEMAN

NEW BERN, TOWNSHIP NO. 8, CRAVEN COUNTY, N. CAROLINA

DATE: OCT. 31, 2022

SCALE: 1" = 20'

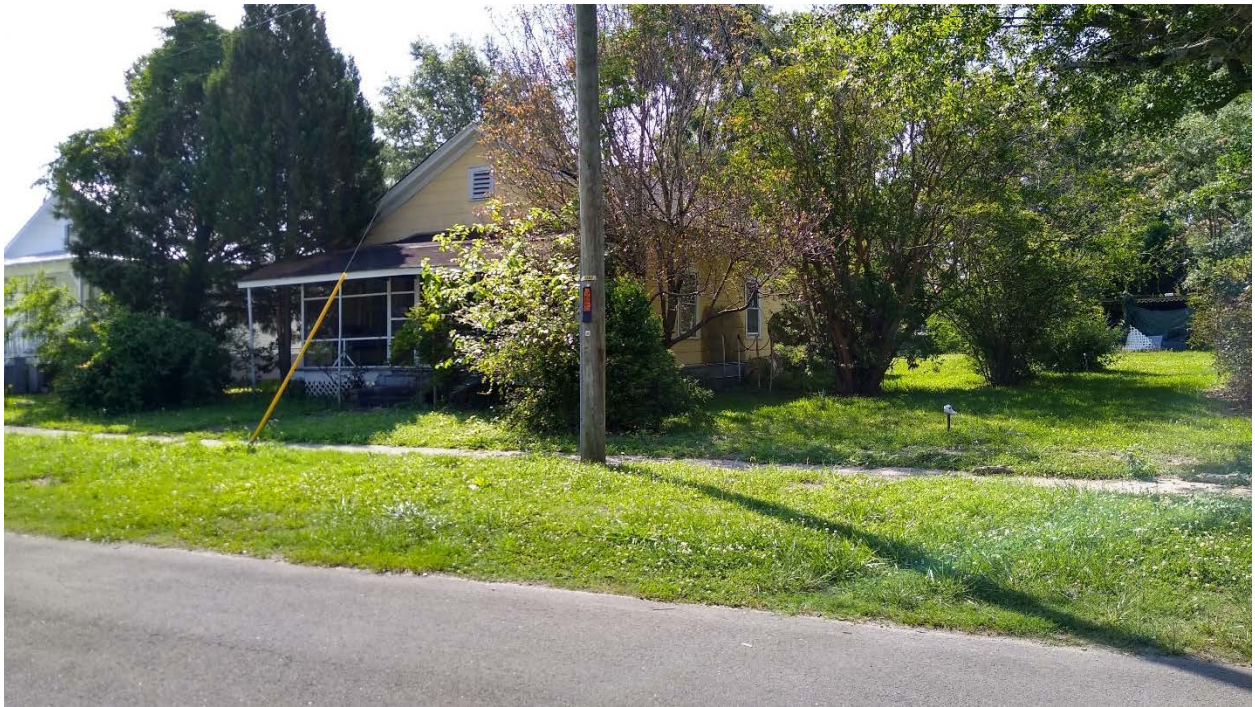
FILE NO: 220155

Southern Boundaries
 F-0496 NEW BERN NC
 408 GULAN ST. 633-2771

305 North Avenue – Staff photos June and September 2020

June 2020





September 2020





305 North Avenue

Built in 1940. This is a single-family stick built 1044 Sq-ft home on .29-acre lot. The structure is currently inhabitable because of contributing damages from Hurricane Florence in 2018. During Florence, about four feet of water inundated the house. No repairs have been carried out on this structure since 2018. The whole structure is compromised from the foundation to the roof. In addition, mold has developed in the house.





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3-Bedroom, 1700 Sq Ft Country Plan with Second Floor Master



About Plan # 126-1339



AA



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4-Bedroom, 1758 Sq Ft Country Plan with Butler's Pantry



#105-1072



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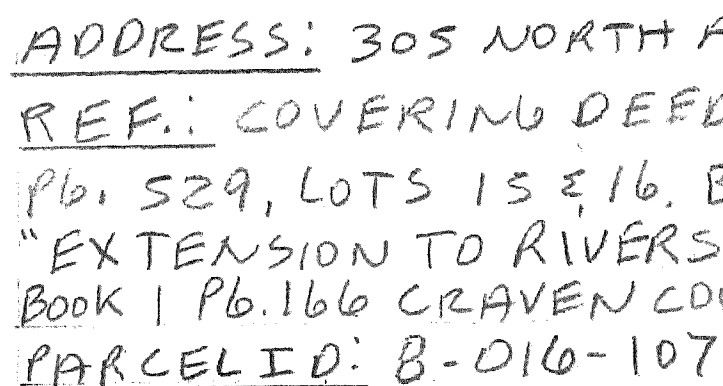




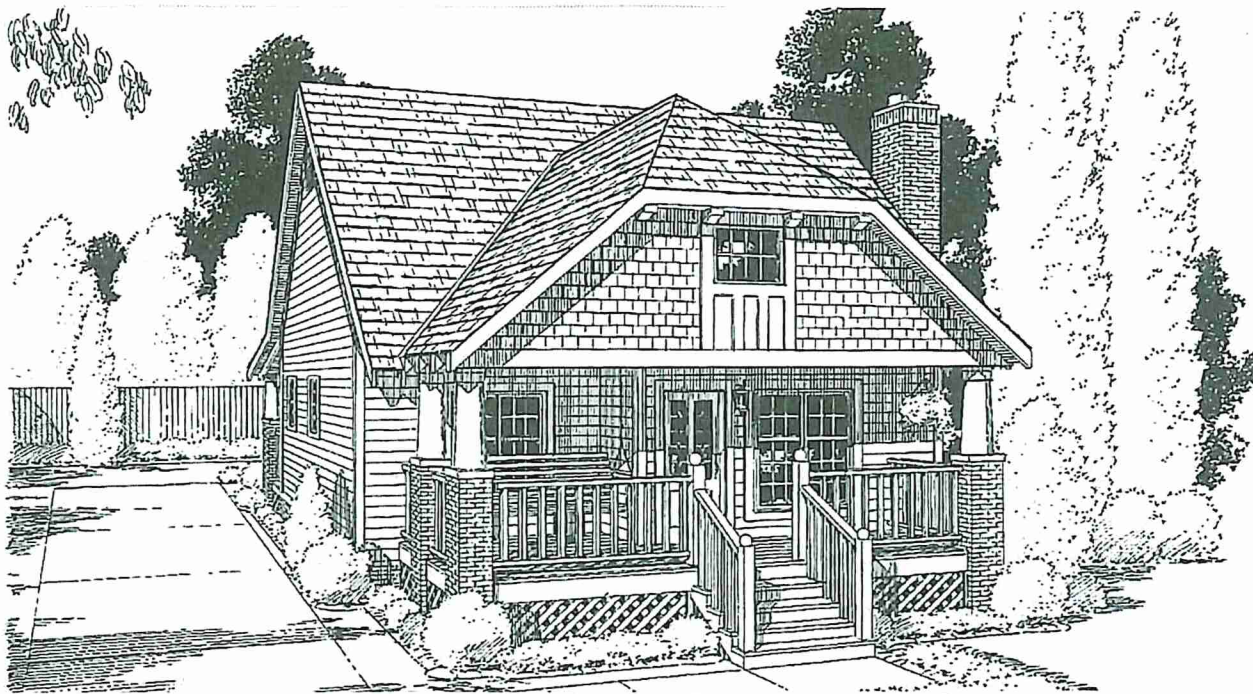




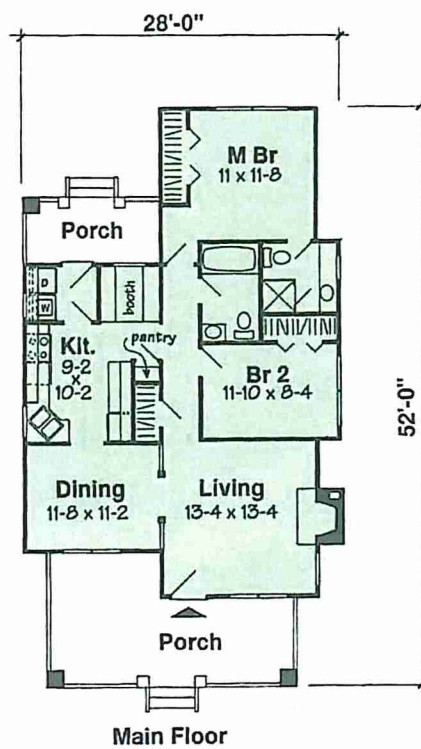
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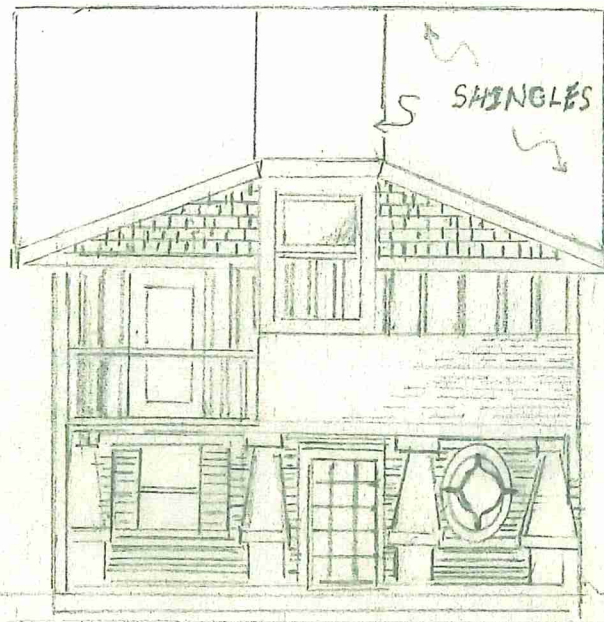
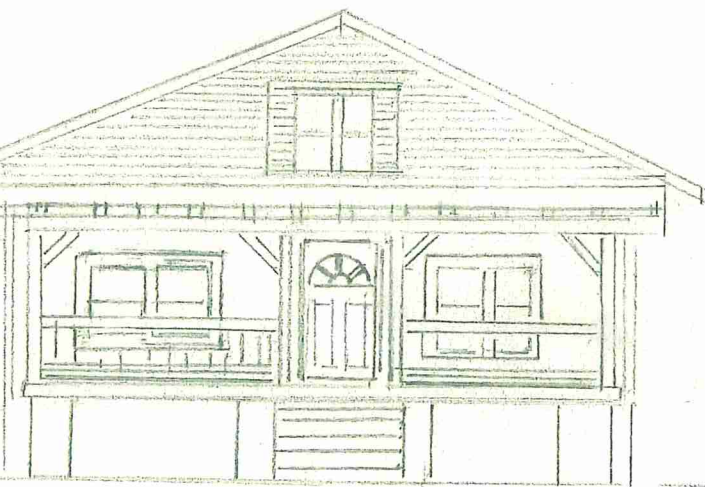
■ Total living area 964 sq. ft. ■ Price Code A ■



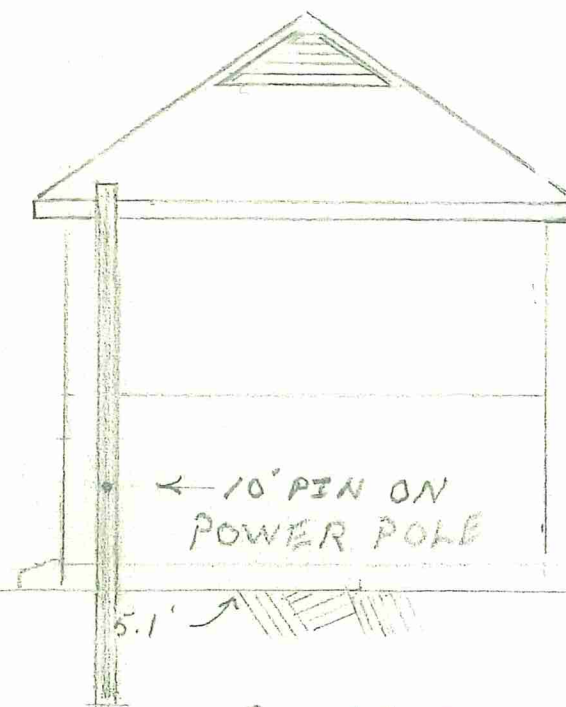
305 NORTH AVE.

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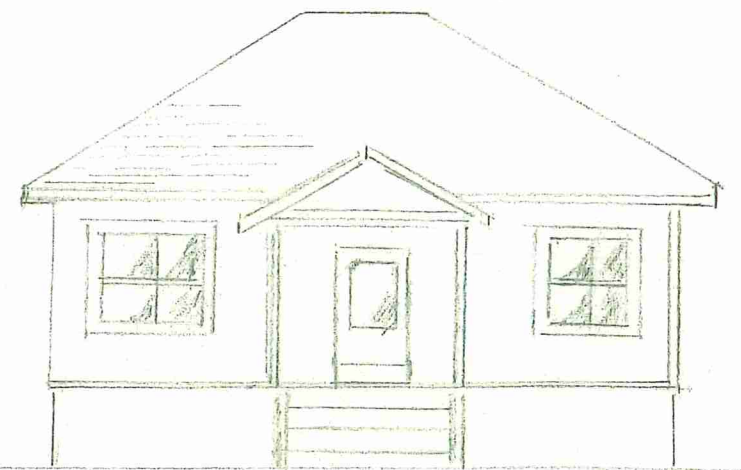
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FREEMAN INFILL
'PROPOSED'



PHASE II





Zoning and Inspections Review of

Application for Certificate of Appropriateness for Alterations in Historic District

Initial review of applications for certificates of appropriateness by the Zoning Administrator and Chief Building Inspector is intended to provide the applicant and Historic Preservation Commission with information related to compliance with local land use ordinance and building code. It does not represent a formal approval of a permit by any party and does not bind the decisions of Commission.

Application Address and Description: 305 North Ave. – to include demolition of a contributing structure and construction of a 2-story infill house.

Zoning Administrator please review the application and fill out all applicable items

Zoning District: R-10S

Required Setbacks (primary structure): Front average Side 5 ft Rear 6 ft

Accessory Setbacks: From Nearest Structure 8 ft Side 3 ft Rear 3 ft

Maximum Lot Coverage for proposed use: 60%

Maximum Height of Structure: 45 ft

Required Site Improvements: Landscaping N/A Buffer N/A Parking N/A

Other requirements:

I have reviewed the application for proposed alterations to this property and have determined that it Meets ☒ Does Not Meet _____ the requirements of the Land Use Ordinance.

Comments:

Must meet required setbacks, height & parking requirements.
Zoning Administrator *[Signature]* 1/13/23

Chief Building Inspector please review the application and include any comments below

The proposed project Will ☒ Will Not _____ require a building permit(s).

Comments:

Demolition Permit needed
Chief Building Inspector *[Signature]* 1/13/23

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – January 18, 2023

Applicant: Paul & Karen Freeman
Applicant Address: 214 Camp Queen Rd., Swansboro, NC 28584
Project Address: 305 North Ave., New Bern

Historic Property Name, Date: House, ca. 1928

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

NR Inventory Description (1988): This one-story, gable-front bungalow appears to be of somewhat later construction than its neighbor to the northeast (303 North Ave.). The porch sheltering its three-bay facade has been screened, and the main block of the house is sheathed with asbestos siding. Windows are six over six sash.

Sandbeck Description (1988): None

305 North Ave. – to include demolishing the existing contributing house and replacing it with a new 2-story infill house.

Staff submits the following Historic District Guidelines are appropriate to this application, which consists of two deliberations, demolition and new infill:

DELIBERATION 1: DEMOLITION

Demolition

- 6.4.2 It is not appropriate to demolish a viable contributing structure in order to create an infill construction opportunity.
- 6.4.3 The HPC reserves the right to postpone demolition until development and building permits are approved for redevelopment plans.
- 6.4.4 Prepare drawings and photographically document the site prior to demolition. Include photographs of interiors, exteriors, architectural elements and context within the streetscape.
- 6.4.5 Notify preservation organizations, and allow for the salvage of design components, architectural features and building materials for reuse.

In addition, the Guidelines stipulate: “In rendering a decision on a demolition COA, the HPC should address the following [three] considerations:”

Consideration 1: Address the historical, cultural and architectural significance of the structure.

- Is it a contributing structure?
 - Staff: Yes, as indicated in the Inventory in the National Register Registration Form for the Riverside Historic District.
- Is it significant because of its historic use, an event, a person, a builder, or an architect?
 - Staff: No. None is indicated in the National Register Registration Form for the Riverside Historic District, nor is anything or anyone otherwise known to staff.
- Is it the last or the oldest example of a certain building type?
 - Staff: This is not indicated in the National Register Registration Form for the Riverside Historic District, nor is this otherwise known to staff.

Consideration 2: Address the integrity of the structure.

- What are the conditions of foundations, floors, walls, windows, doors and roofs?

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – January 18, 2023

- Staff: the applicant has provided substantial evidence that the conditions of these elements are beyond the state whereby repairs would be possible or reasonable.
- Is it a hazard to public health, safety and welfare?
 - Staff: In 2012 the Chief Building Officer has issued an Order that the dwelling was “unfit for human habitation due to deterioration and defects, increasing the hazard of fire, accidents, or other calamities.” In addition, the applicant has stated that the structure is at least occasionally used by trespassers.

Consideration 3: Address attempted preservation efforts.

- Have options for rehabilitation been explored with preservation organizations?
 - Staff: no explorations of options for rehabilitation with preservation organizations are known to the staff.
- Has the applicant been unsuccessful in seeking alternatives to demolition?
 - Staff: the applicant has not indicated such to the staff.
- Have alternatives for structure relocation and sale of the property been pursued?
 - Staff: the applicant has not indicated such to the staff.

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

1. The project is a proposal to demolish a contributing resource.
2. The applicant is proposing a new house for the property, however the design of which will need to be approved by the HPC.
3. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly.
4. The project is not incongruous with the Guidelines.

MOTION FOR DELIBERATION 1

Staff recommends the Commission approve this application to include demolition of a contributing structure, however the CoA should not be issued at this time and the demolition may not proceed until the design of the replacement structure is approved by the HPC and a CoA issued for the replacement. Then, the CoA for the demolition can be approved by the HPC to be issued.

DELIBERATION 2: NEW INFILL HOUSE

Staff submits the following Historic District Guidelines are appropriate to this portion of the application, based on the plans and descriptions provided at the time of the preparation of these recommendations:

Development Pattern

- 2.1.1 Maintain the established development pattern for placement of infill construction. The relationship of a structure to the property boundaries should be similar to those up the street, down the street and in most cases, across the street.
- 2.1.2 There are areas within the historic districts where the development pattern may have been weakened by vacant lots and nonconforming structures. In such areas, preference shall be given to contributing structures when defining the development pattern for infill construction.

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – January 18, 2023

- 2.1.3 The footprint, scale and proportion of infill construction shall be in keeping with neighboring properties. In general, it is not appropriate to construct a three-story structure in an area that is dominated by one-story structures.

Utilities

- 2.3.1 Locate equipment in Secondary and Tertiary AVCs and screen items from public view with vegetation, fencing and similar site constructions. It is recommended that utilities be consolidated in common locations.
- 2.3.2 Paint equipment and exposed utilities to compliment mounting surfaces and reduce their visibility.

Accessory Structures

- 2.6.1 Locate accessory structures in Secondary or Tertiary AVCs, and behind primary structures when possible. Accessory structures are to be secondary to the primary structure in regard to mass, scale, form, and texture.
- 2.6.2 It is appropriate for outbuildings, and similar structures with substantial foundations, to have a similar form and detailing as the primary structure. Reduce these elements in scale to compliment the outbuilding massing, and incorporate less ornate and simpler elements than found on the primary structure

Parking

- 2.7.1 Confine driveways on narrow lots to the Secondary AVC.
- 2.7.2 Use driveways to access off street parking areas located in the Tertiary AVC. Areas for vehicular use shall not exceed more than 50% of the rear yard in the tight weave development pattern.

Design Principles

- 3.1.1 Consider the scale, mass and proportion inherent to the surrounding historic development pattern, and design modifications that incorporate these characteristics. Use basic shapes and forms that are common to the historic districts.
- 3.1.2 Windows, doors and openings shall be compatible in proportion, shape, location, size, and quantity with those on surrounding historic structures. Avoid large expanses of blank walls. Establish bays, visually subdivide facades, and delineate building elevations to create form and rhythm.
- 3.1.3 Discretely use rooftop appurtenances such as spires, cupolas, and towers to articulate rooflines. Compliment the scale, form and proportion of the structure, and use rooftop appurtenances to identify a building entry or similar massing focal point.
- 3.1.4 Use details to articulate facades, and the openings within facades. Appropriately detail the base, body, and edges of facades to create texture and visual interest.
- 3.1.5 Avoid creating a false sense of historical development. It is not appropriate to apply historic architectural styles to infill construction. Creative interpretation of traditional detailing and ornamentation is encouraged.

Infill Construction

- 3.4.1 Maintain the relationship between building mass and open space that exists on the block or streetscape.
- 3.4.2 The predominant material of an infill building shall visually emulate the palette of materials traditionally found in the historic districts.

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – January 18, 2023

- 3.4.3 Use of modern materials is acceptable as a means of continuing the evolution of architecture through time. However, the use of aluminum and vinyl siding, faux brick and stone, stamped concrete and similar imitation materials is not appropriate.
- 3.4.4 Contemporary materials shall be appropriately proportioned, used in traditional ways and installed in a traditional manner.

Foundations

- 4.1.2 When infilling between brick piers, recess brick curtain walls 1 to 2 inches to visually delineate piers.
- 4.1.3 Use traditional materials when constructing foundations. Concrete block should receive a veneer of stucco, brick, or other appropriate masonry material.
- 4.1.4 Locate foundation features such as vents and access doors in areas that will not detract from the architectural character of the building. Coordinate with other architectural features when possible, such as aligning vents and access doors with windows above or centering them between piers.
- 4.1.5 When elevating a structure in flood zones, limit elevation to the minimum height required by ordinance. When elevating a structure that is not in a flood zone, limit elevation to 2 feet above the current height.
- 4.1.6 Minimize the visual impact of tall foundation walls by introducing a combination of landscaping, grading, and terraced retaining walls.

Walls, Trim and Ornamentation

- 4.2.4 Incorporate wood trims and articulate masonry appropriately for the application.
- 4.2.5 Primary structures are generally more ornate and detailed. Accessory structures are generally subordinate to the primary structure and have minimal ornamentation, if any, and simplified details.

Entrances

- 4.4.4 Provide porches, entrance doors, railings, and other ornaments that proportionally relate to the building. Appropriate balustrades often convey a heavier visual appearance. Center balusters between the top and bottom rails and space them about three inches apart.

Roofs

- 4.5.4 Standing seam metal roofs shall have a pan width no greater than 24 inches. Pans shall be completely flat without corrugation. Provide double locked seams with flush ridge and hip flashings on contributing structures.
- 4.5.6 Locate rooftop appurtenances such as ventilators, antennae, satellite dishes, mechanical equipment and similar items in a manner that is not visible from the public right of way.

Masonry

- 5.1.5 Provide a veneer of brick, stucco, or other appropriate material over concrete masonry units. Architectural concrete masonry units such as rusticated, split face or similar types may be substituted for stone masonry construction.

Metals

- 5.3.3 Use full weld iron and steel fabrication techniques. Welds shall be properly dressed, or ground smooth.
- 5.3.4 Provide aluminum fabrications with welded joints or blind, mechanical connections having concealed fasteners.

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – January 18, 2023

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 project is located in the *Tight Weave* development pattern;
- 2. The proposal is an infill project;
- 3. The proposed design, components, and materials are not yet sufficiently indicated as to whether they will meet the requirements of the Guidelines;
- 4. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly;
- 5. It is not yet clear whether the project is not incongruous with the Guidelines.

MOTION FOR DELIBERATION 2

Staff recommends the Commission not approve the application for a new infill house at this time.

FEE SCHEDULE (office use only)

- [] \$22 Standard Application (minor)
 [] \$107 Standard Application (major)



HPC Administrator
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: John O. Haroldson

Property Address (Include year built, if known):
 100 Middle St. New Bern, NC 28560

Property Owner Name(s): Riverfront Hospitality	Owner Mailing Address: 100 Middle St. New Bern NC 28560	Phone #s: 252-514-7392	Email: Joharoldson@me.com
Applicant Name (if different): Dean Quadir	Applicant Mailing Address: 100 Middle St. New Bern NC 28560	Phone #s: 440-666-3353	Email: dean.quadir@1stcarolina.net

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)

We will build a 5ft retaining wall around the existing concrete retaining wall. We will do 4 inches of compacted ABC gravel followed by 1 inch of leveling sand before laying down the paver patio. The pavers will be laid out in a random paver pattern with lines reaching no more than 4 feet, and avoiding pavers that meet at 4 corners to provide strength and stability to the patio. 10 Steps will be made 6" each, and a width of 5 feet, to join the pool patio area with the sidewalk below. We will add 44" high railings on the deck for safety and security.

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):

4.6 Decks and Patios

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).

Pavers: Belgrad brand, Dimensions 12 style, Slab/60MM, Savannah color to match the existing pavers on adjacent city sidewalks. Retaining Wall Blocks: Belgrad brand, Castlemanor Grana style, Colonial color. Railings: Aluminum, Steel Cable

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

01/26/2023

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.

Petitioners requesting City of New Bern Historic Preservation Commission action on property not owned by them must have this form completed by the owner of the property.

CERTIFICATE OF APPROPRIATENESS OWNERS AUTHORIZATION

Dear Sir or Madame:

I am the owner of the property located at:

100 Middle St. New Bern, NC 28560

(address, city, zip code)

I hereby authorize Dean Quadir to appear with my consent, before the City of New Bern Historic Preservation Commissioner in order to request a Certificate of Appropriateness for the property referenced above.

I authorize you to present this matter on my/our behalf as the owner(s) of the property.

If there are any questions, please contact me at the following address and phone number:

Joharoldson@me.com

Phone 252-514-7392


Owner's Signature

John O. Haroldson

Print Name

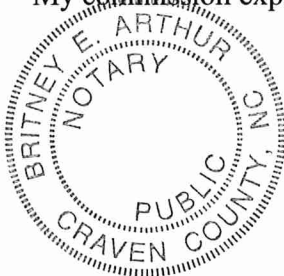
January 26, 2023

Date

Sworn to and subscribed before me this 26th day of January, 2023.


Notary Public:

My commission expires: 11/29/2025



Electronic File Print Out
For viewing purposes only
Not For Recordation Conveyances or Sales

CERTIFICATE OF APPROVAL
I HEREBY CERTIFY THAT ALL STREETS SHOWN ON THIS PLAT ARE WITHIN THE CITY OF NEW BERN PLANNING JURISDICTION. ALL STREETS AND OTHER IMPROVEMENTS SHOWN ON THIS PLAT HAVE BEEN INSTALLED OR COMPLETED OR THAT THEIR INSTALLATION OR COMPLETION WITHIN 12 MONTHS AFTER THE DATE BELOW HAS BEEN INSURED BY THE POSTING OF A PERFORMANCE BOND OR OTHER SUFFICIENT SURETY, AND THAT THE SUBDIVISION SHOWN ON THIS PLAT IS IN FULL COMPLIANCE WITH THE NEW BERN CITY CODE, AND THAT THEREFORE THIS PLAT HAS BEEN APPROVED BY THE NEW BERN BOARD OF ALDERMAN, SUBJECT TO ITS BEING RECORDED IN THE REGISTER OF DEEDS OFFICE IN CRAVEN COUNTY WITHIN ONE YEAR OF THE DATE BELOW.

DISCLAIMER OF WETLANDS DETERMINATION
APPROVAL OF THIS SUBDIVISION DOES NOT ADDRESS THE EXISTENCE OR NONEXISTENCE OF WETLANDS WITHIN THE SUBDIVISION. THE ENFORCEMENT OF WETLAND REGULATIONS UNDER SECTION 404 OF THE CLEAN WATER ACT AND SECTION 10 OF THE RIVERS AND HARBORS ACT IS WITHIN THE JURISDICTION OF SHOULD THE BE ARMY ADDRESSED CORPS OF TO THAT ENGINEERS AGENCY INQUIRES CONCERNING WETLAND MATTERS SHOULD BE ADDRESSED TO THAT AGENCY.

(Now or Formerly)
Bluebill Properties LLC
Deed Book 2433 Page 209
Zoned C-1

(Now or Formerly)
Marina Ventures
Deed Book 3397 Page 624
Zoned C-1

(Now or Formerly)
John Harvey LLC
Deed Book 3673 Page 403
Zoned C-1

Special Notes
A. This plat is subject to any facts that maybe disclosed by a full and accurate title search, as well as any right of ways, easements, zoning regulations and restrictive covenants of record not shown hereon.
B. Area computed by the Method of Coordinate Geometry.
C. All distances are horizontal ground unless otherwise noted.
D. Wetlands were not defined or mapped during this survey.
E. Underground utilities are not included in this survey.
F. No Minimum Building Setbacks for Zone C-1.

(Now or Formerly)
Craven County
Deed Book 1588 Page 79
Zoned C-1

(Now or Formerly)
Craven County
Deed Book 1588 Page 79
Zoned C-2

Table of Evidence

Number	Description
F1	PK NAIL
F1	5/8" ERB FLUSHED
H1	MARK IN CONC
L1	MARK IN CONC
M1	1.5" EP FLUSHED
P1	1.5" EP DOWN 2"
Q1	1.5" EP FLUSHED
R1	5/8" ERB DOWN 4"
T1	PK NAIL
S1	CONC MON
Ata	5/8" EP FLUSHED DOWN 4"

(Now or Formerly)
Craven County
Deed Book 1588 Page 79
Zoned C-2

Current Owner Information:
RPG Hospitality, LLC.
100 Middle Street
New Bern NC, 28560

Vicinity Map
(Vicinity map not drawn to scale)

Control Corner
Point "B1"
NC Grid Coordinates
N = 498,549.08'
E = 2,586,065.87'

Now or Formerly
Skyline 81 Globe Investors, LLC.
Deed Book 3355 Page 424
Zoned C-1

CERTIFICATE OF REGISTER OF DEEDS
NORTH CAROLINA, CRAVEN COUNTY

FILED FOR REGISTRATION AT _____
AM/PM O'CLOCK _____
THIS DAY OF _____ 20____
PLAT CABINET _____ SLIDE _____

SHERRI B. RICHARD, REGISTER OF DEEDS

REGISTER OF DEEDS / ASSISTANT / DEPUTY

Now or Formerly
City of New Bern
Deed Book 1526 Page 465
Zoned C-1

Now or Formerly
City of New Bern
Deed Book 1079 Page 845

Now or Formerly
New Bern Grand Marina Yacht Club
Deed Book 2850 Page 711

Surveyor's Certificate and Parcel Status

I, Hugh A. Sorrell, a Professional Land Surveyor in the State of North Carolina, certify that this plat was drawn under my supervision from an actual survey performed under my supervision. That the boundaries surveyed are defined in Deed Book 1671 Page 886. That the boundaries not surveyed are clearly indicated. That the ratio of precision as calculated is 1:_____. That the following information was used to perform the GPS survey.

GPS receivers used: Spectra SP 80
Class of survey: C
Positional accuracy: 0.03'
Type of GPS field procedure: VRS
Dates of survey: August 14, 2022
Datum/Epoch: NAD 83 / 2011 adjustment
Published / Fixed control used: "VRS"
Geoid Model: GEOID 12A
Combined Grid Factor: 0.99988355
Units: US FOOT

Witness my original signature and seal this ____ day of _____, 2022

Hugh A. Sorrell, Professional Land Surveyor L-2849

Now or Formerly
New Bern Grand Marina Yacht Club
Deed Book 2850 Page 711

CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY DESCRIBED HEREON, WHICH PROPERTY IS LOCATED WITHIN THE SUBDIVISION REGULATION JURISDICTION OF THE CITY OF NEW BERN, THAT I HEREBY FREELY ADOPT THIS PLAN OF SUBDIVISION AND DEDICATE TO PUBLIC USE ALL AREAS SHOWN ON THIS PLAT AS STREETS, ALLEYS, WALKS, PARKS, OPEN SPACE, AND EASEMENTS, EXCEPT THOSE SPECIFICALLY INDICATED AS PRIVATE, AND THAT I WILL MAINTAIN ALL SUCH AREAS UNTIL THE OFFER OF DEDICATION IS ACCEPTED BY THE APPROPRIATE AUTHORITY. ALL PROPERTY SHOWN ON THIS PLAT AS DEDICATED FOR PUBLIC USE SHALL BE DEEMED TO BE DEDICATED FOR ANY PUBLIC USE AUTHORIZED BY LAW WHEN SUCH OTHER USE IS APPROVED BY THE BOARD OF ALDERMAN IN THE PUBLIC INTEREST.

DATE _____
OWNER _____
NOTARIZED _____

Site Data

1. Total Area in Tract= 5.6 Acres
2. Total Number Of Tracts= 2
3. Average Tract Size= 2.80 Acres
4. Area of Open Space= 0 Sq Ft.
5. Linear Feet in Streets= 0 Sq Ft.

- Legend**
- EIP = Existing Iron Pipe
 - NIP = New Iron Pipe
 - Ex. Mon. = Existing Concrete Monument
 - Mag Nail= Magnetic Survey Nail
 - NPS = No Point Set
 - = Power Pole
 - = Right of Way
 - = Centerline
 - = Lines Surveyed
 - = Lines Not Surveyed
 - = Power Line
 - = Curbing
 - = Water Boundary
 - RW = Right of Way
 - PC = Point of Curvature
 - PT = Point of Tangency
 - All NIPs set are black iron pipe 1" in Diameter by 24" long
 - Linear Units are "US FOOT"
 - Angular Units are "Degrees, Minutes & Seconds"

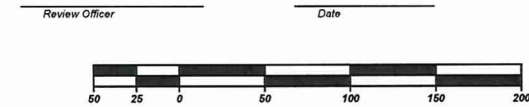
Metes and Bounds of Parcel 1

From	To	Bearing	Distance
B1	A1	S 07°46'32" W	344.94'
C1	B1	N 82°06'13" W	243.50'
D1	C1	N 07°36'10" E	35.00'
E1	D1	N 82°23'50" E	40.00'
F1	E1	S 07°36'10" E	34.50'
G1	F1	S 82°06'13" E	147.39'
H1	G1	S 07°38'11" W	93.16'
I1	H1	S 07°41'24" W	110.05'
J1	I1	S 88°17'14" E	172.21'
K1	J1	N 48°43'16" E	135.36'
A1	K1	S 87°54'09" E	178.41'

Metes and Bounds of Parcel 2

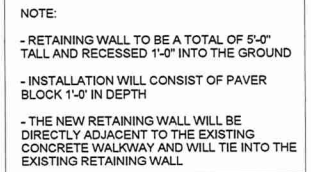
From	To	Bearing	Distance
H1	I1	S 07°41'24" W	110.05'
H1	L1	S 88°06'30" E	60.18'
L1	M1	N 07°41'27" E	246.00'
S1	R1	N 07°52'03" E	151.89'
S1	T1	S 09°16'36" E	203.58'
T1	U1	S 09°16'36" E	7.33'
U1	V1	S 88°17'14" E	472.57'

Review Officer
State of North Carolina _____ County of Craven _____
I, _____ Review Officer of Craven County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.



Final Plan
A Subdivision Survey for:
Riverfront Hospitality, LLC
With Property Standing in the name of:
RPG Hospitality, LLC.
Craven County Parcel # 8-001-D-150
Property Address: 100 Middle Street, New Bern NC, 28560
New Bern Township Craven County, NC
Scale 1" = 50'
Surveyed August 14, 2022

Sorrell Land Surveying, Inc.
Hugh A. Sorrell, Professional Land Surveyor L-2849
107 Union Drive, Suite 101 Washington, NC
www.sorrellandsurveying.com
Company License: C-3508
Office (252) 948-2464
Mobile (252) 944-9798
"Serving the land surveying needs of Eastern NC"
File: 0822RHL08



Plan view of the proposed retaining wall and pool area. The diagram shows a pool area labeled "POOL" and a proposed retaining wall labeled "NEW RETAINING WALL". The wall is shown connecting to existing retaining walls at two points, labeled "TIE INTO EXISTING RETAINING WALL". A road labeled "RD 100" is also shown. A north arrow is present in the upper right corner.

EXISTING POOL AREA

NEW PAVER BLOCK RETAINING WALL

4' - 0"

1' - 0"

RETAINING WALL BURIED 1'-0" INTO GROUND

GROUND LEVEL

EXISTING SIDEWALK

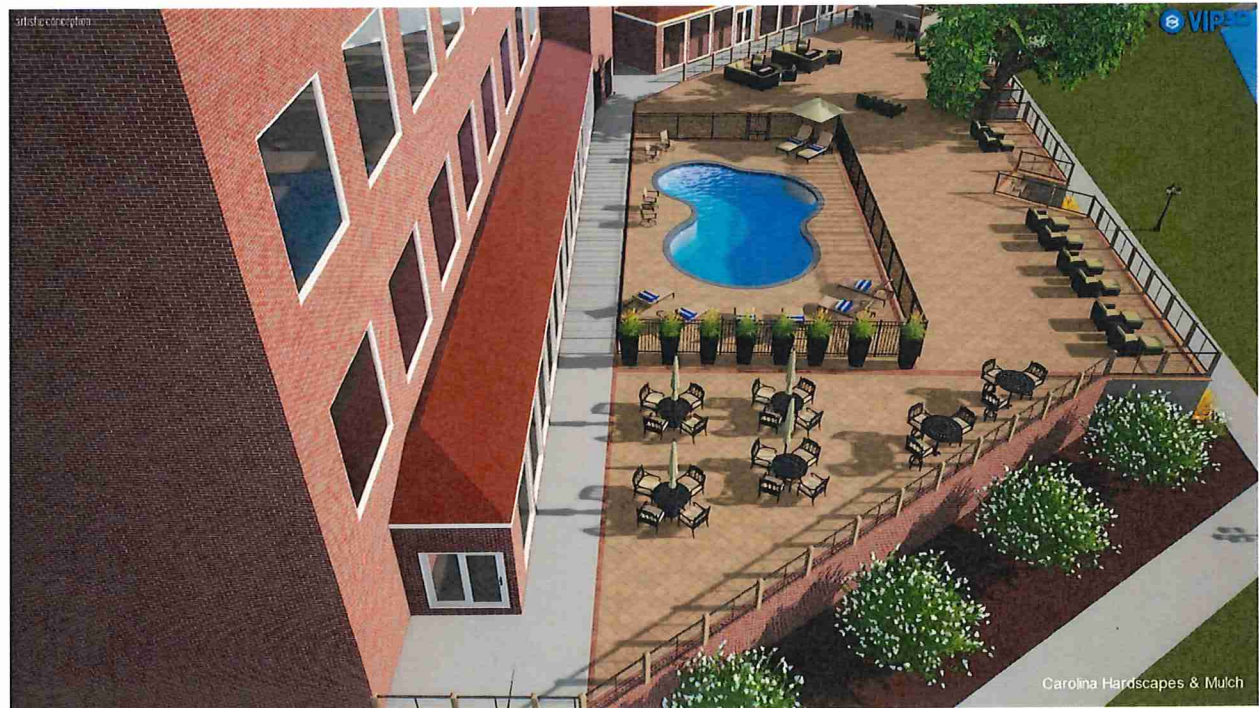
3.0' RETAINING WALL

1'-0"

Detailed description: This is a cross-sectional diagram showing the construction of a pool deck and a retaining wall. On the left, a dark, textured area represents the 'EXISTING POOL AREA'. To its right is a vertical 'NEW PAVER BLOCK RETAINING WALL'. The wall is divided into two sections: a top section labeled '4' - 0"' and a bottom section labeled '1' - 0"'. The bottom section is shown extending below the 'GROUND LEVEL' line, with a label indicating it is 'RETAINING WALL BURIED 1'-0" INTO GROUND'. To the right of the ground level is the 'EXISTING SIDEWALK', which has a dark, textured pattern. A label '3.0' RETAINING WALL' with a dimension line indicates the total height of the wall structure from the sidewalk level. A small dimension of '1'-0"' is also shown at the base of the wall on the sidewalk side.

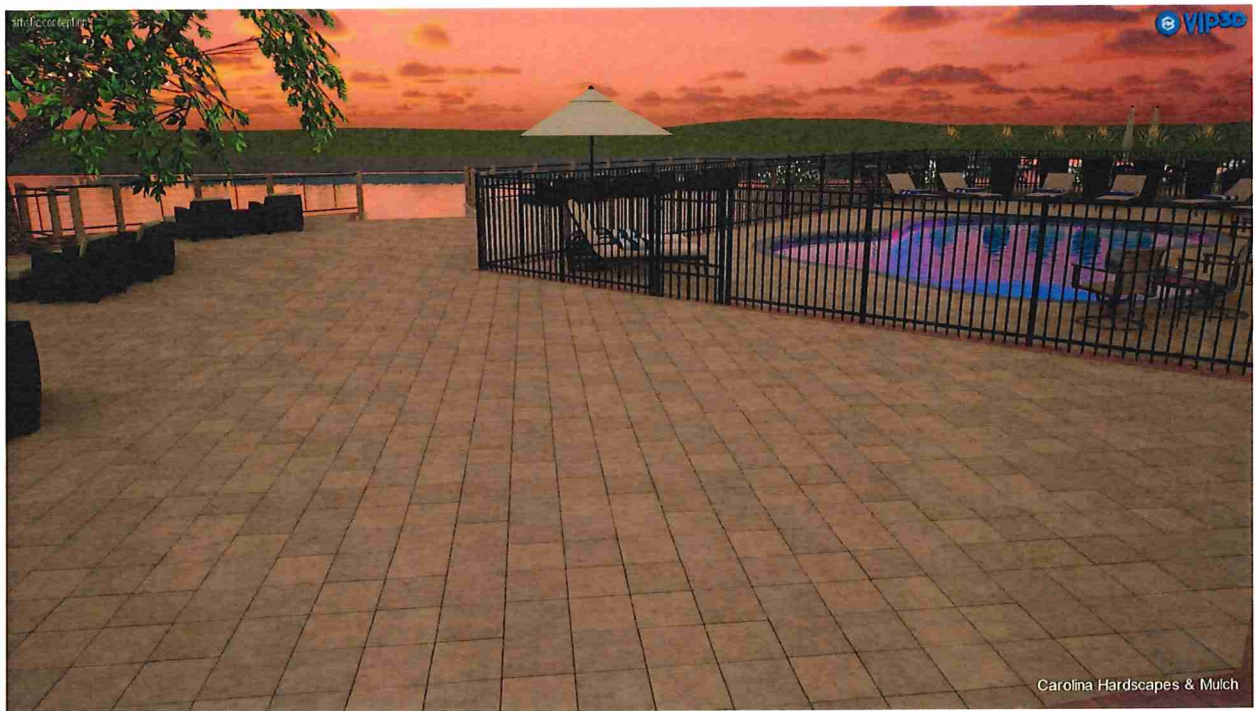
[illegible]

DoubleTree by Hilton New Bern- Riverfront Deck Design











20

66

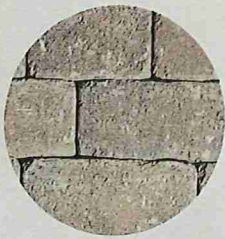
HERITAGE
COLLECTION 

CASTLEMANOR[®]

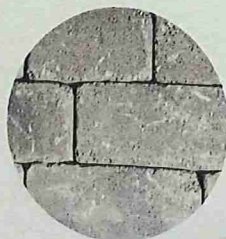
GRANA
FREESTANDING / RETAINING WALL



6 x 6 / 4 x 10 | 6 x 12 / 10 x 10 | 6 x 16 / 14 x 10



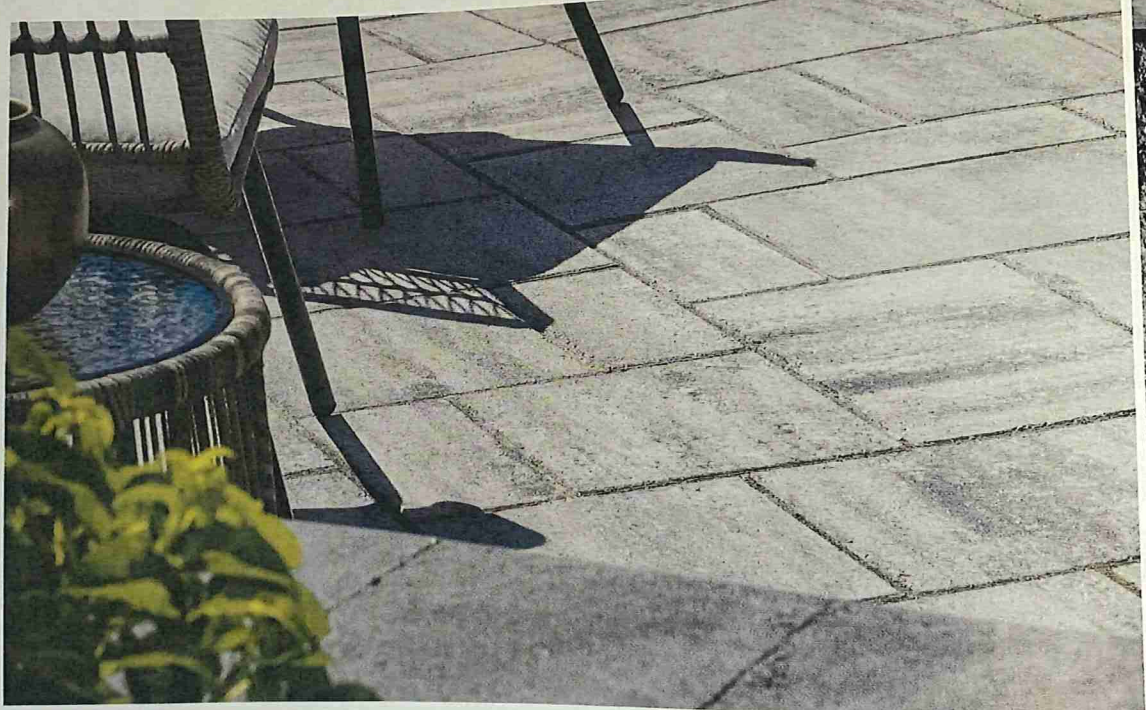
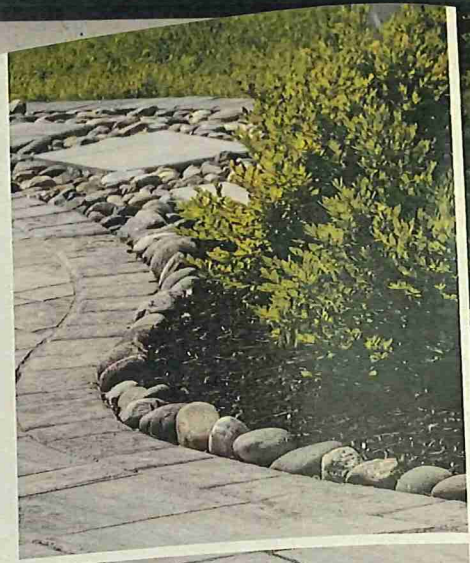
COLONIAL



OXFORD

20

NEW DIMENSIONS™ 12
SLAB / 60MM

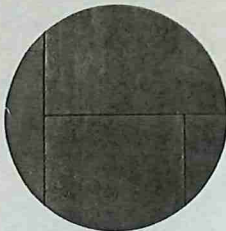


6 x 12

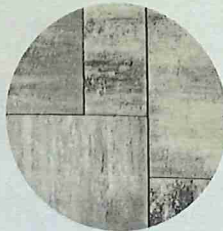
12 x 12

12 x 18

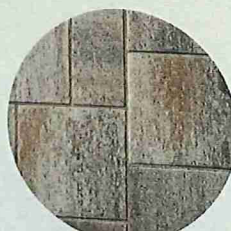
**This product is not recommended for vehicular use*



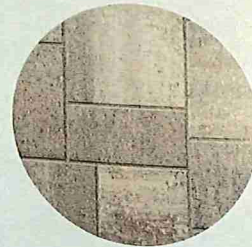
CANYON



MAGNOLIA



HATTERAS



SAVANNAH







Zoning and Inspections Review of

Application for Certificate of Appropriateness for Alterations in Historic District

Initial review of applications for certificates of appropriateness by the Zoning Administrator and Chief Building Inspector is intended to provide the applicant and Historic Preservation Commission with information related to compliance with local land use ordinance and building code. It does not represent a formal approval of a permit by any party and does not bind the decisions of Commission.

Application Address and Description: 100 Middle St. (Doubletree Hottel) – to include reconstruction of the deck in the Tertiary AVC.

Zoning Administrator please review the application and fill out all applicable items

Zoning District: C-1, Commercial Waterfront Overlay

Required Setbacks (primary structure): Front Side Rear

Accessory Setbacks: From Nearest Structure Side Rear

Maximum Lot Coverage for proposed use:

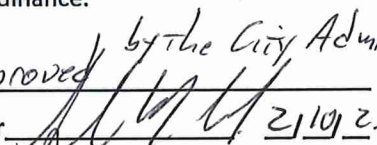
Maximum Height of Structure: (per 15-474.(c))

Required Site Improvements: Landscaping Buffer Parking

Other requirements:

I have reviewed the application for proposed alterations to this property and have determined that it Meets ☒ Does Not Meet ☐ the requirements of the Land Use Ordinance.

Comments:

Any access easements required must be approved by the City Administrator
Zoning Administrator  2/10/23

Chief Building Inspector please review the application and include any comments below

The proposed project Will ☒ Will Not ☐ require a building permit(s).

Comments:

Chief Building Inspector 

2/10/23

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – February 15, 2023

Applicant: John O. Haroldson/Dean Quadir

Applicant Address: 100 Middle St., New Bern

Project Address: 100 Middle St., New Bern

301 Hancock St. – to include reconstruction of the deck in the Tertiary AVC.

Historic Property Name, Date: N/A

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

NR Inventory Description (2003): N/A

Sandbeck Description (1988): N/A

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

Landscaping

- 2.4.1 Maintain mature canopy trees. Mature tree removal and its replacement species must be recommended by a certified arborist. Replace removed trees with a similar canopy species at or near the location of the removed tree. Locate canopy trees to define the street edge at maturity.
- 2.4.3 Use plant materials that are indigenous to the historic districts. It is not appropriate to use contemporary edging materials such as landscaping timbers or plastic borders.

Modifications

- 3.2.1 Select materials that are consistent with the structure. Limit the palette to those materials that were available at the time a building was originally constructed.

Foundations

- 4.1.6 Minimize the visual impact of tall foundation walls by introducing a combination of landscaping, grading, and terraced retaining walls.

Decks and Patios

- 4.6.2 Locate decks in Secondary and Tertiary AVCs, and screen the underside with shrubbery, fencing, lattice, or masonry.

Contemporary Materials

- 5.5.1 In general, contemporary material shall match the dimension, shape and texture of their counterparts commonly found in the historic districts.
- 5.5.2 Use contemporary and nontraditional materials in traditional ways. Apply materials in a traditional manner that conveys the same visual appearance as historic materials.
- 5.5.3 Contemporary and nontraditional materials should convey appropriate historic material characteristics, and will be evaluated on a case-by-case basis for appearance, dimension, texture, color, sheen, visual weight and similar characteristics.

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

1. The project is located in the *Waterfront Development* pattern;
2. The project is removal of the existing wood deck and replacement with a tile surface, metal railings, concrete steps, and a retaining wall of stacked decorative concrete masonry units;

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – February 15, 2023

3. The proposed design, components, and materials do 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 reconstruction of the deck in the Tertiary AVC.

FEE SCHEDULE (office use only)
 [] \$22 Standard Application (minor)
 [] \$107 Standard Application (major)



HPC Administrator
 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): 710 New St.			
Property Owner Name(s): James Hudson Jr.	Owner Mailing Address: 1404 Hazel Ave New Bern, NC	Phone #s: 252-649-1049	Email: theresapie2003@yahoo.com
Applicant Name (if different): Edward Munford III	Applicant Mailing Address: 2205 Foxhorn Rd Trent Woods, NC	Phone #s: 252-624-1600	Email: the3rd_pdeig@icloud.com

II. Project Information: <i>(See "CoA Instructions" & "Historic Guidelines" for help in completing this section)</i>
1. Provide a detailed description of work to be conducted on site: (Attach additional sheets if needed) Demolition of existing House with irreversible damage to Structure to build New Construction on site. <div align="right">Continued on additional sheet or attached brochure <input type="checkbox"/></div>
2. Reference the specific Guideline(s) in the "Historic District Guidelines" which you believe apply to this project: (only need the guideline numbers): 6.2 Prevention of Demolition by Neglect, 6.4 Demolition <div align="right">Continued on additional sheet or attached brochure <input type="checkbox"/></div>
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). Blueprints will follow with design and materials <div align="right">Continued on additional sheet or attached brochure <input type="checkbox"/></div>

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

2/23/23
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.

From: The Third the3rd_pdeig@icloud.com
Subject: HPC Paperwork
Date: Feb 21, 2023 at 2:11:51 PM
To: gwendolyn hodes gwenhodes_2000@yahoo.com,
theresapie2003@yahoo.com

https://files4.1.revize.com/newbernnc/document_center/Development%20Services/forms%20&%20docs/HPC%20Owners%20Authorization.pdf

Petitioners requesting City of New Bern Historic Preservation Commission action on property not owned by them must have this form completed by the owner of the property.

CERTIFICATE OF APPROPRIATENESS OWNERS AUTHORIZATION

Dear Sir or Madame:

I am the owner of the property located at:

710 New St. New Bern, N.C. 28560
(address, city, zip code)

I hereby authorize Edward Munford III to appear with my consent, before the City of New Bern Historic Preservation Commissioner in order to request a Certificate of Appropriateness for the property referenced above.

I authorize you to present this matter on my/our behalf as the owner(s) of the property.

If there are any questions, please contact me at the following address and phone number:

1904 Hazel Ave New Bern NC 252-649-1049
28560

James Hudson Jr
Owner's Signature

JAMES HUDSON JR
Print Name

2-22-23
Date

Sworn to and subscribed before me this _____ day of _____, 20__.

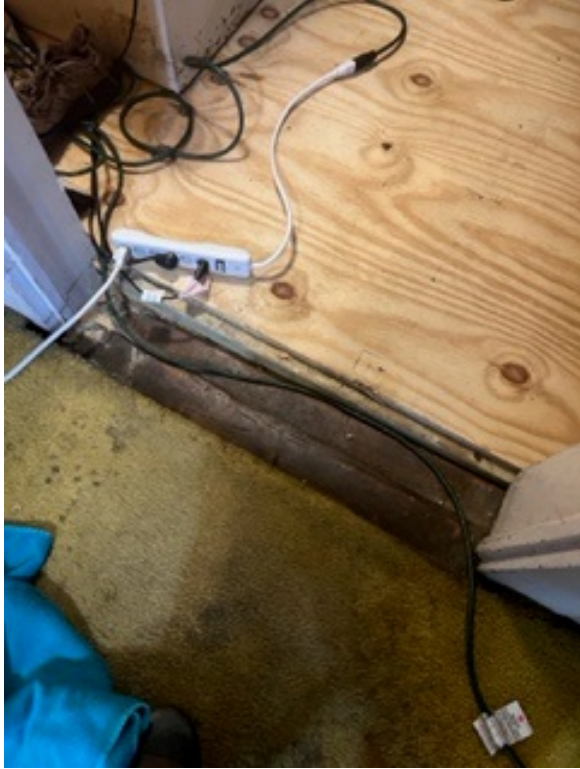
Notary Public:

My commission expires:

710 New St. – photos from applicant, 2023-02-23









From: Patrick Ezel ezelp@newbernnc.gov
Subject: 710 New St
Date: Jul 19, 2021 at 3:59:40 PM
To: Theresapie2003@yahoo.com

1st
by inspection
City of NB

Theresa,

It was a pleasure to meet you and your family the other day. Below is the information that you requested:

On or about 7/15/2021 I conducted a minimum housing inspection at 710 New St (Parcel ID # 8-008-086), these are my findings.

- Several areas of wood rot and chipped paint in and around all windows, soffits on all sides of the house, and most of the fascia on all sides of the house.
- The porch also has several areas of shipped paint and rotting wood. There is also the need to have handrails going up the stairs and guard rails on the perimeter of the porch.
- There were several windows that are missing or missing panes of glass.
- The brick chimney's have several parts that look like they are falling apart. There is a metal chimney that is not properly supported.
- There were multiple areas to the crawl space that allows the entry of critters. The crawl space accesses do not have proper access point doors.
- There is a new gas water heater that does not have a drain pan. The drain drains under the house, versus outside the perimeter of the house.
- There are missing smoke and carbon dioxide detectors in the house.
- There are multiple holes in the floor on the first floor.
- There are multiple areas that show signs of leaks on the ceiling of both the first and second floors with signs of mold setting in. These leaks appear to be made by a leaking roof and leaking plumbing.
- There are doors in the home that do not have the proper hardware in order to allow for proper access to and from rooms.
- There are multiple door frames that are not properly square.
- There is an extreme sagging in the house towards the center of the house. This appears to be caused by the lack of piers for floor system support. This may also be from a rotting floor system caused by water damage or damage from termites.

This house is also in the historic district within New Bern and does require coordination with the HPC.

It is my recommendation that this house does rise to a level of deterioration that does require action to prevent further deterioration and/or reaching dilapidated status.

If there is anything else that is needed on this, please let us know. Thank you again.

Patrick J. Ezel
Building Inspector 1

2nd
inspection -
part 2

Light The Way Home Inspections llc

<http://lightthewayhomeinspections.com>
lightthewayhomeinspections@gmail.com

(201) 264-6294
322 Fairmount Way
New Bern NC 28562-4871
Inspector: Paul Ryan
N.C. home inspectors license # 4392



Property Inspection Report

Client(s): John Barrett
Property address: 710 New St
New Bern NC 28560-4824
Inspection date: Sunday, August 8, 2021

This report published on Sunday, August 8, 2021 10:53:10 PM EDT

(KEY DEFINITIONS FROM HIAC REGULATIONS) HOME INSPECTION....means a visual, functional, non invasive inspection conducted for a fee or any other consideration & performed with out moving personal property, furniture, equipment, plants, soil, snow, ice, or debris using the mandatory equipment & including the preparation of a home inspection report of the readily accessible elements of the following components of a residential building: structural components, exterior components, roofing system, plumbing system, electrical system, heating system, cooling system, interior components, insulation components & ventilation system, fireplaces & solid fuel burning appliances or any other related residential housing component as determined by the board, in consultation with the committee, by rule but excluding recreational facilities & out buildings other than garages or carports. (ACCESSIBLE) means available for visual inspections without requiring the moving of personal property, dismantling, destructive measures, or any action which will likely involve risk to persons or property. (INSPECT) means to visually examine any readily accessible system or component of a building, including viewing the interior of readily openable access panels, & other operating building systems using normal operating controls in accordance with this subchapter.



Photo 5-1



Photo 5-2 Remove ALL plantings away from the structure 4-5 feet to prevent insect infestation, and moss or mold growth.



Photo 6-1



Photo 6-2



Photo 6-3 This home once had horizontal lap wood siding with original construction.

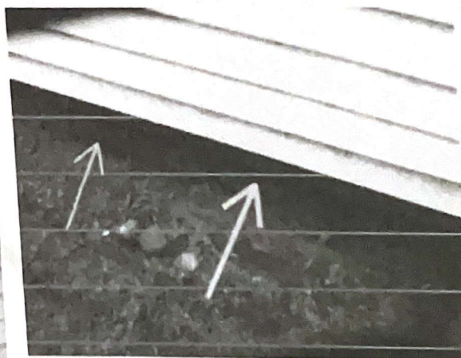


Photo 6-4 Brick foundations are no longer used. This foundation is failing and tilting outward and dangerous.

710 New St. – photos by HPC Commissioner Thompson, April 2023





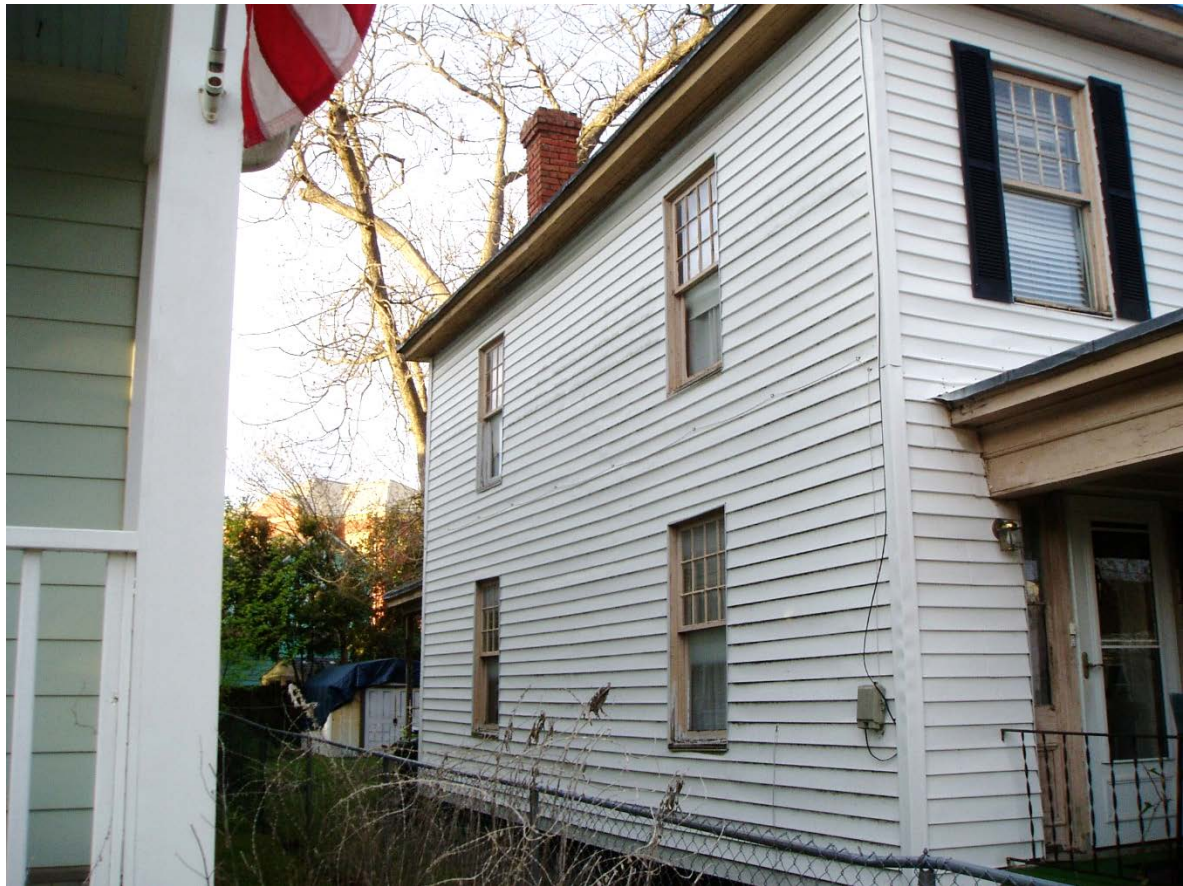




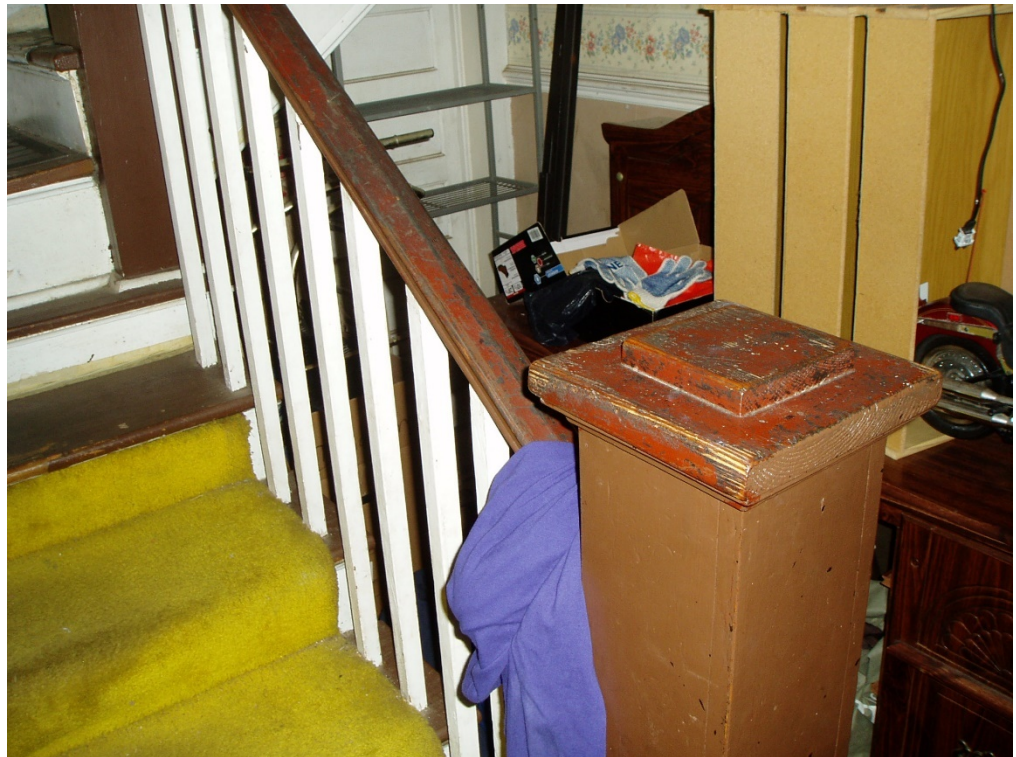
[original photo brightened by staff to view condition inside wall]



[left side of photo cropped slightly by staff to allow for enlargement of the photo]



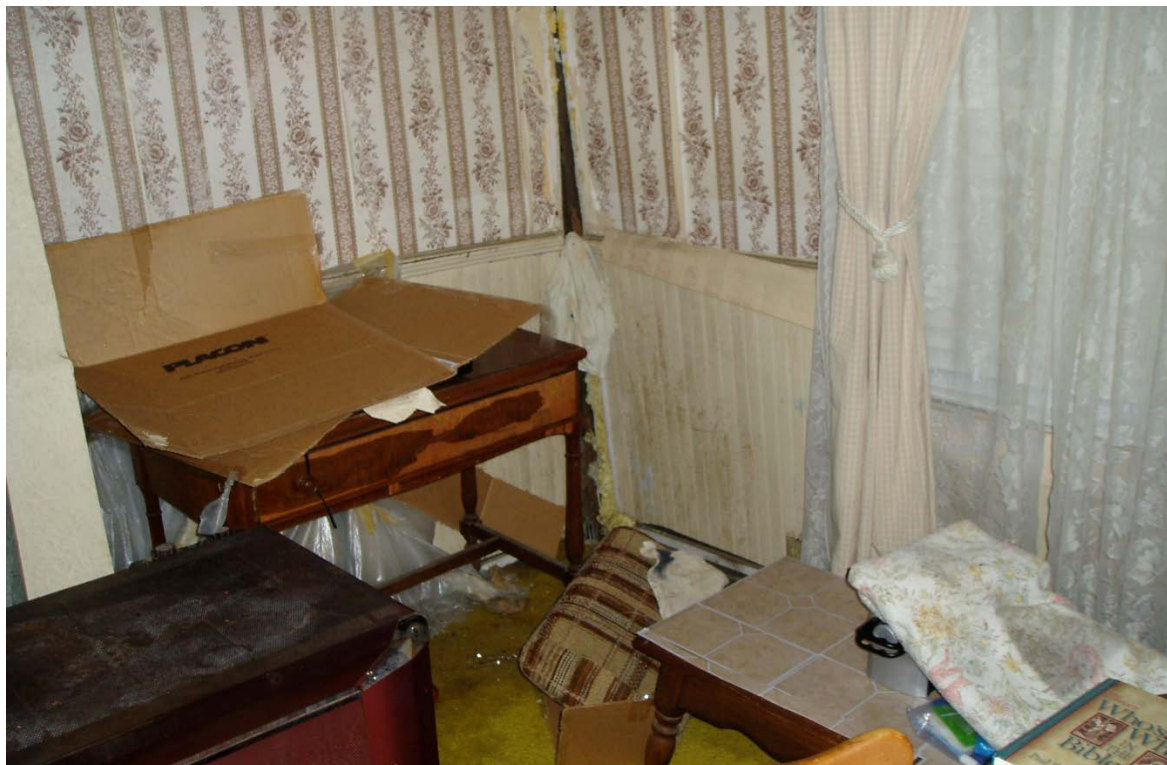




Front Room:



Middle Room, rear outside corner:



Closeup of beadboard wainscoting:



Upper segment of stairway to second floor:



“Historic” irises



710 New St. Photos from HPC Commissioner Marc Wartner at site visit 3/21/23

3/21/23 photos from Marc Wartner:

















710 New St Photos from HPC Staff, site visit 2023-03-17



































Zoning and Inspections Review of

Application for Certificate of Appropriateness for Alterations in Historic District

Initial review of applications for certificates of appropriateness by the Zoning Administrator and Chief Building Inspector is intended to provide the applicant and Historic Preservation Commission with information related to compliance with local land use ordinance and building code. It is does not represent a formal approval of a permit by any party and does not bind the decisions of Commission.

Application Address and Description: 710 New St. - demolition of a contributing structure and construction of a new infill house.

Zoning Administrator please review the application and fill out all applicable items

Zoning District: C-4, res. use

Required Setbacks (primary structure): Front min-max Side 20 ft^{5' SML} Rear 6 ft

Accessory Setbacks: From Nearest Structure 8 ft Side 3 ft Rear 3 ft

Maximum Lot Coverage for proposed use: 60%

Maximum Height of Structure: 50 ft

Required Site Improvements: Landscaping N/A Buffer N/A Parking N/A

Other requirements:

I have reviewed the application for proposed alterations to this property and have determined that it Meets ☒ Does Not Meet _____ the requirements of the Land Use Ordinance.

Comments: We have no zoning requirements for demo. However, the rebuild plans must be reviewed. Zoning Administrator [Signature] 4/14/23

Chief Building Inspector please review the application and include any comments below

The proposed project Will ☒ Will Not _____ require a building permit(s).

Comments:

Chief Building Inspector [Signature] 4/14/23

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – April 19, 2023

Applicant: Edward Munford, III
Applicant Address: 2205 Foxhorn Rd., Trent Woods, NC
Project Address: 710 New St., New Bern

Historic Property Name, Date: Hudson House, 1925

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

NR Inventory Description (2003): One story; two bays wide, three bays deep; twelve-over-one sash; hip-roofed porch, metal supports on brick piers; plain-edge siding; metal-clad hip roof; interior chimney in east roof slope; rear wing. Beautiful irises in front garden.

Sandbeck Description (1988): None

710 New St. – to include demolishing the existing contributing house and replacing it with a new infill house.

Staff submits the following Historic District Guidelines are appropriate to this application, which consists of two deliberations: demolition and new infill:

DELIBERATION 1: DEMOLITION

Demolition

- 6.4.2 It is not appropriate to demolish a viable contributing structure in order to create an infill construction opportunity.
- 6.4.3 The HPC reserves the right to postpone demolition until development and building permits are approved for redevelopment plans.
- 6.4.4 Prepare drawings and photographically document the site prior to demolition. Include photographs of interiors, exteriors, architectural elements and context within the streetscape.
- 6.4.5 Notify preservation organizations, and allow for the salvage of design components, architectural features and building materials for reuse.

In addition, the Guidelines stipulate: “In rendering a decision on a demolition COA, the HPC should address the following [three] considerations:”

Consideration 1: Address the historical, cultural and architectural significance of the structure.

- Is it a contributing structure?
 - Staff: Yes, as indicated in the Inventory in the National Register Registration Form for the New Bern Historic District.
- Is it significant because of its historic use, an event, a person, a builder, or an architect?
 - Staff: Maybe. None is indicated in the National Register Registration Form for the New Bern Historic District, however, the SHPO file indicates a Joseph C. Jones owned the house with Dessie B. Jones from 1926 to 1947. The 1926, 1937, and 1954 City Directories indicate Mr. Jones was a clerk for the Railway Mail Service in 1926 and 1937. By 1954 Jones was working for the US Post Office. In 1937 they had 4 children under 16 living with them at the time, plus Jos. C. Jones, Jr., a student apparently over 16 years old also lived there.
The Hudson family has a large number of military veterans from several branches. They can fill us in on that history, the ranks achieved, and any medal-worthy events.
- Is it the last or the oldest example of a certain building type?

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – April 19, 2023

- Staff: This is not indicated in the National Register Registration Form for the Riverside Historic District, nor is this otherwise known to staff.

Consideration 2: Address the integrity of the structure.

- What are the conditions of foundations, floors, walls, windows, doors and roofs?
 - Staff: the applicant has provided evidence that the conditions of a section of the foundation and the first floor are currently in an unstable condition. Most of the HPC members have toured and inspected the property.
- Is it a hazard to public health, safety, and welfare?
 - Staff: In 2021 City Building Inspector Ezel sent an email to the owners with a list of his findings from his minimum housing inspection. This email is provided in the applicant's application. Highlighted in this list are the following:
 - An issue with the brick chimney
 - An issue with the metal chimney
 - Multiple holes in the floor on the first floor
 - Multiple door frames that are not properly square
 - Extreme sagging in the house at the center of the house, seemingly caused by a lack of piers for floor system support or from a rotting floor system caused by water damage or termites

Inspector Ezel determined that the condition of the "house does rise to a level of deterioration that does require further action to prevent further deterioration and/or reaching dilapidated status."

To date, Inspector Ezel has not updated this list.

Consideration 3: Address attempted preservation efforts.

- Have options for rehabilitation been explored with preservation organizations?
 - Staff: the staff has no knowledge of such effort.
- Has the applicant been unsuccessful in seeking alternatives to demolition?
 - Staff: the staff has no knowledge of such effort.
- Have alternatives for structure relocation and sale of the property been pursued?
 - Staff: the staff has no knowledge of such effort.

The HPC Policies and Rules of Procedure indicate several other actions should be taken with regard to an application for the demolition of a contributing structure.

A) The following items must be verified by the HPC as part of the demolition review process.

1. The structure qualifies as a contributing structure in a locally designated historic district and it is 50 years or older.
2. SHPO has determined whether the structure has statewide significance. (This is in reference to 160A-400.14(b)).
3. SHPO has evaluated the interior and exterior of the structure and provided a written evaluation and opinion on the architectural, historical, and cultural significance of the structure.
 - Staff has indicated the structure is a contributing structure, as stated in the National Register inventory.
 - Staff has requested the information from the SHPO and that work is currently pending.

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – April 19, 2023

- B) Each commissioner shall visit the site of the structure proposed for demolition. Access to the interior shall be granted by the property owner if the property is safe to enter ...
 - o Staff: HPC members did visit the site on two separate occasions and access around the structure and to the interior was granted by the property owner.
- C) There is no requirement for the property owner to provide a structural engineering report, but if one is provided it should contain as much detail as possible, including:
 - a breakdown of the structural integrity of design components, such as the roof, walls, floors, windows, doors, and foundation.
 - a detailed description and justification for each structural component on whether the component is 50% or more structurally unsound.Any report provided by a structural engineer must be reviewed by the Chief Building Inspector.
 - o Staff: No report has been submitted.
- D) At least one design review must be held for a CoA application that involves demolition of a contributing structure. The purpose is to provide advice on historic guidelines that relate to demolition.
 - o Staff: This application has been discussed at the March 1 and April 5, 2023 Design Review Meetings.
- E) A vote to approve or deny demolition must include findings of fact and references to specific historic guidelines based on evidence presented at the hearing.
- F) The HPC shall work with the property owner to identify architectural features and materials that can be salvaged and reused. The HPC may require removal of salvageable building parts as part of the conditions for issuing a COA.
 - o Staff can assist the HPC and the applicant to identify architectural features and materials that can be salvaged and reused, and possibly a location for the salvaged features and materials.
- G) A structure must be documented for a historic record before it is demolished. The HPC shall determine the form and nature of documentation.
 - o Staff: If demolition is approved, staff recommends this requirement become a condition on the CoA, perhaps as a pre-condition to the redevelopment approval so that documentation is incentivized to occur while the redevelopment is being designed, to ensure the documentation is provided, and to avoid delay in the demolition.

Statements of Reason for Deliberation 1, based on the information contained in the application, in Staff's judgment are:

1. The project is a proposal to demolish a contributing resource.
2. The information from the SHPO has not yet been provided.
3. It is unclear to the staff at this time whether repairing the structure is reasonable and more information from the applicants may be needed for the HPC to determine this.
4. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly.

MOTION FOR DELIBERATION 1

Staff recommends the Commission move to continue this application to the next reasonable Regular Meeting to allow time to receive and review the information requested from the

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – April 19, 2023

State Historic Preservation Office and other additional relevant information from the applicants.

If the HPC chooses to approve this application to include demolition of a contributing structure, the CoA should not be issued at this time and the demolition may not proceed until the design of the replacement structure is approved by the HPC and a CoA issued for the replacement. Then, the CoA for the demolition can be approved by the HPC to be issued.

DELIBERATION 2: NEW INFILL HOUSE

Staff submits that in the absence of a proposal for the redevelopment of the property, the HPC cannot discuss this portion of the application.

MOTION FOR DELIBERATION 2

Staff recommends the Commission not approve the application for a new infill house at this time, but continue this portion of the application to the next reasonable Regular Meeting to allow time for the applicant to prepare a design and proceed through Design Review Meeting discussions with the HPC.

FEE SCHEDULE (office use only)
☐ \$22 Standard Application (minor)
☒ \$107 Standard Application (major)



HPC Administrator
HPCadmin@newbern-nc.org
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:
<http://www.newbern-nc.org/departments/development/historic-preservation/historic-preservation-guidelines/>

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

I. Applicant/Owner Information:

Property Address (Include year built, if known): 719 E. Front Street

Property Owner Name(s): Shannon & Corinne Corr	Owner Mailing Address: 205 Pollock Street New Bern, NC 28560	Phone #'s: 252-514-7217	Email: thecorrs@bellsouth.net
Applicant Name (if different): GO Architectural Design, PLLC Sarah Afflerbach, AIA	Applicant Mailing Address: 1202A Pollock Street New Bern, NC 28560	Phone #'s: 252-633-0322	Email: sarah@goarchdesign.com

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)

Construct a new two story single family home and detached garage.
 Landscaping plan will be submitted separately.

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: (page and guideline number):

2.1.1, 2.1.2, 2.1.3, 4.1.1, 4.1.2, 4.1.3, 4.1.4, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.3.1-4.3.7, 4.4.1-4.4.5,
 4.5.1-4.5.6, 4.6.1-4.6.3

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).

Hardie Board siding (smooth faced lap siding and shakes), Azek trim and railing and painted ornamental railing,
 brick masonry piers, vinyl windows, asphalt shingles and concrete walk and driveway and wood privacy fence.

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:

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- ☒ I am acting on behalf of the owner of the property and I have attached a letter from the owner(s) indicating their knowledge of this application.

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- ◆ 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.

Sarah Afflerbach
Signature of Applicant/Owner

2.28.23
Date

APPLICATION SHOULD BE SUBMITTED TO THE DEVELOPMENT SERVICES MAIN OFFICE AT 303 FIRST ST. NO LESS THAN 2 WEEKS PRIOR TO UPCOMING MEETING. FOR FURTHER INFORMATION, CONTACT THE ADMINISTRATOR OF THE HISTORIC PRESERVATION COMMISSION AT (252) 639-7583.



NEW BERN

CITY OF NEW BERN

300 Pollock Street, P.O. Box 1129
New Bern, NC 28563-1129
(252) 636-4000

Aldermen

Sabrina Bengel
Jameesha S. Harris
Robert V. Aster
Johnnie Ray Kinsey
Barbara J. Best
Jeffrey T. Odham

Dana E. Outlaw
Mayor

Mark A. Stephens
City Manager

Petitioners requesting City of New Bern Historic Preservation Commission action on property not owned by them must have this form completed by the owner of the property.

CERTIFICATE OF APPROPRIATENESS OWNERS AUTHORIZATION

Dear Sir or Madame:

I am the owner of the property located at:

719 E. Front Street, New Bern, NC 28560
(address, city, zip code)

I hereby authorize GO Architectural Design, PLLC to appear with my consent, before the City of New Bern Historic Preservation Commissioner in order to request a Certificate of Appropriateness for the property referenced above.

I authorize you to present this matter on my/our behalf as the owner(s) of the property.

If there are any questions, please contact me at the following address and phone number:

Shannon Corr Phone 252-514-7217

[Signature]

Owner's Signature

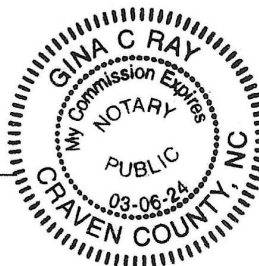
Shannon L. Corr
Print Name

2/8/2023
Date

Sworn to and subscribed before me this February day of 8th, 2023.

[Signature]
Notary Public:

My commission expires: 3/2/24



CORR CUSTOM HOME

LIMITED LICENSE FOR USE TO CONSTRUCT ONE HOME

Please read carefully. This license contains terms by which you are bound if you use this plan to construct a home. If you do not agree to the terms of this license, you may return the plan for a full refund. By using the plan to construct a home, you are agreeing to and accepting the terms of the license.

You are granted the right to construct one, and only one, home based on the plan. This right extends to the original purchaser of the plan only and is not transferable. You may not sell or otherwise transfer any right to copy or make use of the plan to any other party, or allow any other party to use or copy the plan.

For reproducible plans, the license includes the right to copy and modify the plan for use in the construction of the single home permitted to be constructed pursuant to the license.

This plan is protected under federal copyright laws. All rights under these laws are reserved by GO Architectural Design, PLLC. Use of the plan in a manner inconsistent with this license constitutes infringement of the copyright and a violation of U.S. copyright law.

DISCLAIMER OF WARRANTIES

GO ARCHITECTURAL DESIGN MAKES NO WARRANTIES REGARDING THE PLAN. TO THE MAXIMUM EXTENT ALLOWED BY LAW, GO ARCHITECTURAL DESIGN DISCLAIMS ALL WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. ANY MODIFICATION OF THE PLAN VOIDS ANY AND ALL WARRANTIES EXPRESS OR IMPLIED.

LIMITATION OF LIABILITY

GO ARCHITECTURAL DESIGN WILL NOT BE LIABLE FOR ANY SPECIAL, CONSEQUENTIAL, OR INCIDENTAL DAMAGES ARISING FROM USE OF THE PLAN. TO THE EXTENT ALLOWABLE BY LAW, ANY LIABILITY OF SULLIVAN DESIGN COMPANY WILL BE LIMITED TO THE PURCHASE PRICE OF THE PLAN.

The purchaser of this plan is responsible for compliance with all local building codes and for ensuring that the plan is correctly adapted to accommodate local site conditions. The purchaser should consult with a local architect or engineer regarding these matters.

Before construction begins, the purchaser should thoroughly review this plan with the contractor, verify all dimensions, and report to GO Architectural Design any errors, omissions or questions for clarification.

Before construction begins, the purchaser or contractor should verify all structural elements for the plan and site with a local engineer.

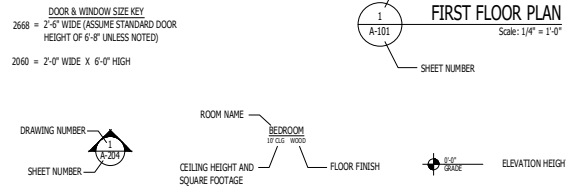
The exact size, reinforcement and depth of all concrete footings must be determined by local soil conditions and acceptable practices of construction. The bottom of all footings should extend below frostline. Before construction begins, the purchaser or contractor should verify the design of the footings and foundation with a local engineer.

The purchaser assumes all risks associated with adapting the plan to local sites affected by regional variations in climate, local site conditions, design needs, and building codes. GO Architectural Design has no responsibility for adapting the plan to local site conditions, design changes, construction means or methods, costs, workmanship, quality of materials or equipment utilized in the construction.

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KEYS & SYMBOLS



ELECTRICAL SYMBOLS	
	RECEPTACLE
	FLOOR RECEPTACLE
	GFI RECEPTACLE
	WATER PROOF RECEPTACLE
	SWITCH
	3 WAY SWITCH
	FAN / LIGHT
	SECURITY LIGHT
	CEILING MOUNT
	WALL SCONCE
	CEILING PENDANT
	FAN / LIGHT

SHEET SCHEDULE

G-101	TITLE SHEET
C-101	SITE PLAN
C-102	SITE POSITION
A-101	FIRST FLOOR PLAN
A-102	SECOND FLOOR PLAN
A-103	ROOF PLAN
A-201	ELEVATIONS
A-202	ELEVATIONS
A-203	ELEVATIONS

GROSS SQUARE FOOTAGE

HEATED / COOLED	
FIRST FLOOR PLAN	1,253 SF
SECOND FLOOR PLAN	1,295 SF
TOTAL	2,548 SF

NON HEATED	
1ST FL. FRONT COVERED PORCH	247 SF
1ST FL. BACK COVERED PORCH	116 SF
1ST FL. BACK SCREENED PORCH	295 SF
GARAGE	525 SF
2ND FL. FRONT COVERED PORCH	247 SF
2ND FL. BACK SCREENED PORCH	271 SF
TOTAL	1,701 SF



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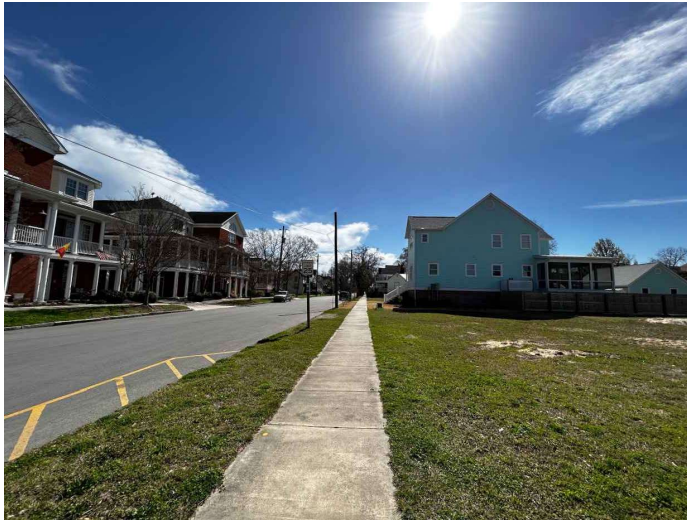
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G-101

TITLE SHEET

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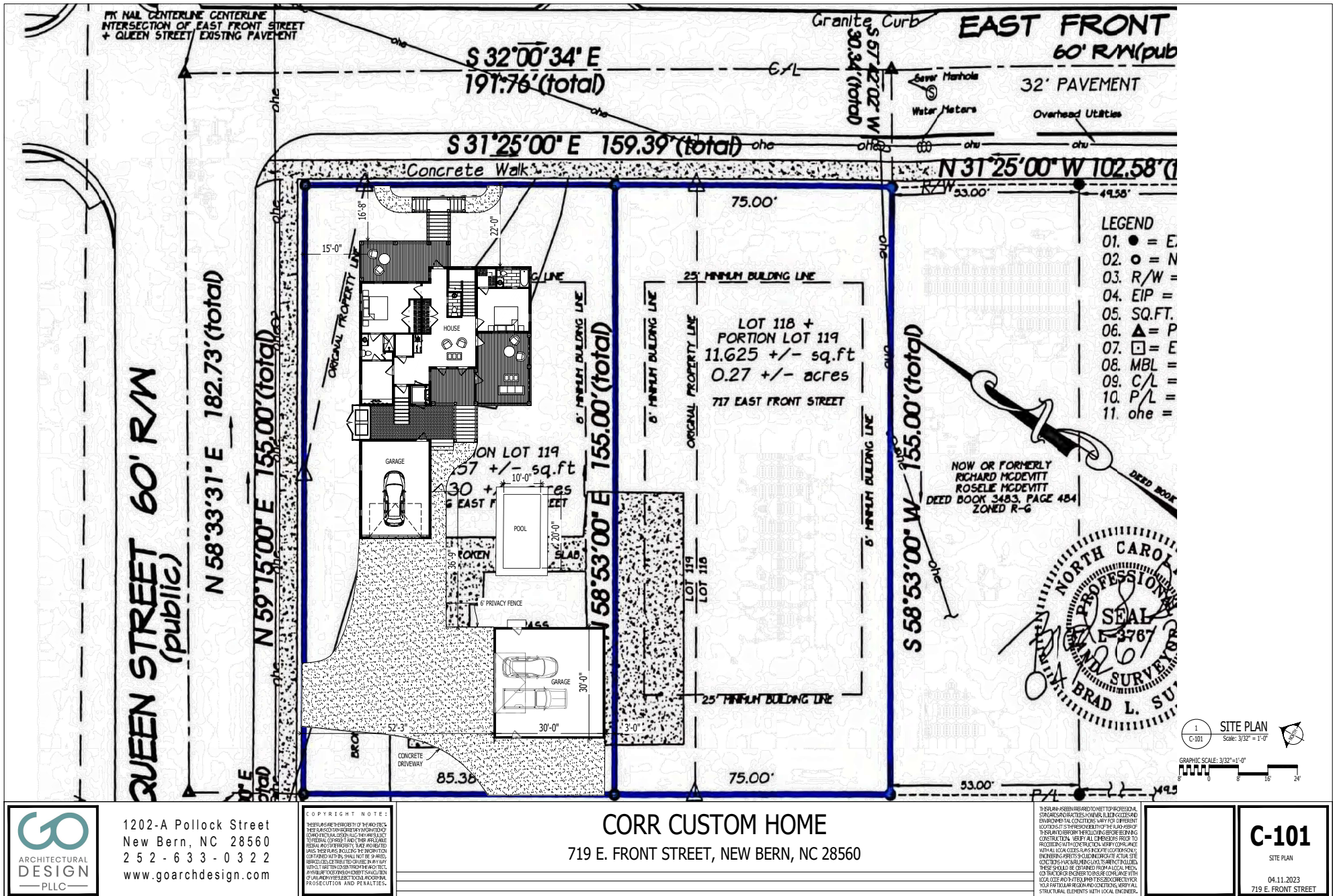
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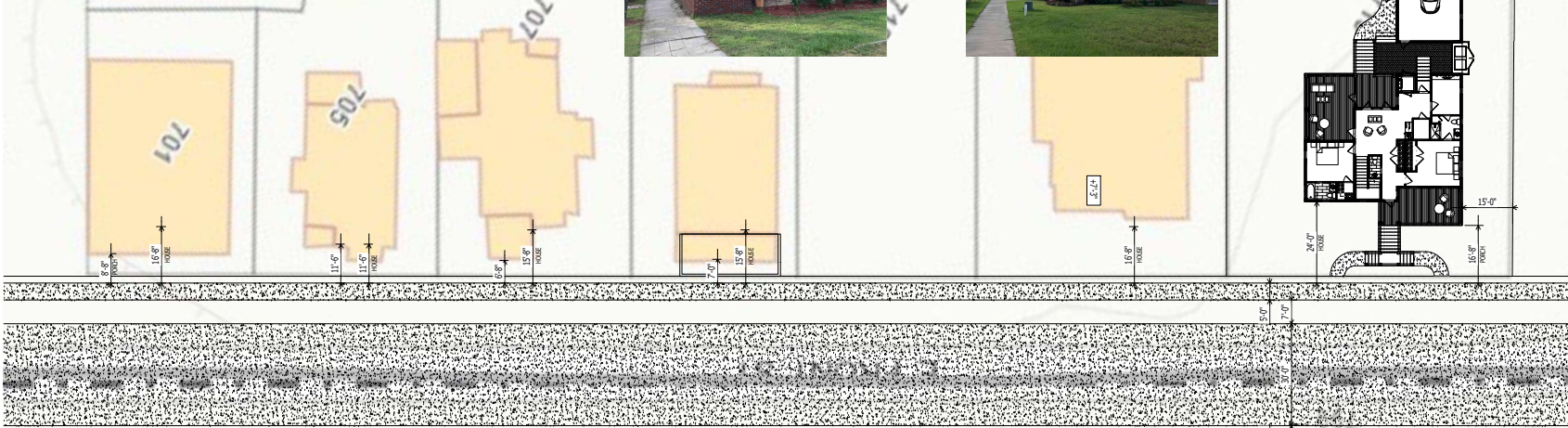
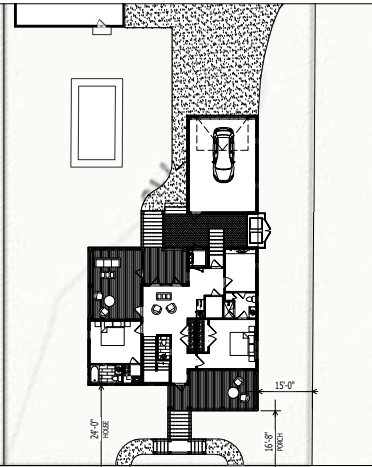
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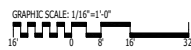
PHOTO

04.11.2023
719 E. FRONT STREET





SITE POSITION
Scale: 1/16" = 1'-0"



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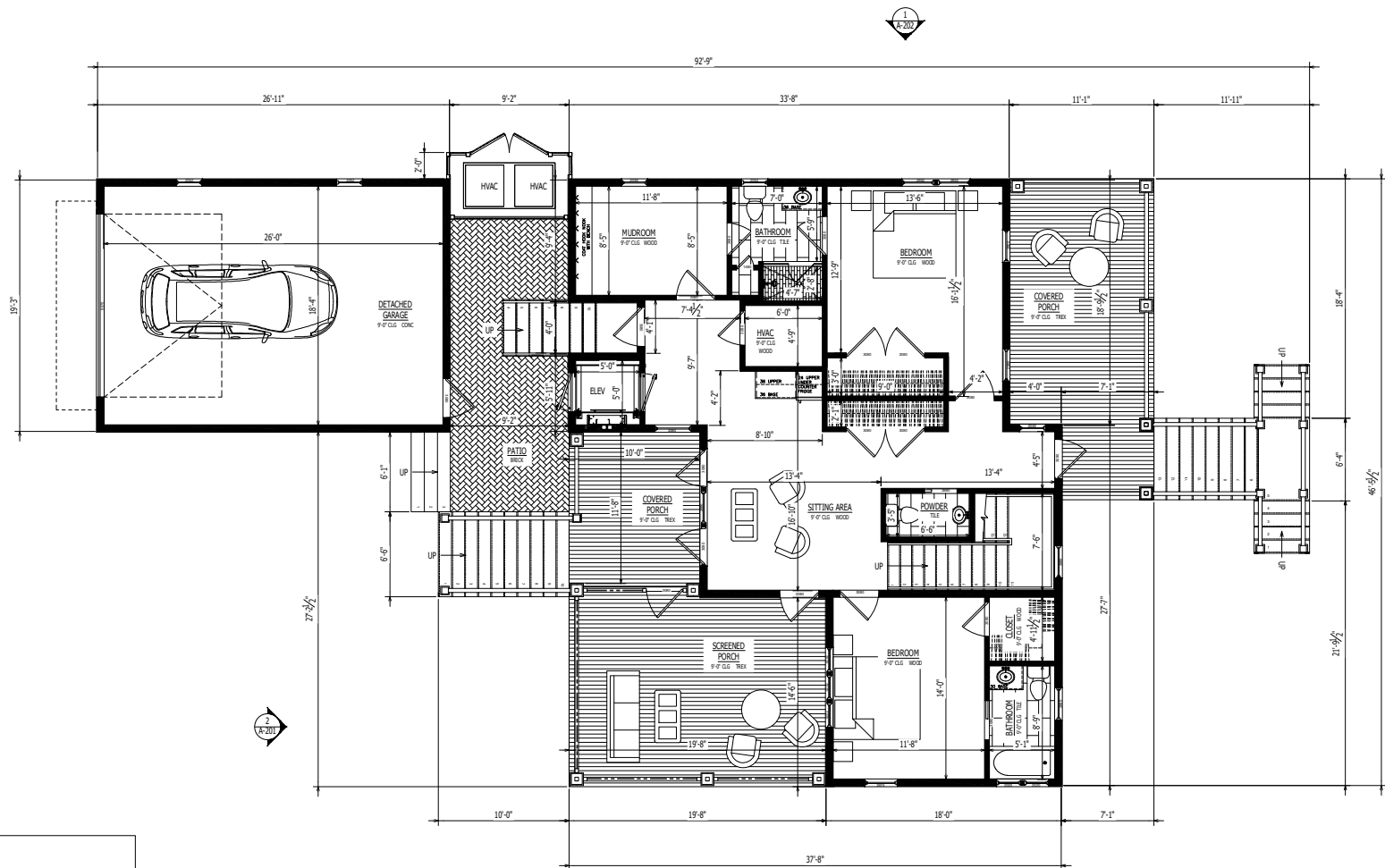
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C-102

SITE POSITION

04.11.2023
719 E. FRONT STREET



GENERAL NOTES

1. DIMENSIONS ARE TO FACE OF STUD
2. ALL EXTERIOR WALLS - 2X6 WOOD STUD @ 16" O.C.
3. ALL INTERIOR WALLS - 2X4 WOOD STUD @ 16" O.C.
4. 1/2" PAINTED GYPSUM BOARD ON ALL WALLS AND CEILING
5. BATHROOMS TO RECEIVE 3/8" MOISTURE RESISTANT GYPSUM BOARD ON ALL SURFACES
6. SEAL ALL JOINTS AND OPENINGS WITH CONTINUOUS SILICONE CAULKING
7. INTERIOR DOORS TO BE PAINTED 8' PONDEROSA PINE PR2-1 3/4" RAISED PANEL OR SIMILAR
8. EXTERIOR COLUMNS TO BE 1" COMPOSITE SQUARE
9. PORCH DECKING TO BE 3/4" DECK BOARDS
10. RAILING TO BE 2X6 PICKETS AND RAILING ON ALL ELEVATIONS
11. SHOWER - MOSAIC TILE FLOOR, TILE WALLS, FRAME-LESS GLASS ENCLOSURE
12. CONFIRM ALL COLOR AND MATERIAL CHOICES WITH OWNER BEFORE ORDERING

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1
A-101

FIRST FLOOR PLAN
Scale: 1/4" = 1'-0"

GRAPHIC SCALE: 1/4" = 1'-0"



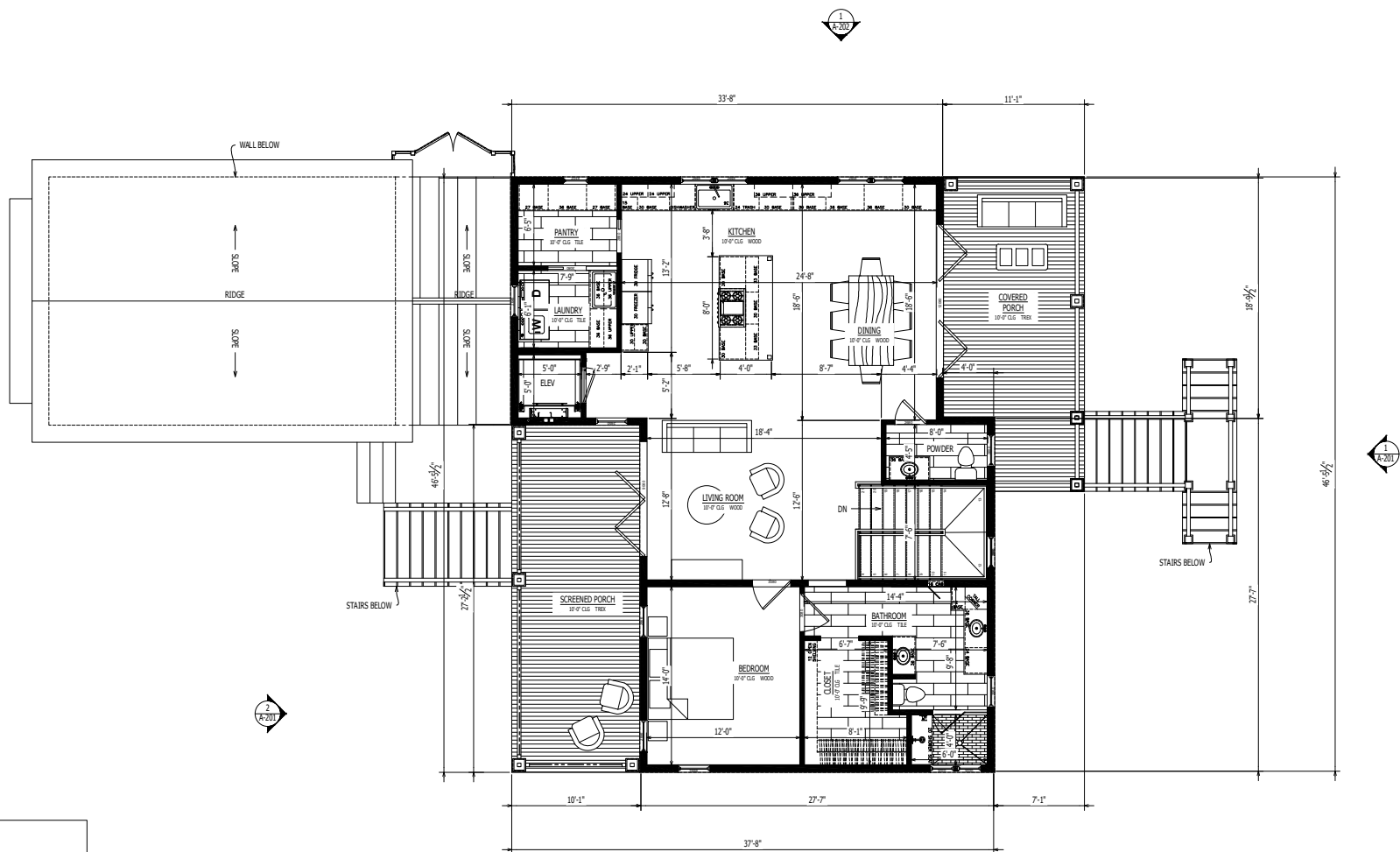
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A-101

FIRST FLOOR PLAN

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- GENERAL NOTES**
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 2. ALL EXTERIOR WALLS - 2X6 WOOD STUD @ 16" O.C.
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 10. RAILING TO BE 2X6 PICKETS AND RAILING ON ALL ELEVATIONS
 11. SHOWER - MOSAIC TILE FLOOR, TILE WALLS, FRAME-LESS GLASS ENCLOSURE
 12. CONFIRM ALL COLOR AND MATERIAL CHOICES WITH OWNER BEFORE ORDERING

SECOND FLOOR PLAN
Scale: 1/4" = 1'-0"



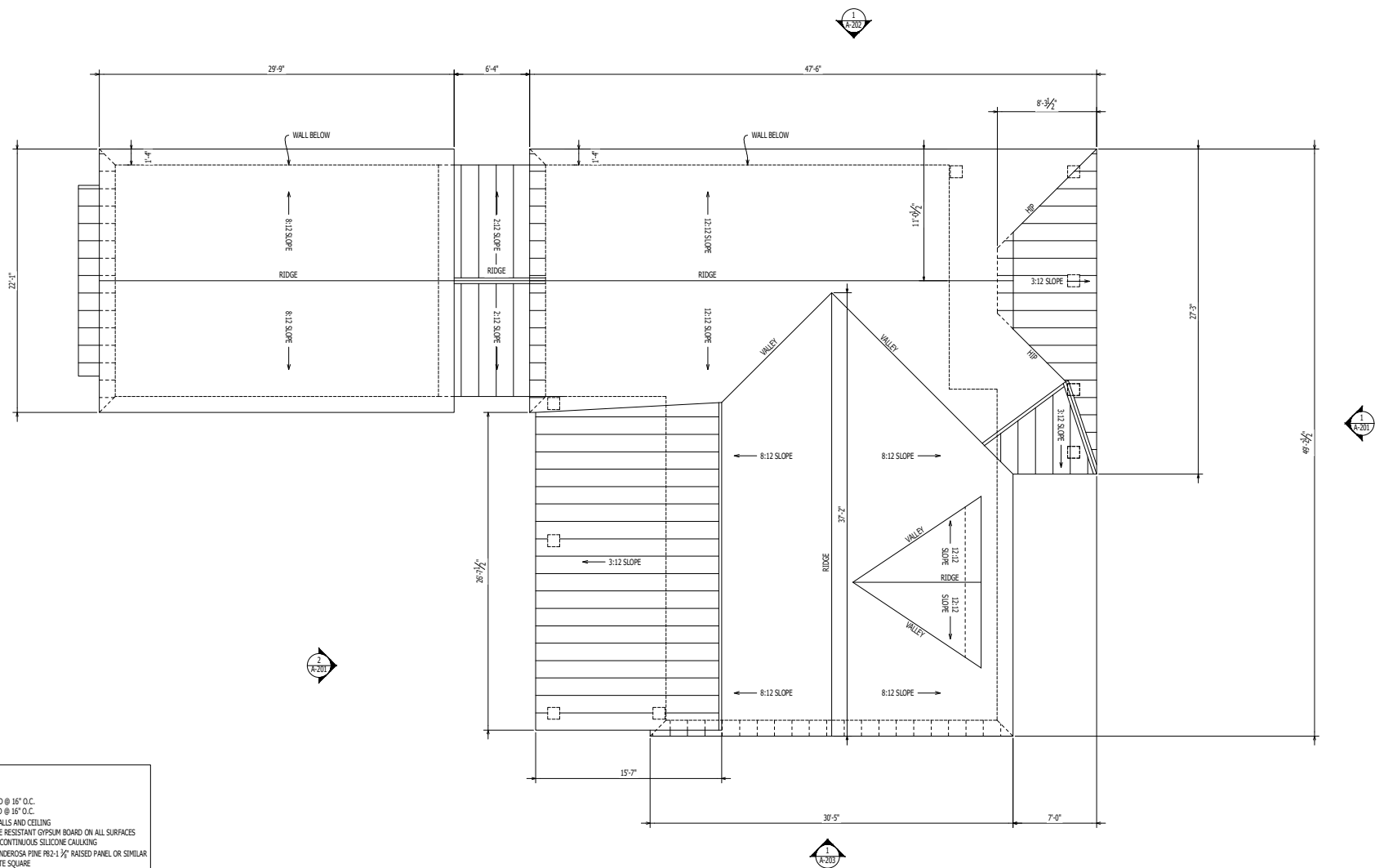
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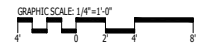
A-102
SECOND FLOOR PLAN
04.11.2023
719 E. FRONT STREET



- GENERAL NOTES**
1. DIMENSIONS ARE TO FACE OF STUD
 2. ALL EXTERIOR WALLS - 2X6 WOOD STUD @ 16" O.C.
 3. ALL INTERIOR WALLS - 2X4 WOOD STUD @ 16" O.C.
 4. 1/2" PAINTED GYPSUM BOARD ON ALL WALLS AND CEILING
 5. BATHROOMS TO RECEIVE 3/8" MOISTURE RESISTANT GYPSUM BOARD ON ALL SURFACES
 6. SEAL ALL JOINTS AND OPENINGS WITH CONTINUOUS SILICONE CAULKING
 7. INTERIOR DOORS TO BE PAINTED 8' PONDEROSA PINE PR2-1 3/4" RAISED PANEL OR SIMILAR
 8. EXTERIOR COLUMNS TO BE 1" COMPOSITE SQUARE
 9. PORCH DECKING TO BE 3/4" DECK BOARDS
 10. RAILING TO BE AZEK PICKETS AND RAILING ON ALL ELEVATIONS
 11. SHOWER - MOSAIC TILE FLOOR, TILE WALLS, FRAME-LESS GLASS ENCLOSURE
 12. CONFIRM ALL COLOR AND MATERIAL CHOICES WITH OWNER BEFORE ORDERING

1
A-103

ROOF PLAN
Scale: 1/4" = 1'-0"



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A-103

ROOF PLAN

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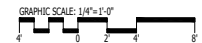


1
A-201
ELEVATION
Scale: 1/4" = 1'-0"

- GENERAL NOTES**
1. DIMENSIONS ARE TO FACE OF STUD
 2. ALL EXTERIOR WALLS - 2X6 WOOD STUD @ 16" O.C.
 3. ALL INTERIOR WALLS - 2X4 WOOD STUD @ 16" O.C.
 4. 5/8" PAINTED GYPSUM BOARD ON ALL WALLS AND CEILING
 5. BATHROOMS TO RECEIVE 3/4" MOISTURE RESISTANT GYPSUM BOARD ON ALL SURFACES
 6. SEAL ALL JOINTS AND OPENINGS WITH CONTINUOUS SILICONE CHALKING
 7. INTERIOR DOORS TO BE PAINTED 8" PONDICIA PINE PR2-1 3/4" RAISED PANEL OR SIMILAR
 8. EXTERIOR COLUMNS TO BE 1" COMPOSITE SQUARE
 9. PORCH DECKING TO BE 5/4" DECK BOARDS
 10. RAILING TO BE AZEK PICKETS AND RAILING ON ALL ELEVATIONS
 11. SHOWER - MOSAIC TILE FLOOR, TILE WALLS, FRAME-LESS GLASS ENCLOSURE
 12. CONFIRM ALL COLOR AND MATERIAL CHOICES WITH OWNER BEFORE ORDERING



2
A-201
ELEVATION
Scale: 1/4" = 1'-0"



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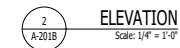
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A-201

ELEVATIONS

04.11.2023
719 E. FRONT STREET



GENERAL NOTES	
1.	DIMENSIONS ARE TO FACE OF STUD
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5.	BATHROOMS TO RECEIVE ½" MOISTURE RESISTANT GYPSUM BOARD ON ALL SURFACES
6.	SEAL ALL JOINTS AND OPENINGS WITH CONTINUOUS SILICONE CAULKING
7.	INTERIOR DOORS TO BE PAINTED 8 PONDEROSEA PINE PR2-1 ¾" RAISED PANEL OR SIMILAR
8.	EXTERIOR COLUMNS TO BE 1" COMPOSITE SQUARE
9.	PORCH DECKING TO BE ¾" DECK BOARDS
10.	RAILING TO BE ALUMINUM AND FINISHING ON ALL ELEVATIONS.
11.	SHOWER - MOSAIC TILE FLOOR, TILE WALLS, FRAME-LESS GLASS ENCLOSURE
12.	CONFIRM ALL COLOR AND MATERIAL CHOICES WITH OWNER BEFORE ORDERING



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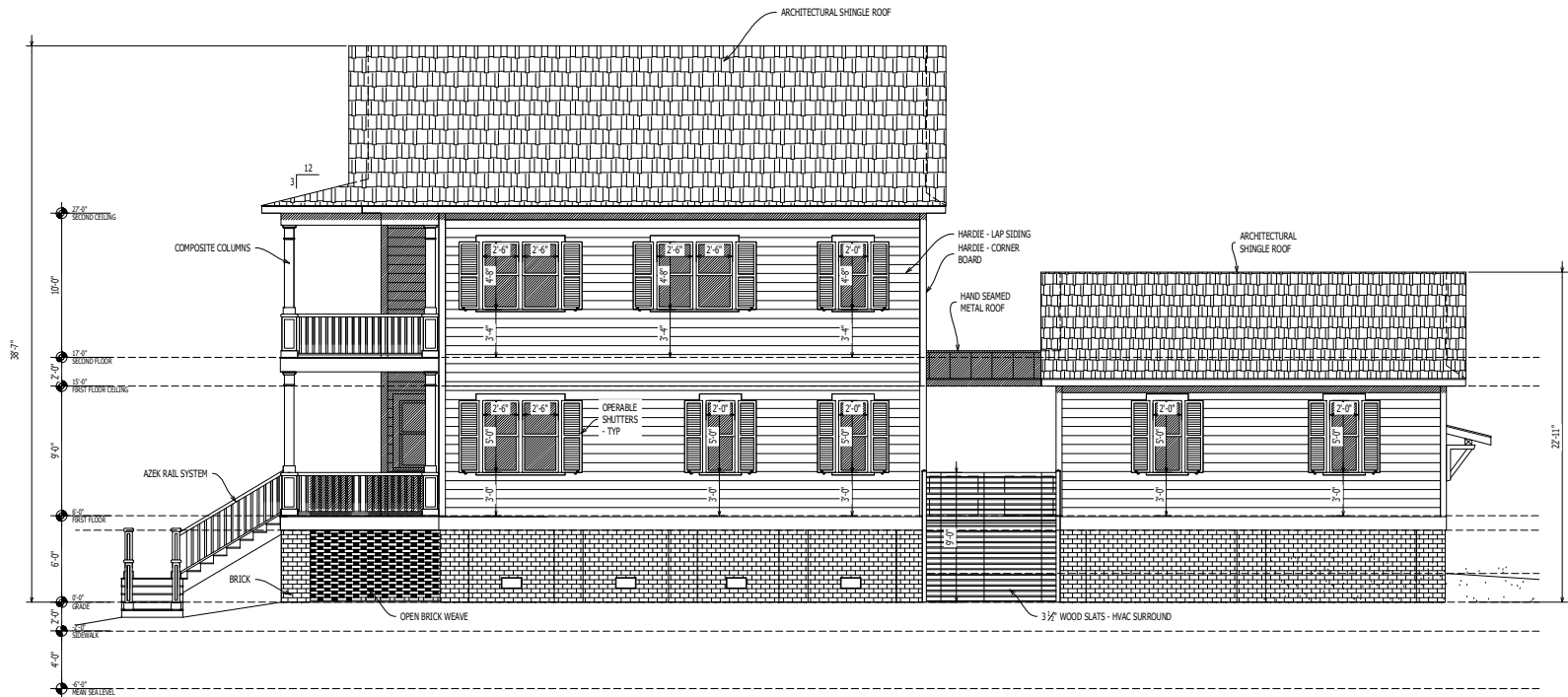
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A-201B

ELEVATIONS

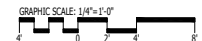
04.11.2023

719 E. FRONT STREET



1
A-202
ELEVATION
Scale: 1/4" = 1'-0"

OPTION A



- GENERAL NOTES**
1. DIMENSIONS ARE TO FACE OF STUD
 2. ALL EXTERIOR WALLS - 2X6 WOOD STUD @ 16" O.C.
 3. ALL INTERIOR WALLS - 2X4 WOOD STUD @ 16" O.C.
 4. 5/8" PAINTED GYPSUM BOARD ON ALL WALLS AND CEILING
 5. BATHROOMS TO RECEIVE 5/8" MOISTURE RESISTANT GYPSUM BOARD ON ALL SURFACES
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Zoning and Inspections Review of

Application for Certificate of Appropriateness for Alterations in Historic District

Initial review of applications for certificates of appropriateness by the Zoning Administrator and Chief Building Inspector is intended to provide the applicant and Historic Preservation Commission with information related to compliance with local land use ordinance and building code. It does not represent a formal approval of a permit by any party and does not bind the decisions of Commission.

Application Address and Description: 719 E. Front St. – to include construction of a new 2-story infill house and detached garages.

Zoning Administrator please review the application and fill out all applicable items

Zoning District: R-6

Required Setbacks (primary structure): Front min-max Side 5 ft Rear 6 ft

Accessory Setbacks: From Nearest Structure 8 ft Side 3 ft Rear 3 ft

Maximum Lot Coverage for proposed use: 60%

Maximum Height of Structure: 50 ft

Required Site Improvements: Landscaping N/A Buffer N/A Parking N/A

Other requirements:

I have reviewed the application for proposed alterations to this property and have determined that it Meets ☒ Does Not Meet _____ the requirements of the Land Use Ordinance.

Comments:

Setbacks shall conform to City Code Section 416(a)

Zoning Administrator

[Signature] 4/14/23

Chief Building Inspector please review the application and include any comments below

The proposed project Will ☒ Will Not _____ require a building permit(s).

Comments:

Chief Building Inspector

[Signature]

4/14/23

Certificate of Appropriateness Findings & Recommendations

HPC Meeting April 19, 2023

Applicant: Shannon & Corinne Corr/GO Architectural Design, PLLC

Applicant Address: 205 Pollock St., New Bern, NC 28560

Project Address: 719 E. Front St., New Bern, NC 28560

Historic Property Name: N/A

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

719 E. Front St. – to include construction of a new 2-story infill house and detached garages.

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

Development Pattern

- 2.1.1 Maintain the established development pattern for placement of infill construction. The relationship of a structure to the property boundaries should be similar to those up the street, down the street and in most cases, across the street.
- 2.1.2 There are areas within the historic districts where the development pattern may have been weakened by vacant lots and nonconforming structures. In such areas, preference shall be given to contributing structures when defining the development pattern for infill construction.
- 2.1.3 The footprint, scale and proportion of infill construction shall be in keeping with neighboring properties. In general, it is not appropriate to construct a three-story structure in an area that is dominated by one-story structures.

Utilities

- 2.3.1 Locate equipment in Secondary and Tertiary AVCs and screen items from public view with vegetation, fencing and similar site constructions.
- 2.3.2 Paint equipment and exposed utilities to compliment mounting surfaces and reduce their visibility.
- 2.3.6 Install light fixtures in locations that complement the character of historic structures and sites. It is not appropriate to replace original light fixtures. Lamping shall emit a white light. Illumination shall provide visibility and security without overemphasizing a structure, parking area or site.

Landscaping

- 2.4.2 Maintain a planting strip between the curb and sidewalk in the tight weave development pattern. The predominant plantings in this area shall be grass and trees. Walkways connecting the curb and sidewalk shall not exceed a width of six feet. Align walkways with building entrances.
- 2.4.3 Use plant materials that are indigenous to the historic districts. It is not appropriate to use contemporary edging materials such as landscaping timbers or plastic borders.
- 2.4.4 Incorporate trees, shrubbery and other landscape features around the periphery of a lot and within parking areas.
- 2.4.5 Locate accessory structures and similar site improvements to avoid removing healthy, mature trees of desirable species.

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.

Certificate of Appropriateness Findings & Recommendations

HPC Meeting April 19, 2023

- 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.
- 2.5.5 Consider hedgerows as alternatives to fences and walls.

Accessory Structures

- 2.6.1 Locate accessory structures in Secondary or Tertiary AVCs, and behind primary structures when possible. Accessory structures are to be secondary to the primary structure in regard to mass, scale, form and texture.
- 2.6.2 It is appropriate for outbuildings, and similar structures with substantial foundations, to have a similar form and detailing as the primary structure. Reduce these elements in scale to compliment the outbuilding massing, and incorporate less ornate and simpler elements than found on the primary structure.

Parking

- 2.7.2 Use driveways to access off street parking areas located in the Tertiary AVC. Areas for vehicular use shall not exceed more than 50% of the rear yard in the *tight weave development pattern*.
- 2.7.5 Screen parking lots with fences, walls and hedgerows to create edges that separate vehicular space from pedestrian space. Parking screens should have a vertical dimension of four feet or less.

Design Principles

- 3.1.1 Consider the scale, mass and proportion inherent to the surrounding historic development pattern, and design modifications that incorporate these characteristics. Use basic shapes and forms that are common to the historic districts.
- 3.1.2 Windows, doors and openings shall be compatible in proportion, shape, location, size and quantity with those on surrounding historic structures. Avoid large expanses of blank walls. Establish bays, visually subdivide facades and delineate building elevations to create form and rhythm.
- 3.1.4 Use details to articulate facades, and the openings within facades. Appropriately detail the base, body and edges of facades to create texture and visual interest.

Infill Construction

- 3.4.1 Maintain the relationship between building mass and open space that exists on the block or streetscape.
- 3.4.2 The predominant material of an infill building shall visually emulate the palette of materials traditionally found in the historic districts.
- 3.4.3 Use of modern materials is acceptable as a means of continuing the evolution of architecture through time. However, the use of aluminum and vinyl siding, faux brick and stone, stamped concrete and similar imitation materials is not appropriate.
- 3.4.4 Contemporary materials shall be appropriately proportioned, used in traditional ways and installed in a traditional manner.

Foundations

- 4.1.2 When infilling between brick piers, recess brick curtain walls 1 to 2 inches to visually delineate piers.

Certificate of Appropriateness Findings & Recommendations

HPC Meeting April 19, 2023

- 4.1.3 Use traditional materials when constructing foundations. Concrete block should receive a veneer of stucco, brick or other appropriate masonry material.
- 4.1.4 Locate foundation features such as vents and access doors in areas that will not detract from the architectural character of the building. Coordinate with other architectural features when possible, such as aligning vents and access doors with windows above or centering them between piers.
- 4.1.5 When elevating a structure in flood zones, limit elevation to the minimum height required by ordinance. When elevating a structure that is not in a flood zone, limit elevation to 2 feet above the current height.
- 4.1.6 Minimize the visual impact of tall foundation walls by introducing a combination of landscaping, grading, and terraced retaining walls.

Walls, Trim, and Ornamentation

- 4.2.4 Incorporate wood trims and articulate masonry appropriately for the application. Primary structures are generally more ornate and detailed. Accessory structures are generally subordinate to the primary structure and have minimal ornamentation, if any, and simplified details.
- 4.2.5 Primary structures are generally more ornate and detailed. Accessory structures are generally subordinate to the primary structure and have minimal ornamentation, if any, and simplified details.

Windows, Doors, and Openings

- 4.3.2 Add window and door openings in Secondary or Tertiary AVCs in locations that do not diminish the original design. In general, openings shall have a vertical orientation or be square.
- 4.3.3 Glazing should have true divided light muntins, or three-dimensional grilles affixed to both the interior and exterior of the glass. Provide shadow bars between insulated glass panes.
- 4.3.4 Relate shutters and blinds proportionately to window openings. Whether operable or fixed, shutters or blinds shall have operable hardware including hinge and holdback hardware.

Entrances

- 4.4.4 Provide entrance doors, porch railings and other ornaments that proportionally relate to the building. Appropriate porch balustrades often convey a heavier visual appearance. Center balusters between the top and bottom rails and space them about three inches apart.
- 4.4.5 Enclose and screen porches in Secondary and Tertiary AVCs in a manner that preserves historic features. Walls and screens should not obscure columns and balustrades.

Roofs

- 4.5.4 Standing seam metal roofs shall have a pan width no greater than 24 inches. Pans shall be completely flat without corrugation. Provide double locked seams with flush ridge and hip flashings on contributing structures.
- 4.5.6 Locate rooftop appurtenances such as ventilators, antennae, satellite dishes, mechanical equipment and similar items in a manner that is not visible from the public right-of-way.

Masonry

Certificate of Appropriateness Findings & Recommendations

HPC Meeting April 19, 2023

- 5.1.5 Provide a veneer of brick, stucco, or other appropriate material over concrete masonry units. Architectural concrete masonry units such as rusticated, split face or similar types may be substituted for stone masonry construction.

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 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 porch flooring, deck flooring and similar wood surfaces exposed to foot traffic or weather.
- 5.4.5 Waterfront wood constructions such as docks and piers may be allowed to naturally weather in lieu of receiving paint coatings.

Contemporary Materials

- 5.5.1 In general, contemporary material shall match the dimension, shape and texture of their counterparts commonly found in the historic districts.
- 5.5.2 Use contemporary and nontraditional materials in traditional ways. Apply materials in a traditional manner that conveys the same visual appearance as historic materials.
- 5.5.3 Contemporary and nontraditional materials should convey appropriate historic material characteristics, and will be evaluated on a case-by-case basis for appearance, dimension, texture, color, sheen, visual weight and similar characteristics.
- 5.5.5 Cement board with a smooth finish is acceptable as the predominant siding material for infill construction and non-historic accessory structures.
- 5.5.6 Contemporary materials such as synthetic slate and fiberglass asphalt shingles are acceptable for sloped roofing regardless of building age. Select fiberglass asphalt shingles from a darker color palette. Contemporary membrane and roll roofing are acceptable for low-sloped roofs with a 1 inch per foot pitch or less regardless of building age.

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

1. The project is new infill construction within the *Tight Weave* development pattern;
2. The proposed design, components, and materials meet the requirements of the Guidelines;
3. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly;
4. The project is not incongruous with the Guidelines.

MOTION

Staff recommends the Commission approve this application to include construction of a new 2-story infill house and detached garages, with the following condition:

- **Construction or installation of fencing, exterior lighting, and landscaping may not begin until the applicant provides to the HPA the drawings, details, and description of such work and the HPA has reviewed the information and approves, by issuing a new or amended CoA for the installation of said fencing, lighting, and landscaping.**

FEE SCHEDULE (office use only)
 [] \$22 Standard Application (minor)
 [] \$107 Standard Application (major)



HPC Administrator
 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): 411 Broad St New Bern NC			
Property Owner Name(s): Georgie Smith	Owner Mailing Address: 4402 Country Club Dr	Phone #s: 252 671 6631	Email:
Applicant Name (if different): Chris Hoveland	Applicant Mailing Address: 413-B Broad St New Bern 28560	Phone #s: 252 671 6639	Email: Cjhoveland@gmail.com

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) pergola for back porch	
Continued on additional sheet or attached brochure <input type="checkbox"/>	
2. Reference the specific Guideline(s) in the "Historic District Guidelines" which you believe apply to this project: (only need the guideline numbers): 2.6.1 / 2.6.3 / 5.4.4 / 5.5.6	
Continued on additional sheet or attached brochure <input type="checkbox"/>	
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). See Attached drawing	
Continued on additional sheet or attached brochure <input type="checkbox"/>	

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.

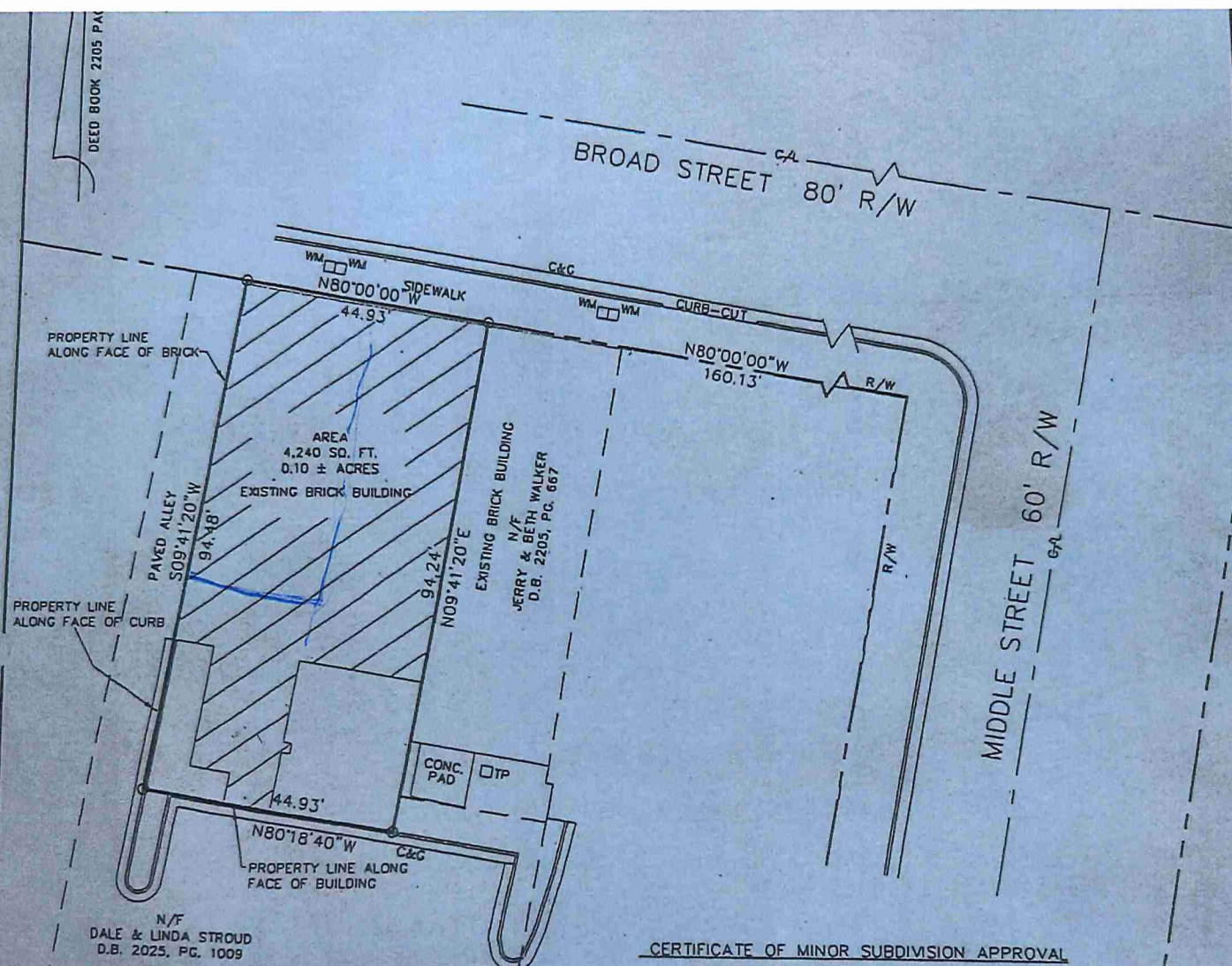


Signature of Applicant/Owner

3-8-23

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.

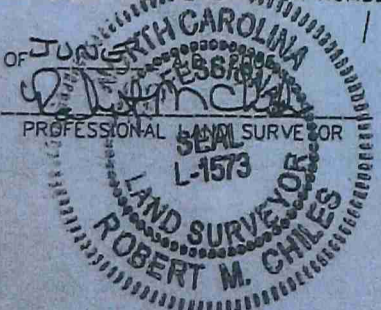


N/F
DALE & LINDA STROUD
D.B. 2025, PG. 1009

CERTIFICATE OF PARCEL STATUS

THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL.

THIS 28 DAY OF JUNE 2025



CERTIFICATE OF MINOR SUBDIVISION APPROVAL

I, HEREBY CERTIFY THAT THE MINOR SUBDIVISION, SHOWN ON THIS PLAT, DOES NOT INVOLVE THE CREATION OF NEW PUBLIC STREETS OR CHANGE IN EXISTING PUBLIC STREETS, OR RIGHT-OF-WAY DEDICATION, NO ACCESS EASEMENTS, NO UTILITY EXTENSION; AND THE SUBDIVISION SHOWN IS IN ALL RESPECTS IN COMPLIANCE WITH THE CITY CODE, AND THAT THEREFOR THIS PLAT HAS BEEN APPROVED BY THE NEW BERN DIRECTOR OF PLANNING AND INSPECTIONS.

DATE _____ DIRECTOR OF PLANNING AND INSPECTIONS

*Exempt from City of New Bern
Subdivision Ord. in compliance
with Section 15-15(1)(b)*
GRAPHIC SCALE
15 30

LRW200412B 6-25-04

Flying Fox - 411 Broad St.

Chris Hoveland 252-671-6639

Prepared By	Initials	Date
Approved By		

© WILSON JONES

G7206 GREEN

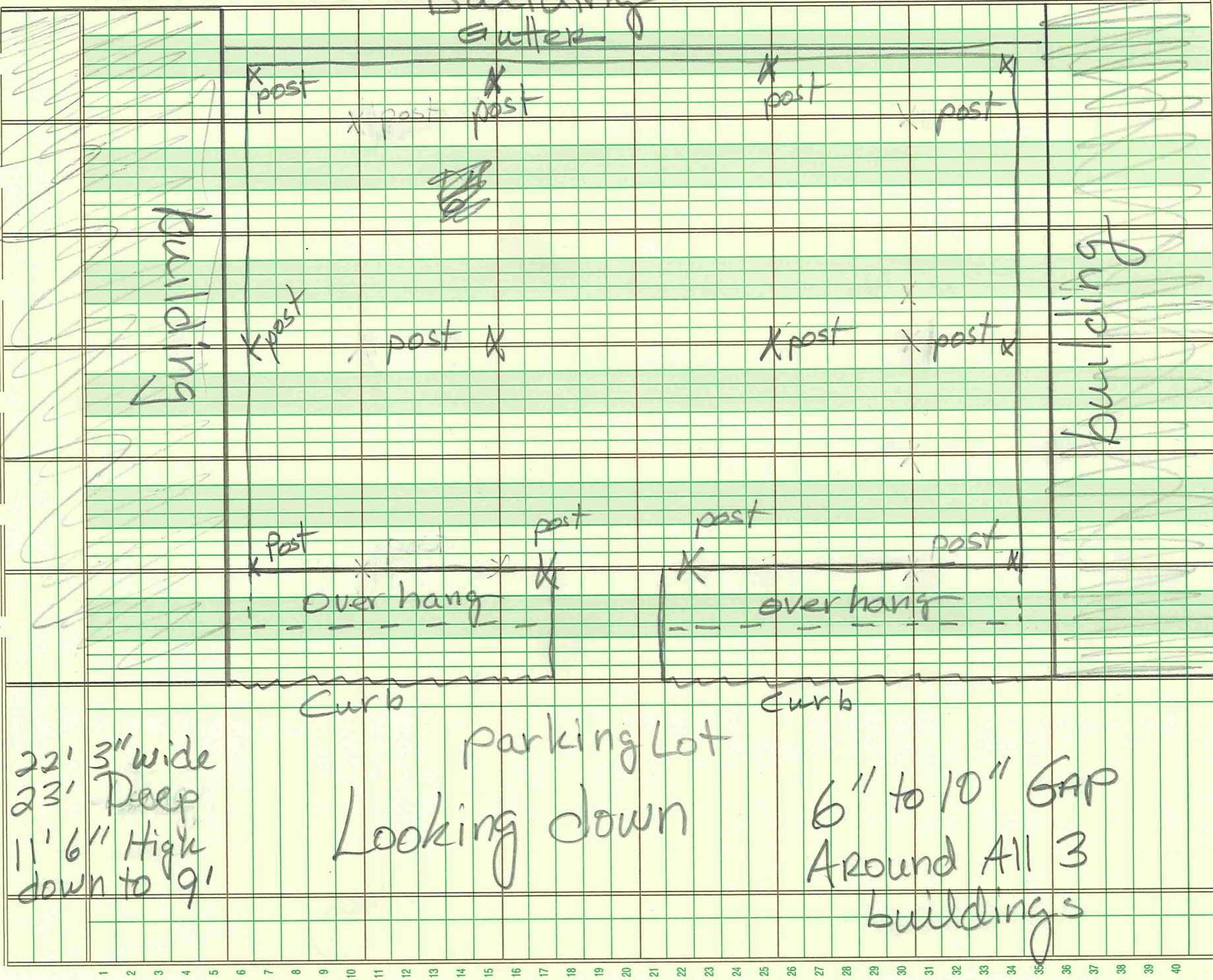
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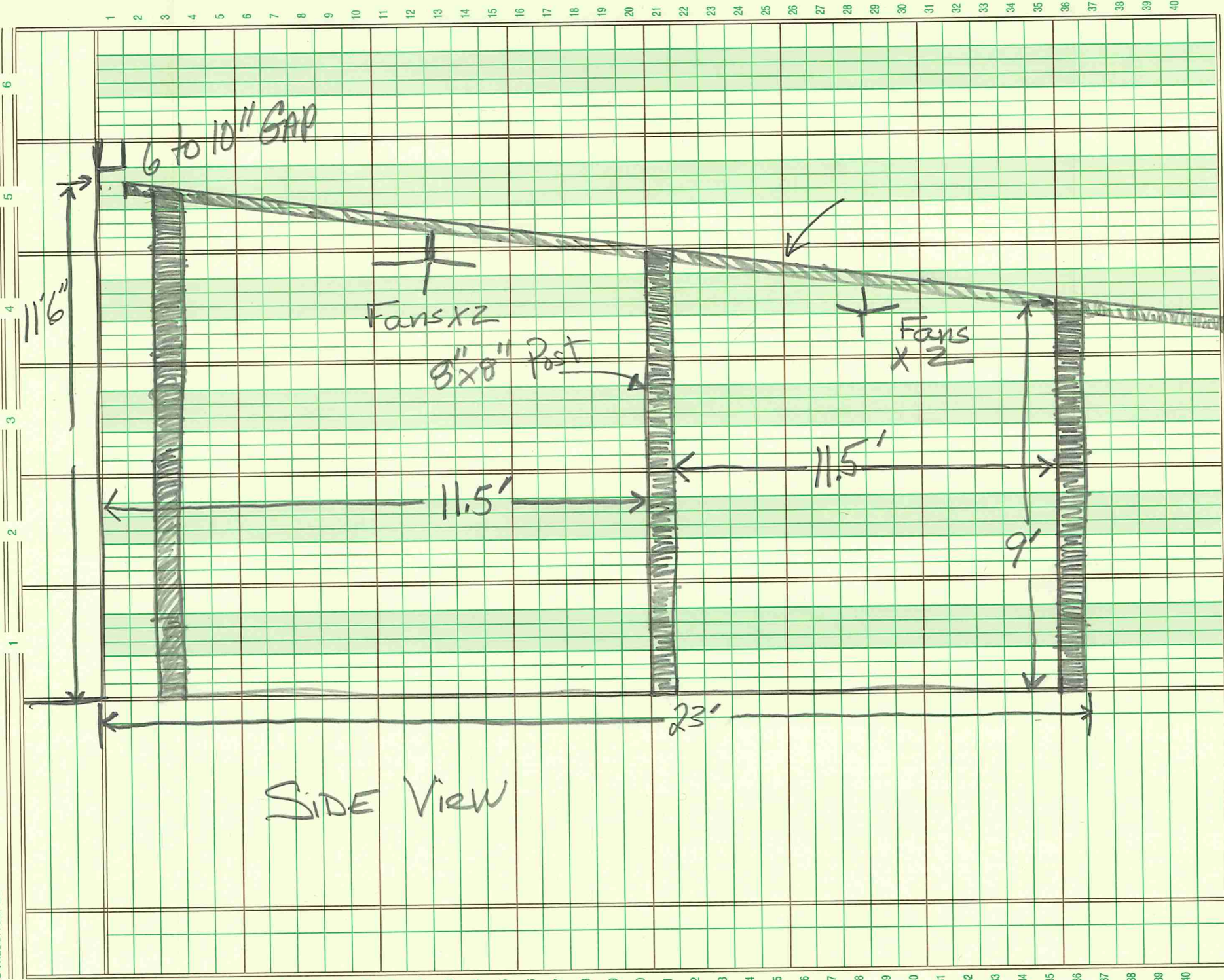
1 2 3 4 5 6

22' 3" wide
23' Deep
11' 6" High
down to 9'

parking Lot
Looking down

6" to 10" GAP
Around All 3
buildings





1

2

3

4

5

6

Prepared By	Initials	Date
Approved By		

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40

Wood structure
Salt treated -

Asphalt
Shingles

Opaque - Stained

Building

6'-10" GAP

Front View

22' 3"

Building

6'-10" GAP

Building

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40



Zoning and Inspections Review of

Application for Certificate of Appropriateness for Alterations in Historic District

Initial review of applications for certificates of appropriateness by the Zoning Administrator and Chief Building Inspector is intended to provide the applicant and Historic Preservation Commission with information related to compliance with local land use ordinance and building code. It is does not represent a formal approval of a permit by any party and does not bind the decisions of Commission.

Application Address and Description: 411 Broad St. – to include a new pavilion in the Tertiary AVC.

Zoning Administrator please review the application and fill out all applicable items

Zoning District: C-1

Required Setbacks (primary structure): Front min-max Side 0 ft Rear 6 ft

Accessory Setbacks: From Nearest Structure 8 ft Side 3 ft Rear 3 ft

Maximum Lot Coverage for proposed use: N/A

Maximum Height of Structure: 60 ft +

Required Site Improvements: Landscaping Buffer Parking

Other requirements:

I have reviewed the application for proposed alterations to this property and have determined that it Meets ☒ Does Not Meet _____ the requirements of the Land Use Ordinance.

Comments:

Zoning Administrator

Chief Building Inspector please review the application and include any comments below

The proposed project Will ☒ Will Not _____ require a building permit(s).

Comments:

Chief Building Inspector

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – April 19, 2023

Applicant: Chris Hoveland
Owner's Address: 413-B Broad St., New Bern, NC
Project Address: 411 Broad St., New Bern, NC

Historic Property Name: Stores, ca. 1925

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

NR Inventory Description (1988): 411-413 Broad St., One story; brick; twin stores with diamond-pattern designs above storefronts, stepped parapets; flat roof.

Sandbeck Description (1988): nothing relevant to the rear wall or patio space.

411 Broad St. - to include a new pavilion addition in the Tertiary AVC.

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

Accessory Structures

- 2.6.1 Locate accessory structures in Secondary or Tertiary AVCs, and behind primary structures when possible. Accessory structures are to be secondary to the primary structure in regard to mass, scale, form, and texture.
- 2.6.3 Accessory structures such as sheds, gazebos, pergolas, arbors, trellises, and similar types of site improvements with minimal foundations are to serve as focal points within rear yard landscapes. These forms and detailing have little relationship to historic fabric and can be easily removed without creating permanent damage.

Design Principles

- 3.1.1 Consider the scale, mass and proportion inherent to the surrounding historic development pattern, and design modifications that incorporate these characteristics. Use basic shapes and forms that are common to the historic districts.
- 3.1.2 Windows, doors and openings shall be compatible in proportion, shape, location, size and quantity with those on surrounding historic structures. Avoid large expanses of blank walls. Establish bays, visually subdivide facades and delineate building elevations to create form and rhythm.

Modifications

- 3.2.1 Select materials that are consistent with the structure. Limit the palette to those materials that were available at the time a building was originally constructed.

Additions

- 3.3.1 Locate additions in a Secondary or Tertiary AVC to minimize the impact on primary, character defining elevations. Limit the footprint of additions to maintain private open spaces.
- 3.3.2 Use roof forms and pitches that are similar to those found on the primary structure. Delineate the addition from the plane of the primary structure by creating slight offsets and corners.

Roofs

- 4.5.4 Standing seam metal roofs shall have a pan width no greater than 24 inches. Pans shall be completely flat without corrugation. Provide double locked seams with flush ridge and hip flashings on contributing structures.

Paint

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – April 19, 2023

- 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

Contemporary Materials

- 5.5.1 In general, contemporary material shall match the dimension, shape and texture of their counterparts commonly found in the historic districts.
- 5.5.2 Use contemporary and nontraditional materials in traditional ways. Apply materials in a traditional manner that conveys the same visual appearance as historic materials.
- 5.5.3 Contemporary and nontraditional materials should convey appropriate historic material characteristics, and will be evaluated on a case-by-case basis for appearance, dimension, texture, color, sheen, visual weight and similar characteristics.
- 5.5.6 Contemporary materials such as synthetic slate and fiberglass asphalt shingles are acceptable for sloped roofing regardless of building age. Select fiberglass asphalt shingles from a darker color palette. Contemporary membrane and roll roofing are acceptable for low-sloped roofs with a 1 inch per foot pitch or less regardless of building age.

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

- 1. The structure is a contributing resource in the *Dense Fabric* development pattern;
- 2. The project is an addition to a contributing structure within the Tertiary AVC;
- 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 a new pavilion addition in the Tertiary AVC.

FEE SCHEDULE (office use only)
☐ \$22 Standard Application (minor)
☒ \$107 Standard Application (major)



HPC Administrator
 HPCadmin@newbern-nc.org
 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:
<http://www.newbern-nc.org/departments/development/historic-preservation/historic-preservation-guidelines/>

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

I. Applicant/Owner Information:

Property Address (Include year built, if known): 501 Metcalf Street (1875)			
Property Owner Name(s): Mark & Patricia Conard	Owner Mailing Address: 501 Metcalf Street New Bern, NC 28560	Phone #'s: 770-714-6003	Email: mconard@comcast.net
Applicant Name (if different): GO Architectural Design, PLLC Sarah Afflerbach, AIA	Applicant Mailing Address: 1202A Pollock Street New Bern, NC 28560	Phone #'s: 252-633-0322	Email: sarah@goarchdesign.com

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) Remove existing rear screened porch and replace with a larger screened porch and connecting wood deck. Take up existing glazed brick pavers and reset on a stable bed so the glazed pavers are level. Add new brick paver walkway connecting the glazed paver walkway with the side covered entry. Remove metal hand railing and front steps replacing wider brick steps so new hand railing and pickets line up with the existing front porch columns. Railing and pickets to match existing. Landscaping plans. See plans and elevations. <div style="text-align: right;">Continued on additional sheet or attached brochure <input checked="" type="checkbox"/></div>
2. Reference the specific Guideline(s) in the "Historic District Guidelines" which you believe apply to this project: (page and guideline number): Modifications 3.2.1-5 Additions 3.3.1-3 Foundations 4.1-6 Walls & Trim 4.2.1-5 Roofs 4.5.1,.4, Decks & Patios 4.6.1-4, Landscaping 2.4.3-4 <div style="text-align: right;">Continued on additional sheet or attached brochure <input type="checkbox"/></div>
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). Painted preservative treated wood posts at screened porch, screening, preservative treated wood decking, brick masonry piers, hand seamed metal roofing, Belgard permeable paver. <div style="text-align: right;">Continued on additional sheet or attached brochure <input checked="" type="checkbox"/></div>

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 I have attached a letter from the owner(s) indicating their knowledge of 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.

Sarah A. Herbach
Signature of Applicant/Owner

3.23.23
Date

APPLICATION SHOULD BE SUBMITTED TO THE DEVELOPMENT SERVICES MAIN OFFICE AT 303 FIRST ST. NO LESS THAN 2 WEEKS PRIOR TO UPCOMING MEETING. FOR FURTHER INFORMATION, CONTACT THE ADMINISTRATOR OF THE HISTORIC PRESERVATION COMMISSION AT (252) 639-7583.



NEW BERN

CITY OF NEW BERN

300 Pollock Street, P.O. Box 1129
New Bern, NC 28563-1129
(252) 636-4000

Aldermen

Sabrina Bengel
Jameesha S. Harris
Robert V. Aster
Johnnie Ray Kinsey
Barbara J. Best
Jeffrey T. Odham

Dana E. Outlaw
Mayor

Mark A. Stephens
City Manager

Petitioners requesting City of New Bern Historic Preservation Commission action on property not owned by them must have this form completed by the owner of the property.

CERTIFICATE OF APPROPRIATENESS OWNERS AUTHORIZATION

Dear Sir or Madame:

I am the owner of the property located at:

501 Metcalf St., New Bern, 28560

(address, city, zip code)

I hereby authorize GO Architectural Design, PLLC to appear with my consent, before the City of New Bern Historic Preservation Commissioner in order to request a Certificate of Appropriateness for the property referenced above.

I authorize you to present this matter on my/our behalf as the owner(s) of the property.

If there are any questions, please contact me at the following address and phone number:

501 Metcalf St., New Bern, 28560

Phone (770) 714-6003

Mark Conard
Owner's Signature

Mark Conard

Print Name

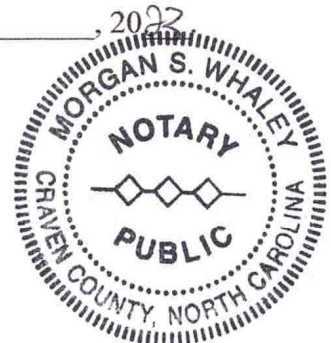
3/6/2023

Date

Sworn to and subscribed before me this 6 day of March, 2023

Morgan S. Whaley
Notary Public:

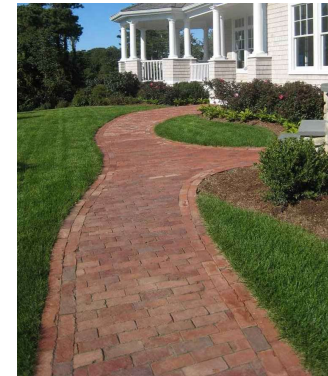
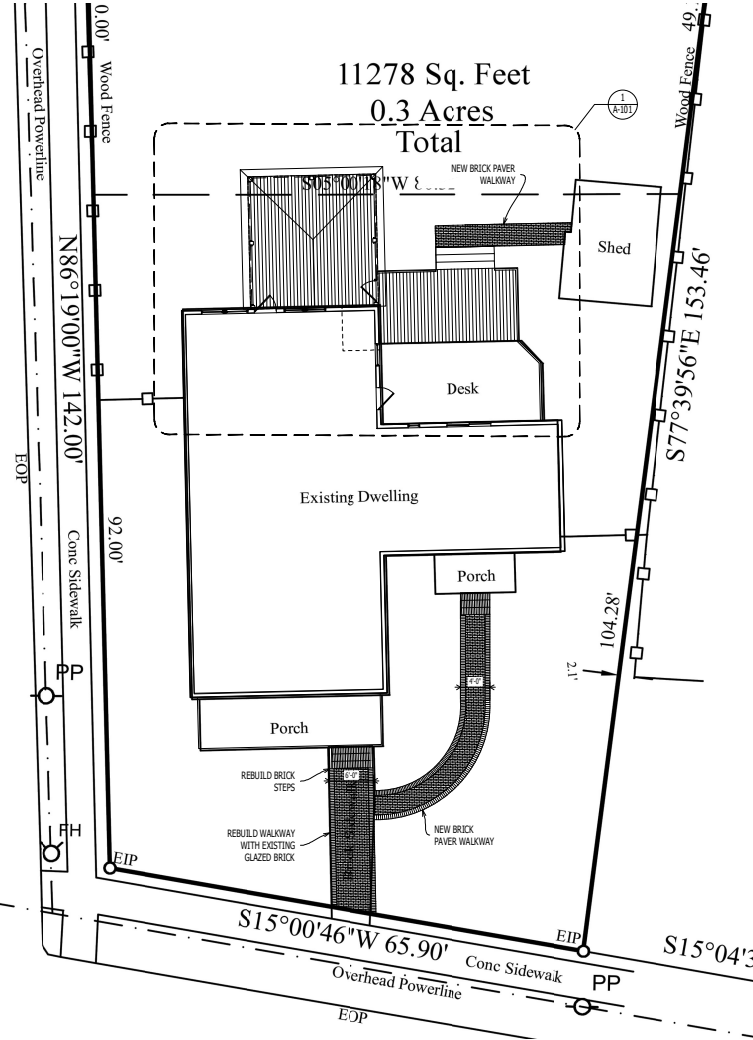
My commission expires: 03/25/2024



A large, two-story blue house with white trim and a porch, identified as the home of the author's mother. The house features a prominent front porch with white columns and a decorative gable roof. A small white trailer is parked in the yard in front of the house. The sky is blue with scattered white clouds.

501 METCALF STREET

New Street - 40' R/W



PROPOSED NEW BRICK PAVER

1
C-101

SITE PLAN
Scale: 1/8" = 1'-0"



GRAPHIC SCALE: 1/8" = 1'-0"
8' 0' 4' 8' 16'



1202-A Pollock Street
New Bern, NC 28560
252-633-0322
www.goarchdesign.com

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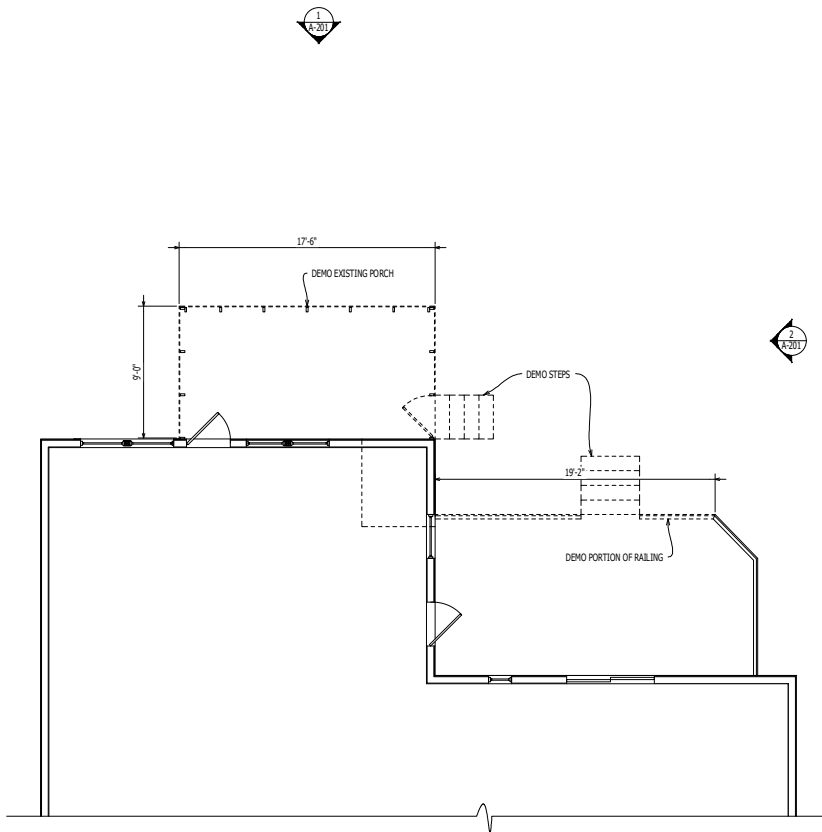
CONARD RENOVATIONS
501 METCALF STREET, NEW BERN, NC 28560

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C-101

SITE PLAN

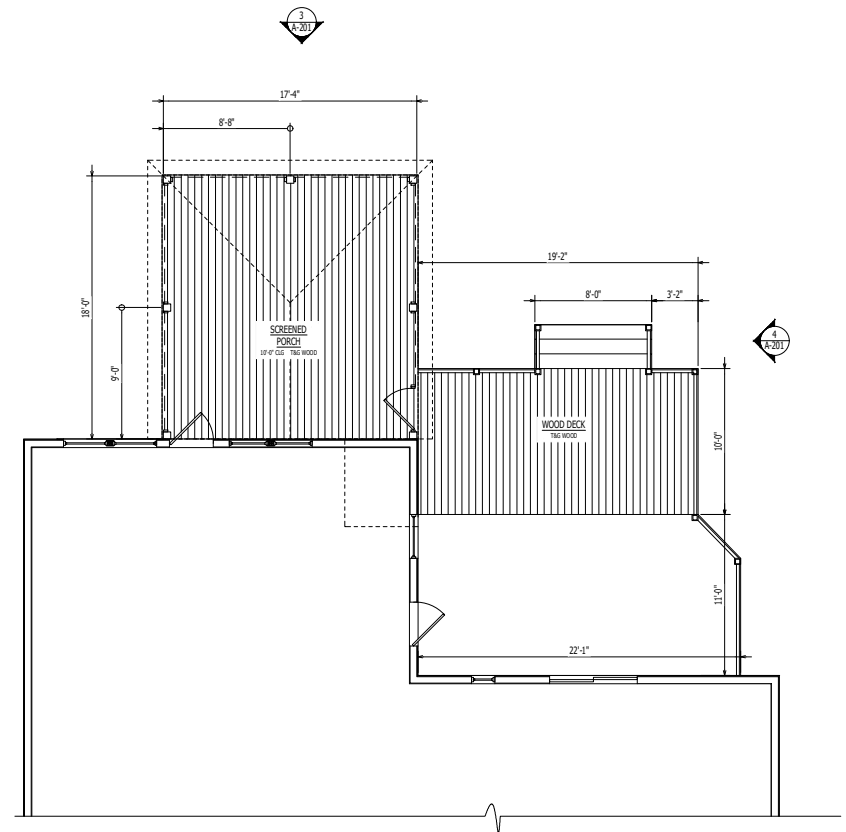
04.13.2023
501 METCALF STREET



1
A-101

DEMO FLOOR PLAN

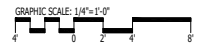
Scale: 1/4" = 1'-0"



2
A-101

NEW FLOOR PLAN

Scale: 1/4" = 1'-0"



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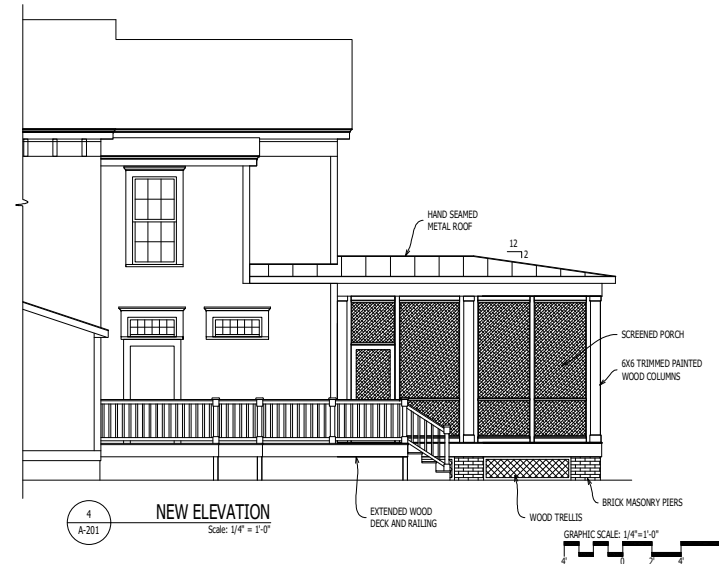
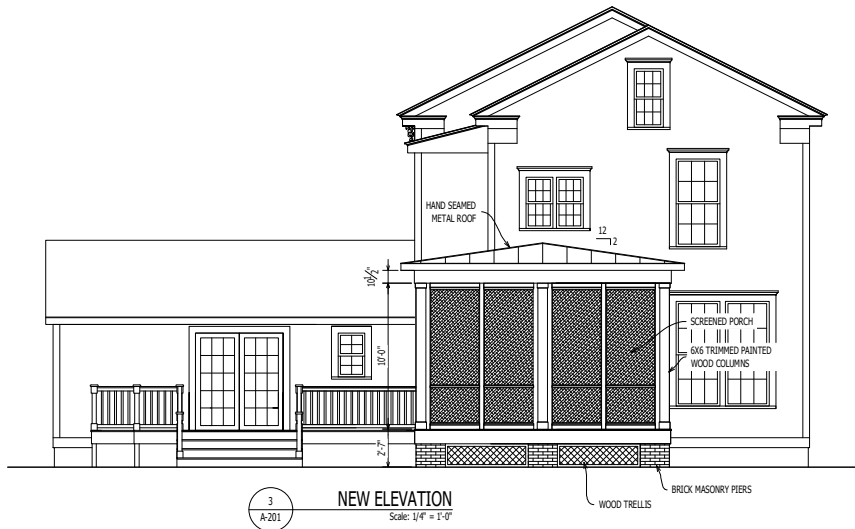
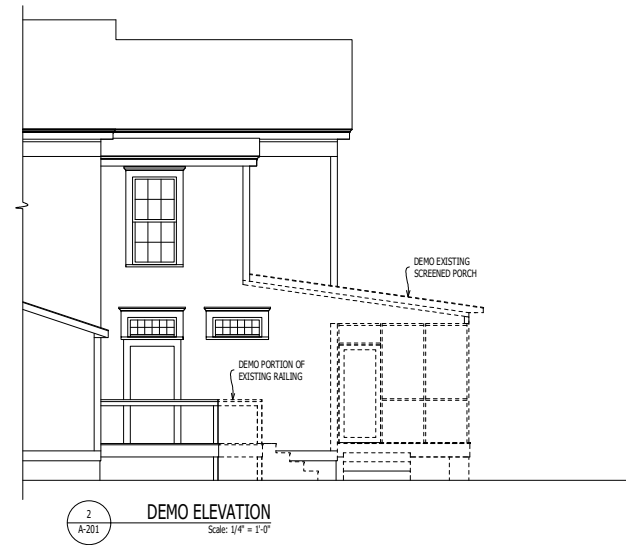
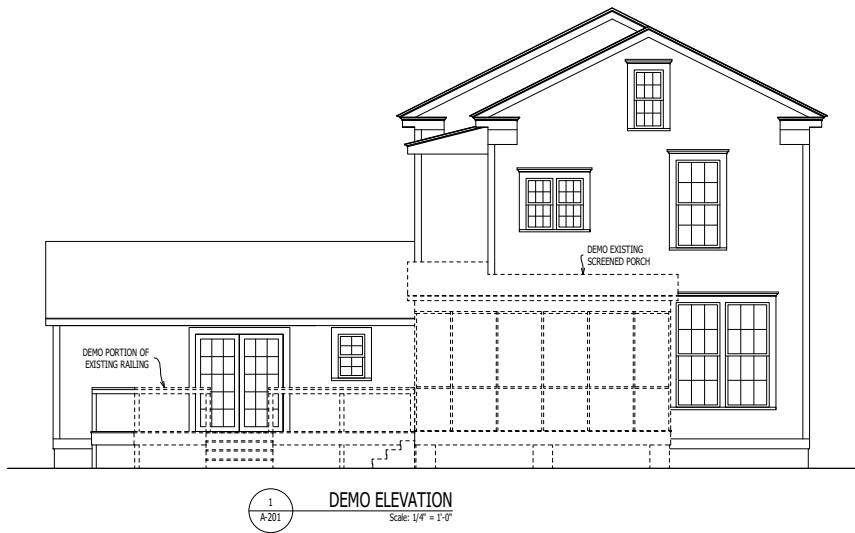
CONARD RENOVATIONS 501 METCALF STREET, NEW BERN, NC 28560

THE USER ASSUMES RESPONSIBILITY TO PROTECT ALL STRUCTURAL ELEMENTS, INCLUDING EXISTING AND ENVIRONMENTAL CONDITIONS, AND TO OBTAIN ALL NECESSARY PERMITS AND APPROVALS BEFORE BEGINNING CONSTRUCTION. VERIFY ALL CONDITIONS PRIOR TO BEGINNING CONSTRUCTION. VERIFY COMPLIANCE WITH ALL LOCAL, STATE, AND FEDERAL REQUIREMENTS. VERIFY COMPLIANCE WITH ALL LOCAL, STATE, AND FEDERAL REQUIREMENTS. VERIFY COMPLIANCE WITH ALL LOCAL, STATE, AND FEDERAL REQUIREMENTS. VERIFY COMPLIANCE WITH ALL LOCAL, STATE, AND FEDERAL REQUIREMENTS.

A-101

DEMO & NEW PLANS

04.13.2023
501 METCALF STREET

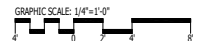


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CONARD RENOVATIONS
501 METCALF STREET, NEW BERN, NC 28560

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A-201

DEMO & NEW ELEVATIONS

04.13.2023
501 METCALF STREET

The History of Glazed Brick and Structural Glazed Facing Tile

The History of Glazed Brick and Structural Glazed Facing Tile Structural Glazed Brick and Tile were first used in the tUS in the early 20th century. Many of these first glazed units were manufactured as “salt glazed” brick and tile. This process was taken from the pottery industry. This glazing process utilized the use of regular table salt, NaCl, and reduced oxygen during the burning of the units. The salt was shovelled through small openings at the burner locations onto the gas fuel. The salt then vaporized and chemically mixed with the silicates of the body to form the salt glaze finish. This type of glazing has been discontinued for environmental reasons. Many salt glazed brick and tile buildings can still be seen today. You can recognize them by their wide color range-from a buff to an orange-brown color. The finish is transparent, showing the body color, which adds to the color variation. It also has small bumps in the glaze finish. Even though a true salt glaze is no longer available, Elgin-Butler Brick does offer many ceramic glazes in an attempt to match these old type glazes. Due to today’s tighter color control, you may need to use more than one color to achieve a wall with wide color variation.

Today the quality control standards for the ceramic glazed finishes are much more stringent. ASTM C-126 outlines the minimum standards for imperviousness, glaze opacity, hardness and abrasion, fading and chemical resistance. Under ASTM C-126, units must also have ratings of 0 smoke density, 0 flame spread, and 0 fuel contribution and emit no toxic fumes. The recently approved ASTM C-1405 can be used for solid glazed brick.

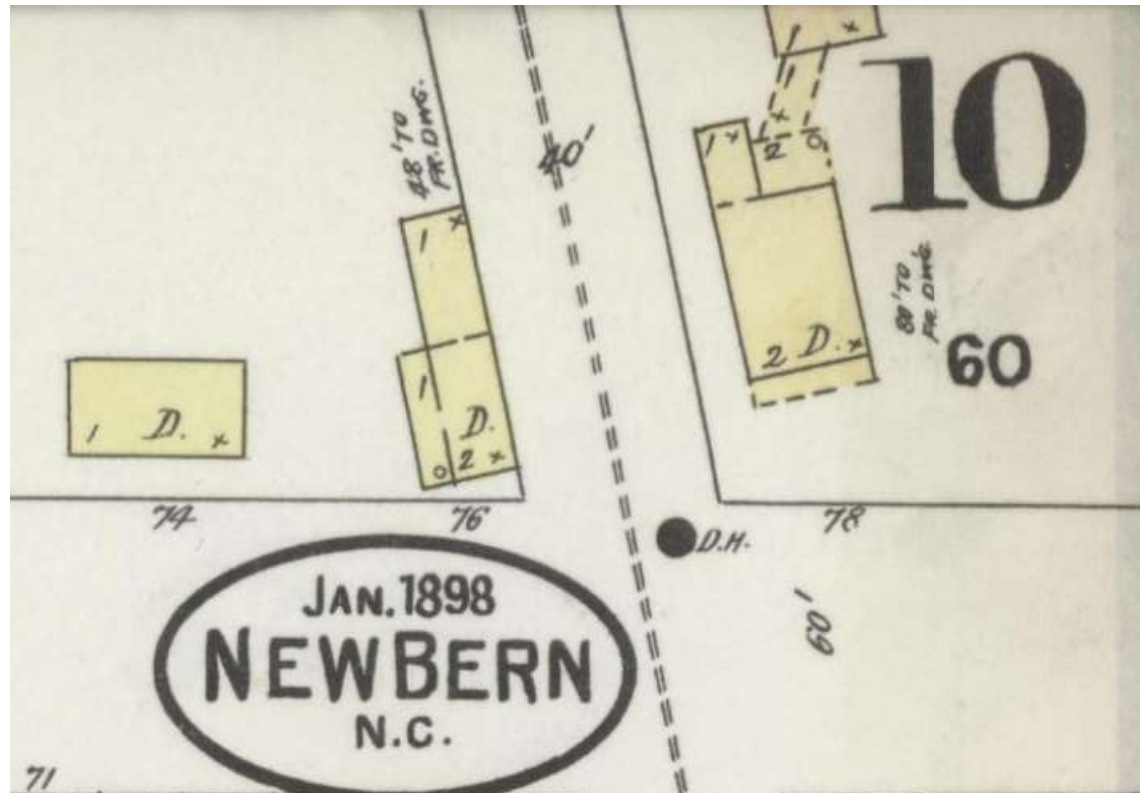
Since brick has been used for thousands of years, the nomenclature for the structural tile industry was developed with brick in mind; however, it had to denote the type of shape and which sides of the units were glazed:

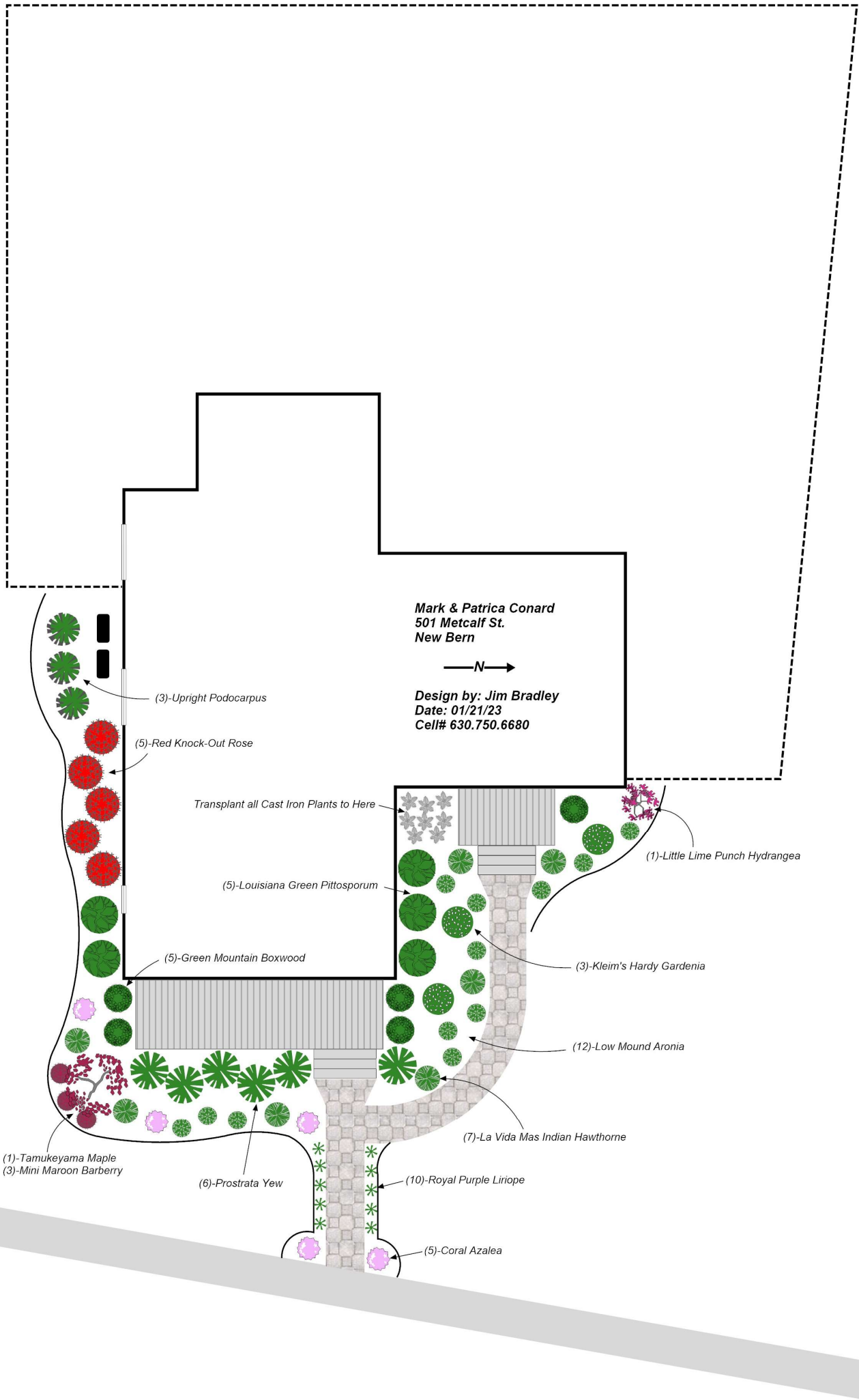
- The “S” Series is a “Standard” brick, 1/4” high and 1 B.E. (Brick Equivalent)
- The “D” Series is a “Double” brick, 5 1/16” high and 2 B.E.
- Naturally the “T” Series is a “Triple” brick (3 B.E.), but keeps the 5 1/16” height and added the extra B.E. onto the length of the unit, making a 6T unit nominally 12” long instead of the normal 8” brick length. (Remember 3 units that are 5 1/3” high equals 16” for coursing.)

Sizes continued to get bigger as time went by:

- The “W” Series is 8” high and
- The “Y” Series is 12” high.







Pinecone Home and Garden
4136 M.L.King Blvd
New Bern, NC 28562
(252) 631-5075



Mark & Patrica Conard
501 Metcalf St.
New Bern
(770) 714-6003

<i>Shrub Variety</i>	<i>Size</i>	<i>Qty</i>
Tamukeyama Japanese Maple	15G	1
Mini Maroon Barberry	3G	3
Upright Podocarpus	15G	3
Red Knock-Out Rose	3G	5
Louisiana Green Pittosporum	3G	5
Royal Purple Liriope	1G	10
Coral Encore Azaleas	3G	5
Green Mountain Boxwood	3G	5
Prostrata Yew	3G	6
La Vida Mas Indian Hawthorne	3G	7
Low Scape Mound Aronia	3G	12
Little Lime Punch Hydrangea	3G	1
Kleim's Hardy Gardenia	3G	3

Plant Total ***66***

Tax

Total Due

Deposit

Balance Due Upon Job Completion



Zoning and Inspections Review of

Application for Certificate of Appropriateness for Alterations in Historic District

Initial review of applications for certificates of appropriateness by the Zoning Administrator and Chief Building Inspector is intended to provide the applicant and Historic Preservation Commission with information related to compliance with local land use ordinance and building code. It is does not represent a formal approval of a permit by any party and does not bind the decisions of Commission.

Application Address and Description: 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.

Zoning Administrator please review the application and fill out all applicable items

Zoning District: R-8

Required Setbacks (primary structure): Front min-max Side 5 ft Rear 6 ft

Accessory Setbacks: From Nearest Structure 8 ft Side 3 ft Rear 3 ft

Maximum Lot Coverage for proposed use: 60%

Maximum Height of Structure: 50 ft

Required Site Improvements: Landscaping N/A Buffer N/A Parking N/A

Other requirements:

I have reviewed the application for proposed alterations to this property and have determined that it Meets ☒ Does Not Meet _____ the requirements of the Land Use Ordinance.

Comments:

Zoning Administrator

Chief Building Inspector please review the application and include any comments below

The proposed project Will ☒ Will Not _____ require a building permit(s).

Comments:

Chief Building Inspector

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – April 19, 2023

Applicant: Mark & Patricia Conard/GO Architectural Design, PLLC

Owner's Address: 501 Metcalf St., New Bern, NC

Project Address: 501 Metcalf St., New Bern, NC

Historic Property Name: George H. Roberts House, ca. 1874-1875

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

NR Inventory Description (1988): Two stories; two bays wide; bracketed cornice; gable-front roof with highly original sawn bargeboards.

Sandbeck Description (1988): TBD.

501 Metcalf St. - to include replacing the rear screened porch, enlarging the rear deck, new walkway, and new landscaping, all in the Primary and Secondary AVCs.

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

Landscaping

2.4.3 Use plant materials that are indigenous to the historic districts. It is not appropriate to use contemporary edging materials such as landscaping timbers or plastic borders.

Design Principles

3.1.1 Consider the scale, mass and proportion inherent to the surrounding historic development pattern, and design modifications that incorporate these characteristics. Use basic shapes and forms that are common to the historic districts.

3.1.2 Windows, doors and openings shall be compatible in proportion, shape, location, size and quantity with those on surrounding historic structures. Avoid large expanses of blank walls. Establish bays, visually subdivide facades and delineate building elevations to create form and rhythm.

Modifications

3.2.1 Select materials that are consistent with the structure. Limit the palette to those materials that were available at the time a building was originally constructed.

3.2.2 Modifications to a structure should not conceal, damage or remove significant design components or architectural features.

Additions

3.3.1 Locate additions in a Secondary or Tertiary AVC to minimize the impact on primary, character defining elevations. Limit the footprint of additions to maintain private open spaces.

3.3.2 Use roof forms and pitches that are similar to those found on the primary structure. Delineate the addition from the plane of the primary structure by creating slight offsets and corners.

3.3.3 Incorporate materials and details derived from the primary structure. Extend the architectural hierarchy of the primary structure to the addition. Architectural embellishments and detailing are often simplified on less visible Secondary and Tertiary AVC elevations.

Foundations

4.1.3 Use traditional materials when constructing foundations. Concrete block should receive a veneer of stucco, brick or other appropriate masonry material.

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – April 19, 2023

- 4.1.4 Locate foundation features such as vents and access doors in areas that will not detract from the architectural character of the building. Coordinate with other architectural features when possible, such as aligning vents and access doors with windows above or centering them between piers.

Walls, Trim, and Ornamentation

- 4.2.4 Incorporate wood trims and articulate masonry appropriately for the application.

Entrances

- 4.4.4 Provide porches, entrance doors, railings, and other ornaments that proportionally relate to the building. Appropriate balustrades often convey a heavier visual appearance. Center balusters between the top and bottom rails and space them about three inches apart.
- 4.4.5 Enclose and screen porches in Secondary and Tertiary AVCs in a manner that preserves historic features. Walls and screens should not obscure columns and balustrades.

Decks and Patios

- 4.6.2 Locate decks in Secondary and Tertiary AVCs, and screen the underside with shrubbery, fencing, lattice, or masonry.
- 4.6.3 Structurally separate decks to allow removal without damaging the historic structure.

Roofs

- 4.5.4 Standing seam metal roofs shall have a pan width no greater than 24 inches. Pans shall be completely flat without corrugation. Provide double locked seams with flush ridge and hip flashings on contributing structures.

Masonry

- 5.1.2 Match the masonry bond, or pattern, of masonry materials found in adjoining work. In general, new material should be the same size, color, and texture of that existing.
- 5.1.3 The size, color, texture and bond, or pattern, of masonry and mortar creates the intended finished appearance. It is not appropriate to paint masonry that has not been previously painted.
- 5.1.5 Provide a veneer of brick, stucco, or other appropriate material over concrete masonry units. Architectural concrete masonry units such as rusticated, split face or similar types may be substituted for stone masonry construction.

Wood

- 5.2.1 Adhere to Preservation Guidelines for retention of historic fabric when altering wood materials.
- 5.2.2 Construct wood assemblies similar to that found in adjoining work. In general, new material should be the same dimension and shape of that existing.

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

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – April 19, 2023

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

1. The structure is a contributing resource in the *Tight Weave* development pattern;
2. The project is an addition and modifications to a contributing structure and the site within the Primary and Secondary 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 replacing the rear screened porch, enlarging the rear deck, new walkway, and new landscaping, all in the Primary and Secondary AVCs.

FEE SCHEDULE (office use only)
 [] \$22 Standard Application (minor)
 [] \$107 Standard Application (major)



HPC Administrator
HPCadmin@newbern-nc.org
 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:
<http://www.newbern-nc.org/departments/development/historic-preservation/historic-preservation-guidelines/>

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

I. Applicant/Owner Information:			
Property Address (Include year built, if known): 222 Middle Street (circa 1900)			
Property Owner Name(s): Keith Jenkins	Owner Mailing Address: 22705 Ashley Inn Terrace Ashboro, VA 20148	Phone #'s: 571-283-7256	Email: keith@bkelectric.net
Applicant Name (if different): GO Architectural Design, PLLC Sarah Afflerbach, AIA	Applicant Mailing Address: 1202A Pollock Street New Bern, NC 28560	Phone #'s: 252-633-0322	Email: sarah@goarchdesign.com

II. Project Information: <i>(See "CoA Instructions" & "Historic Guidelines" for help in completing this section)</i>
1. Provide a detailed description of work to be conducted on site: (Attach additional sheets if needed) On the rear of the building create a door opening in a previously closed window opening for egress from the second floor. Create 3 window openings along the alley way with internal fire-shutters. See plans and elevations. <div align="right">Continued on additional sheet or attached brochure <input type="checkbox"/></div>
2. Reference the specific Guideline(s) in the "Historic District Guidelines" which you believe apply to this project: (page and guideline number): Doors and Windows 4.3.1-3, .5 <div align="right">Continued on additional sheet or attached brochure <input type="checkbox"/></div>
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). Fiberglass door and wood windows with 3d grilles inside and out. <div align="right">Continued on additional sheet or attached brochure <input type="checkbox"/></div>

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 I have attached a letter from the owner(s) indicating their knowledge of 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.

Sarah Attlerbach
Signature of Applicant/Owner

3.31.23
Date

APPLICATION SHOULD BE SUBMITTED TO THE DEVELOPMENT SERVICES MAIN OFFICE AT 303 FIRST ST. NO LESS THAN 2 WEEKS PRIOR TO UPCOMING MEETING. FOR FURTHER INFORMATION, CONTACT THE ADMINISTRATOR OF THE HISTORIC PRESERVATION COMMISSION AT (252) 639-7583.



NEW BERN
CITY OF NEW BERN

Aldermen

Sabrina Bengel
Jameesha S. Harris
Robert V. Aster
Johnnie Ray Kinsey
Barbara J. Best
Jeffrey T. Odham

300 Pollock Street, P.O. Box 1129
New Bern, NC 28563-1129
(252) 636-4000

Dana E. Outlaw
Mayor

Mark A. Stephens
City Manager

Petitioners requesting City of New Bern Historic Preservation Commission action on property not owned by them must have this form completed by the owner of the property.

CERTIFICATE OF APPROPRIATENESS OWNERS AUTHORIZATION

Dear Sir or Madame:

I am the owner of the property located at:

222 middle Street New Bern, NC 28560
(address, city, zip code)

I hereby authorize GO Architectural Design, PLLC to appear with my consent, before the City of New Bern Historic Preservation Commissioner in order to request a Certificate of Appropriateness for the property referenced above.

I authorize you to present this matter on my/our behalf as the owner(s) of the property.

If there are any questions, please contact me at the following address and phone number:

22705 Ashley Inn Farm Phone 571 283 7256
Ashburn, VA 20148

By [Signature]
Owner's Signature

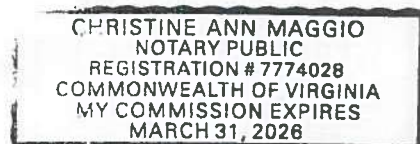
Bryan K Jenkins
Print Name

2/20/23
Date

Sworn to and subscribed before me this 20th day of February, 2023.

Christine A Maggio
Notary Public:

My commission expires: 3/31/2026





OPEN UP PREVIOUSLY CLOSED WINDOW TO CREATE NEW EXIT DOOR

PHOTO 01



PHOTO 02

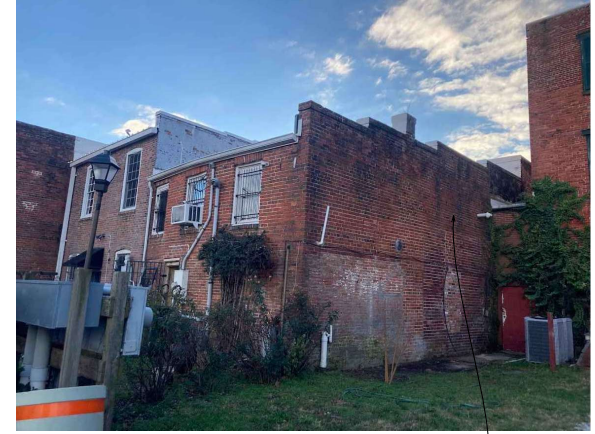


PHOTO 03

REMOVE PORTION OF BRICK MASONRY TO ACCOMMODATE NEW WINDOW



PHOTO 04



PHOTO 05

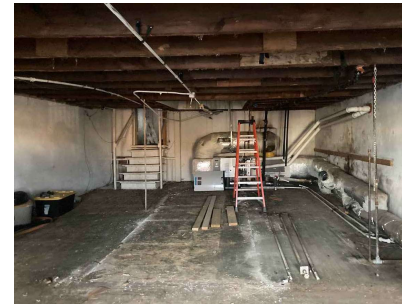


PHOTO 06

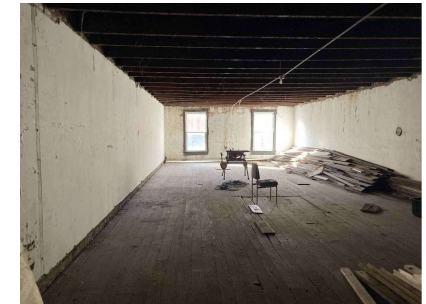


PHOTO 07



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JENKINS - RENOVATIONS

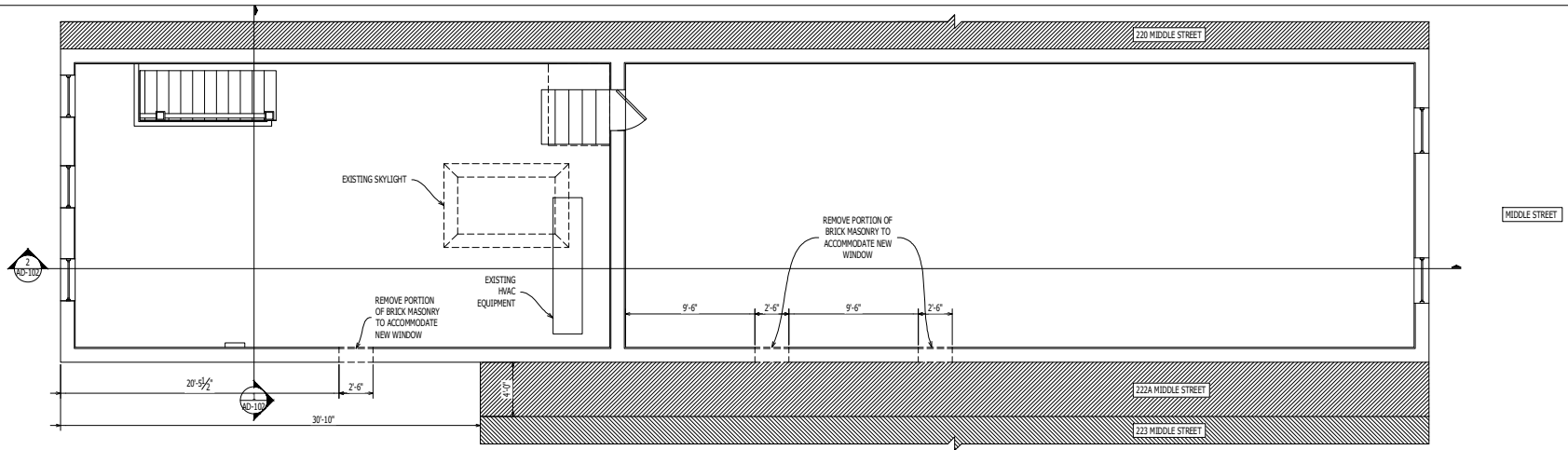
222 MIDDLE STREET, NEW BERN, NC 28560

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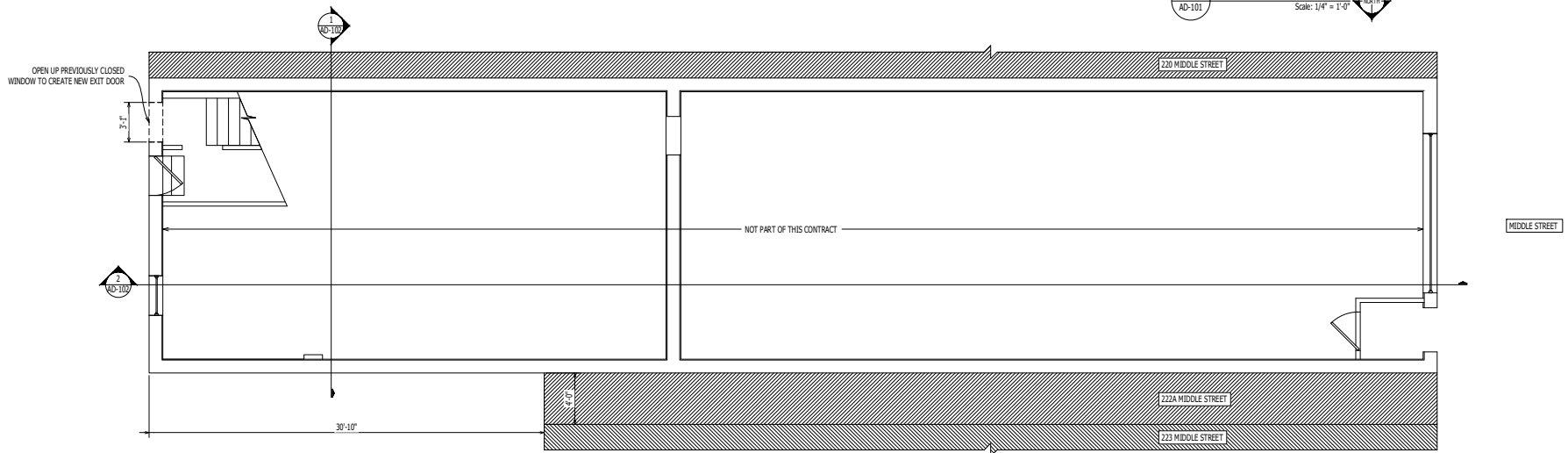
AD-101

DEMOLITION PLANS

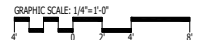
02.26.2023
JENKINS - 222 MIDDLE ST



2
AD-101
SECOND FLOOR
Scale: 1/4" = 1'-0"



1
AD-101
FIRST FLOOR
Scale: 1/4" = 1'-0"



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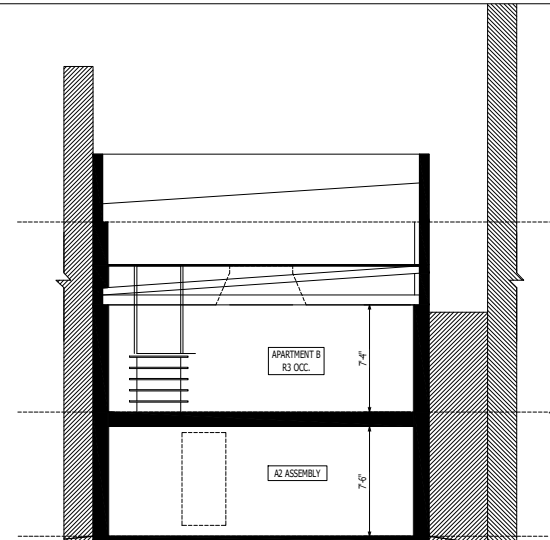
JENKINS - RENOVATIONS

222 MIDDLE STREET, NEW BERN, NC 28560

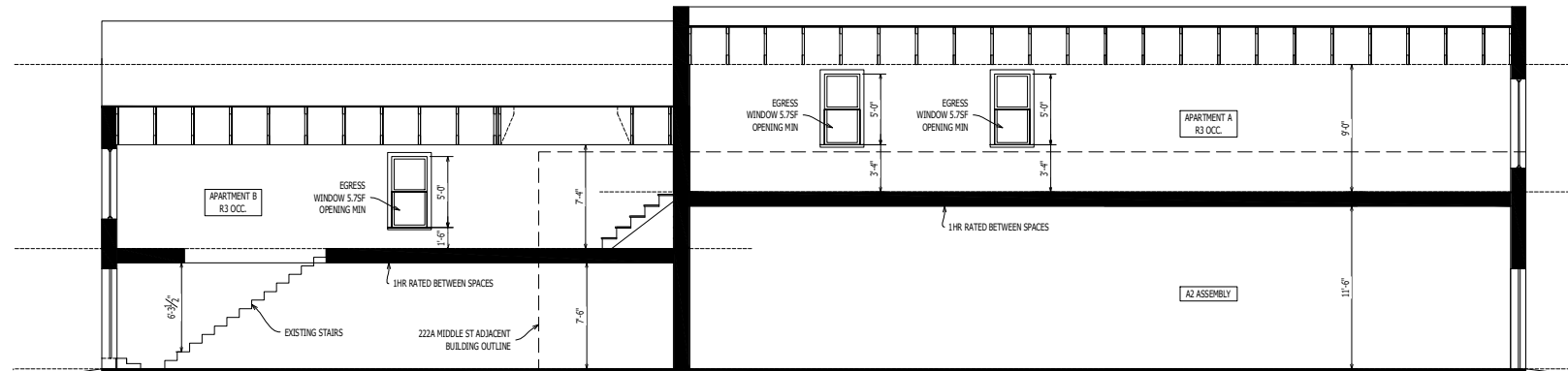
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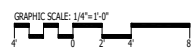
AD-101
DEMOLITION PLANS

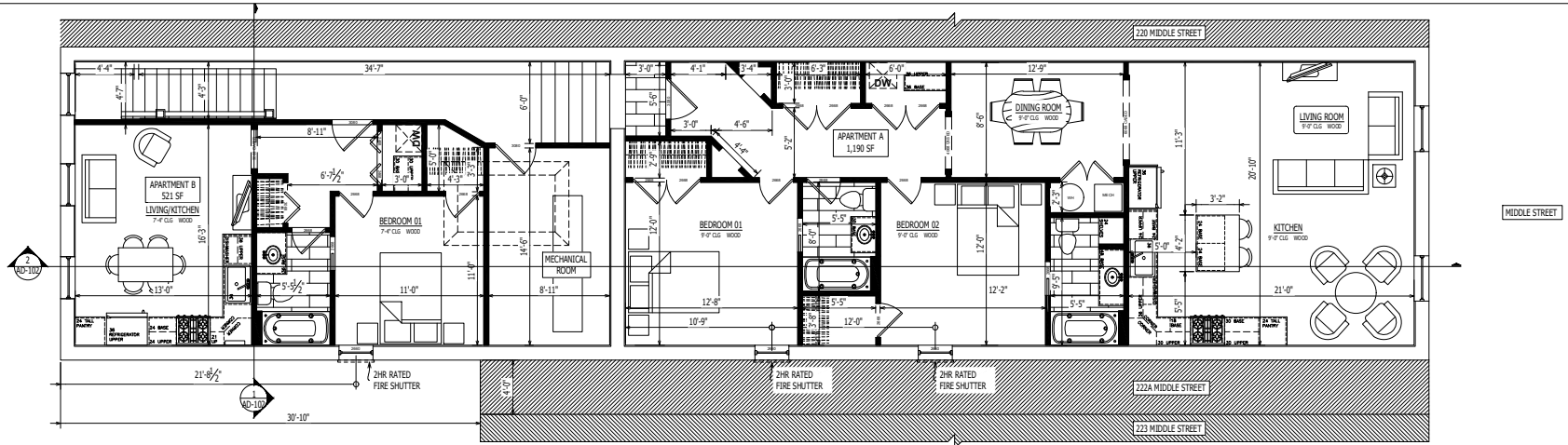


1
A-102
BUILDING SECTION
Scale: 1/4" = 1'-0"
NORTH

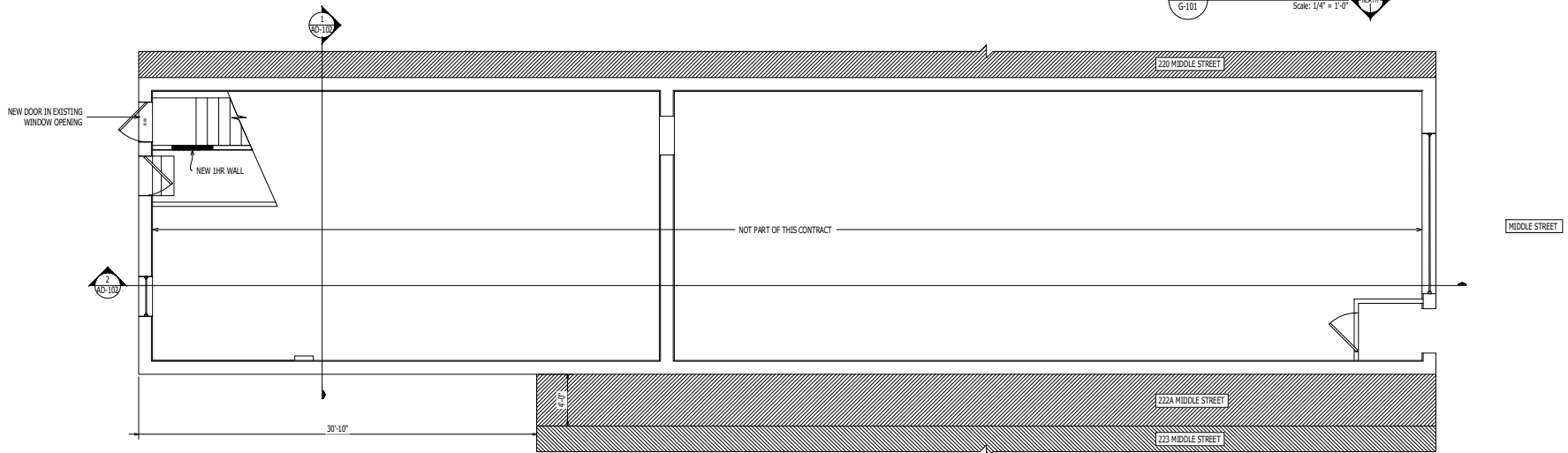


2
A-102
BUILDING SECTION
Scale: 1/4" = 1'-0"
NORTH

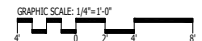




1
G-101
SECOND FLOOR
Scale: 1/4" = 1'-0"



1
G-101
FIRST FLOOR
Scale: 1/4" = 1'-0"



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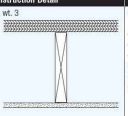
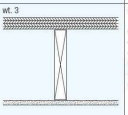
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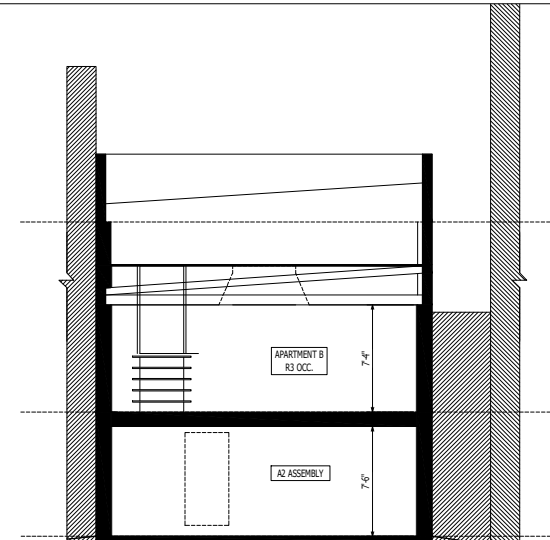
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A-101

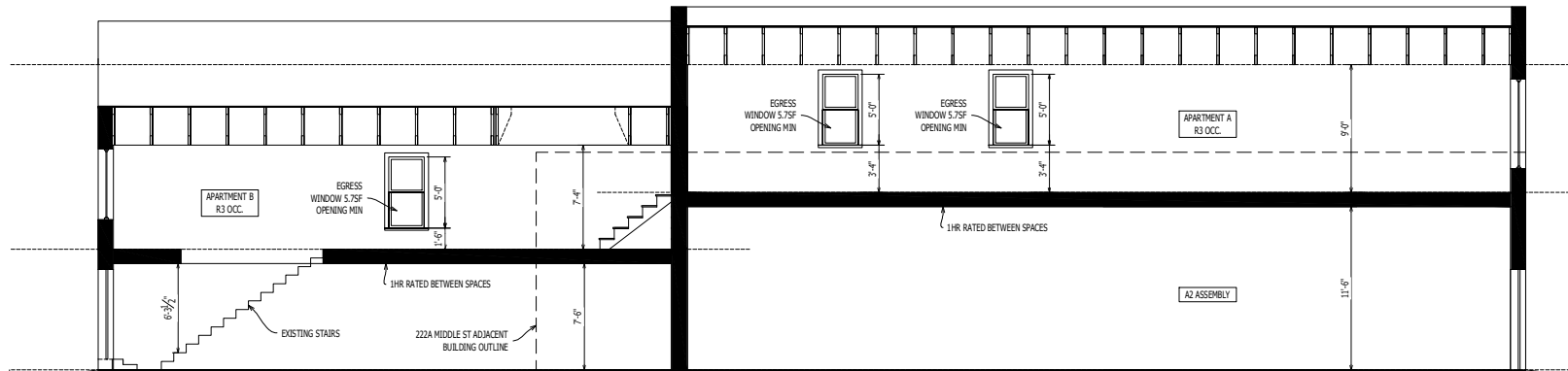
FIRST FLOOR PLAN

02.26.2023
JENKINS - 222 MIDDLE ST

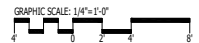
1 Hour Fire-Rated Construction		Dimensional Lumber		Acoustical Performance		Reference
Construction Detail	Description	Test Number	STC	IIC	Test Number	Index
	<ul style="list-style-type: none"> 5/8" Siermox Firecore G Core gypsum panels, ceiling 1" nominal wood sub and finished floor 2 x 10 wood joist 16" o.c. joints finished optional latexose floor underlayment optional SRM-25 or SRB sound mat optional veneer plaster 	UL Des L501	38	32	CK-6412-7	B-52
			39	56	CK-6412-8	
	<ul style="list-style-type: none"> 1/2" or 5/8" Siermox Firecore C Core gypsum panels, ceiling 1" nominal wood sub and finished floor 2 x 10 wood joist 16" o.c. joints finished optional latexose floor underlayment optional SRM-25 or SRB sound mat optional veneer plaster 	UL Des L512				B-53



1
A-102
BUILDING SECTION
Scale: 1/4" = 1'-0"
NORTH



2
A-102
BUILDING SECTION
Scale: 1/4" = 1'-0"
NORTH



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JENKINS - RENOVATIONS

222 MIDDLE STREET, NEW BERN, NC 28560

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A-102

BUILDING SECTION

02.26.2023
JENKINS - 222 MIDDLE ST

Remove



400A Panel

200 DOUBLE HUNG



FEATURES

- 1 Low-maintenance cellular PVC exterior casing and brick mould ready to accept acrylic paint
- 2 Cam action sash locks with matching jambliner
- 3 4 9/16" jambs eliminate extensive drywall work
- 4 Both sash tilt in and remove for safe and easy cleaning of exterior glass
- 5 Energy-efficient Warm Edge insulating glass
- 6 Bulb weatherstripping on sash for air-tight performance and smooth operation
- 7 Sash and interior made with select clear wood ready for staining to match any interior décor – also available with primed interior for painting
- 8 Compression balance system for simple tilt-in cleaning of exterior glass



Style comes standard with all of our 200 double hung wood/composite windows. They are equipped with a tilt-in sash system that makes cleaning simple. The low-maintenance cellular PVC exterior components and brick mould resist rot and can easily be painted. A selection of exterior casing options and simulated-divided-lite (SDL) provide a historically accurate look to help enhance the beauty of your home.



A



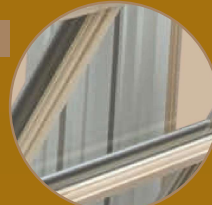
Cam action sash locks with matching jambliner

B



Sash and interior made with select clear wood ready for paint or stain to match any interior décor

C



Compression balance system for simple tilt-in cleaning of exterior glass



Jet Black Painted Fiberglass Prehung Front Door

★★★★★ Questions & Answers (2)





Zoning and Inspections Review of

Application for Certificate of Appropriateness for Alterations in Historic District

Initial review of applications for certificates of appropriateness by the Zoning Administrator and Chief Building Inspector is intended to provide the applicant and Historic Preservation Commission with information related to compliance with local land use ordinance and building code. It is does not represent a formal approval of a permit by any party and does not bind the decisions of Commission.

Application Address and Description: 222 Middle St – to include three new windows and one new door, all in the Secondary and Tertiary AVCs.

Zoning Administrator please review the application and fill out all applicable items

Zoning District: C-1

Required Setbacks (primary structure): Front min-max Side 0 ft Rear 6 ft

Accessory Setbacks: From Nearest Structure 8 ft Side 3 ft Rear 3 ft

Maximum Lot Coverage for proposed use: N/A

Maximum Height of Structure: 60 ft +

Required Site Improvements: Landscaping Buffer Parking

Other requirements:

I have reviewed the application for proposed alterations to this property and have determined that it Meets ☒ Does Not Meet ☐ the requirements of the Land Use Ordinance.

Comments:

Zoning Administrator

Chief Building Inspector please review the application and include any comments below

The proposed project Will ☒ Will Not ☐ require a building permit(s).

Comments:

Chief Building Inspector

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – April 19, 2023

Applicant: Keith Jenkins/Go Architectural Design, PLLC
Owner's Address: 22705 Ashley Inn Terrace, Ashboro, VA, 20148
Project Address: 222 Middle St., New Bern, NC

Historic Property Name: Windley Building, ca. 1885

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

NR Inventory Description (1988): 220-222 Middle St. Two stories; brick; four bays wide with segmentally-arched windows and hoods in upper story; outstanding patterned and corbeled cornice.

Sandbeck Description (1988): nothing relevant to the rear or side walls.

222 Middle St. - to include three new windows and one new door, all in the Secondary and Tertiary AVCs.

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

Design Principles

3.1.2 Windows, doors and openings shall be compatible in proportion, shape, location, size and quantity with those on surrounding historic structures. Avoid large expanses of blank walls. Establish bays, visually subdivide facades and delineate building elevations to create form and rhythm.

Modifications

3.2.1 Select materials that are consistent with the structure. Limit the palette to those materials that were available at the time a building was originally constructed.

Windows, Doors, and Openings

- 4.3.1 Adhere to Guidelines for retention of historic fabric when altering window, door and opening components.
- 4.3.2 Add window and door openings in Secondary or Tertiary AVCs in locations that do not diminish the original design. In general, openings shall have a vertical orientation or be square.
- 4.3.3 Glazing should have true divided light muntins, or three-dimensional grilles affixed to both the interior and exterior of the glass. Provide shadow bars between insulated glass panes.

Masonry

5.1.1 Adhere to Guidelines for retention of historic fabric when altering masonry materials.

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

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

1. The structure is a contributing resource in the *Dense Fabric* development pattern;

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – April 19, 2023

2. The project is for the addition of three new windows and one new door, all in the Secondary and Tertiary AVCs of a contributing structure.
3. Except for the fiberglass rear door, 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. Except for the fiberglass rear door, the project is not incongruous with the Guidelines.

MOTION

If the material for the rear door is changed to a material that was available at the time the building was originally constructed, staff recommends the Commission approve this application to include three new windows and one new door, all in the Secondary and Tertiary AVCs.

- 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