



Development Services Department  
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**TO:** New Bern Historic Preservation Commission  
**FROM:** Matt Schelly, AICP, City Planner  
**DATE:** May 1, 2023  
**RE:** Design Review Meeting, 5:30 PM, Wednesday, May 3, 2023, in the Development Services Conference Room, 303 First St.

**DESIGN REVIEW AGENDA – 5:30 PM**

- I. Application Design Review** - Consider certificate of appropriateness applications for proposed major exterior alterations:
- A. 305 North Ave.** – construction of an infill house.
  - B. 100 Middle St.** – pool patio revisions in the Tertiary AVC.
  - C. 710 New St.** – demolition of a contributing structure.
    - SHPO will review and provide comments by May 15<sup>th</sup>.
  - D. 521 Hancock St.** – close in rear 1<sup>st</sup> and 2<sup>nd</sup> floor porches in the Secondary and Tertiary AVCs.
- II. Informal Design Review** – Discussions with potential applicants prior to submitting a formal application. Potential applicants may show up with nothing more than a verbal description, however photos and other information are more helpful.
- A. 719 E. Front St.** – setback variance support
  - B. Any walk-ins?**
- III. Informal Board Discussion Items**
- A. Prevention of Demolition by Neglect Work Group** – report
  - B. Guidelines Updates Work Group** – report
  - C. Historic Property Owners Support (HiP Owners Support) Work Group** – report
    1. Feasibility Study
    2. Preservation Foundation acquisition effort
    3. CDBG and other grants
  - D. Preservation Awards Work Group** – report

## **E. Work Group Assignments**

1. Anyone want to be added to a Work Group?

## **IV. Project Follow-Ups, Updates, and Questions**

### **A. CoAs denied** – None

### **B. CoAs issued** March 31 through April 28

#### MAJORS:

222 Middle St. – 3 windows, 2 doors

411 Broad St. – rear pavilion addition

501 Metcalf St. – rear porch, deck, front steps and handrails, walkway, landscaping

707 E. Front St. - trellis

1 pending

#### MINORS:

218 E. Front St. - signage

221 S. Front St. – transformer

301 Middle St./404 Pollock St. (Elks) rooftop cell equipment removal

319 Bern St. – signage

About a dozen pending

### **C. Resiliency Plan:** recent activities, upcoming items

## **V. Enforcements - Old and New since last DR meeting**

### **A. Ongoing, Formal:**

215 Pollock St. – modern metal roofing – City Attorney pausing for owner to sue contractor

221 E. Front St. – long-time DBN case – “221 Team” mtg. with owner 7/28; Minor CoA application submitted for repointing; informed HPA about proposed brick repair work

### **B. Preliminary, Informal:**

214 Pollock ROW – replacement tree

311 Hancock St. – repointing w/o CoA - inspection and photos, discussion with contractor in 2020

319-323 Middle St. – painting previously unpainted brick – discussed with HPC; no new action since late 2020

711 Pollock St. – paint removal – siding to be removed for insulation, then same siding returned in place

818-820 Broad St. – 5 trees removed w/o CoA

819 N. Craven St. - new fencing w/o CoA - waiting for email that Morgan approved fencing as RiK.

### **C. Remaining to begin contact/enforcement:**

408 Avenue A – reroofing w/o CoA or consent as RiK; repaving driveway apron

411 Johnson St. – incorrect standing seam metal roof (w/ or w/o a CoA?)

508 C St. – porch revision w/o CoA

509 Craven – follow up on 2018 violation, porch columns

510 C St. – shed w/o CoA

511 Middle St. – fence w/o CoA

525 Queen St. – repair to soffit unfinished; contractor contacted by HPA

601 Broad St. – reroofing w/o CoA or consent as RiK

605 Hancock St. – mech unit w/o CoA for screening  
624 E. Front St. – installation of fencing not according to CoA or Guidelines  
702 E. Front St. – landscaping required as condition of CoA not yet installed  
707 Craven St. – post removed w/o CoA  
715 Craven St. – new shed w/o CoA  
809 N. Craven St. – replacement of siding and window trim w/o consent or CoA; owner to contact HPA  
812 Queen St. – building demolition w/o CoA  
911 Broad St. – porch revision w/o CoA  
1117 N. Craven St. – installation of driveway and tree removal w/o COA; met with owner

**VI. Staff and Board:**

**A. Training - Today: Prevention of Demolition by Neglect**

**VII. Requests by Commission Members for Future Work Session Items**

**VIII. Adjourn**