



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: May 4, 2023
RE: Regular Meeting, **5:30 PM, Wednesday, May 17, 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 April 19, 2023
 - 2) Minutes of January 18, 2023
 - 3) Minutes of May 18, **2022**
 - B. Approval of Written Decisions
 - 1) CoA Approval of Application for 719 E. Front St.
 - 2) CoA Approval of Application for 411 Broad St.
 - 3) CoA Approval of Application for 501 Metcalf St.
 - 4) CoA Approval of Application for 222 Middle 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. This application was continued from the previous Regular Meeting.

Everything comes together here.

- C. **100 Middle St. (Doubletree Hotel)** – to include reconstruction of the deck in the Tertiary AVC. This application has been withdrawn.
- D. **710 New St.** – to include demolition of a contributing structure and construction of a new infill house. This application was continued from the previous Regular Meeting.
- E. **521 Hancock St.** – to include fully enclosing lower and upper rear screened porches in the Primary and Secondary AVCs.
- F. **302 Avenue A** – to include removal of a metal shed and construction of a new garage 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:
 - A. **719 E. Front St.** – discussion about building setbacks in the flood hazard area.
- 8. HPC Administrator's Report:
 - A. Report on CoAs Issued 04/07/2023 – 05/03/2023
 - MAJORS:
 - 222 Middle St. – three windows, two doors
 - 411 Broad St. – rear pavilion addition
 - 501 Metcalf St. – rear porch replacement, front stairs and handrails, walkway, landscaping
 - 707 E. Front St. – trellis
 - 1 pending
 - MINORS:
 - 221 S. Front St. – transformer relocation
 - 218 E. Front St. - signage
 - About 6 pending, plus about 12 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

Placeholder for Minutes of April 19, 2023

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**Minutes of the
New Bern Historic Preservation Commission
January 18, 2023 – 5:30 P.M.**

The New Bern Historic Preservation Commission (HPC) held its regular meeting on Wednesday, January 18, 2023, in the Historic Courtroom, Second Floor, City Hall, 303 Pollock St.

1. OPENING OF MEETING WITH ROLL CALL

Meeting called to order by Chair Bisbee at: 5:32 pm.

Members Present:	James Bisbee, Chair	Gregory Rusch
(5 needed for quorum)	Tripp Eure, Vice-Chair	Tim Thompson
	Mollie Bales	Marc Wartner
	Dr. Ruth Cox	
	Jim Morrison	

Members Excused: None

Members Absent: Candace Sullivan

A quorum was present.

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

City Attorney Present: Jaimee Mosley, Assistant City Attorney

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

2. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

No minutes were available for approval.

3. ADJUSTMENTS TO THE AGENDA

Chair Bisbee asked for any adjustments to the agenda. None were offered.

4. HEARINGS ON CERTIFICATES OF APPROPRIATENESS:

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

Chair Bisbee explained the HPC and the quasi-judicial hearing process and Staff Schelly swore in 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 Bisbee called to begin the hearings for the applications for a Certificate of Appropriateness.

B. 305 North Ave. – to include demolition of a contributing structure and construction of a 2-story infill house.

Staff informed the Chair the applicants for this item were not yet present and usually in these situations the HPC moves the item to later on the agenda. **See item H. below.**

Chair Bisbee determined to move on to the next application.

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C. 302 Broad St. (Courthouse) – to include an addition and modifications at the modern Craven St. addition for a new accessible entry and new spaces and covered driveway in the Primary and Secondary AVCs.

David Griffin, the owner’s authorized representative, was present and sworn for the hearing.

After a summary by HPC staff, opportunities for applicant, proponent, opponent, and government agency comments and rebuttals, recommendations by HPC staff, and board discussion, there was a:

MOTION by Commissioner Morrison to find the application for a Certificate of Appropriateness for 302 Broad 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 Pattern

2.1.1

2.1.2

2.1.3

Utilities

2.3.1

Signage

2.8.1

2.8.2

2.8.4

Design Principles

3.1.1

3.1.2

3.1.3

3.1.4

3.1.5

Modifications

3.2.2

Additions

3.3.1

3.3.2

3.3.3

Foundations

4.1.6

Roofs

4.5.6

Accessibility and Life Safety

4.7.3

Masonry

5.1.2

5.1.5

Metals

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5.3.3

5.3.4

Paint

5.4.2

5.4.3

5.4.4

5.4.6

Contemporary Materials

5.5.2

5.5.3

Findings of Fact are:

1. The project is located in the *Dense Fabric* development pattern;
2. The proposal is an addition and modifications to an existing contributing structure;
3. The proposed design, components, and materials meets 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 Cox seconded the motion.

Motion passed: Unanimously

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

Motion passed: Unanimously

D. 1206 N. Pasteur St. – to include a front door and sidelights replacement and expand the gravel parking area, all in the Primary, Secondary, and Tertiary AVCs.

The owners, Kelly and Jeremy Tyndall, were present and sworn for the hearing.

After a summary by HPC staff, opportunities for applicant, proponent, opponent, and government agency comments and rebuttals, recommendations by HPC staff, and board discussion, **the applicant removed all reference to the front door from the application, leaving only the driveway in the application.**

MOTION by Commissioner Morrison to find the application for a Certificate of Appropriateness for 1206 N. Pasteur 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:

Parking

2.7.1

2.7.2

2.7.3

2.7.4

Findings of Fact are:

1. The project is located in the *Tight Weave* development pattern;
2. The proposal is a driveway;

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

4. The driveway portion of the application is not incongruous with the Guidelines. Commissioner Cox seconded the motion.

Motion passed: Unanimously

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

Motion passed: Unanimously

E. 1512, 1516 National Ave., and 407 North Ave. – to include fencing in the Primary and Secondary AVCs.

The owners, Gregory and Lynn Chamberlain, were present and sworn for the hearing.

After a summary by HPC staff, opportunities for applicant, proponent, opponent, and government agency comments and rebuttals, recommendations by HPC staff, and board discussion, there was a:

MOTION by Commissioner Thompson to find the application for a Certificate of Appropriateness for 1512 and 1516 National Ave. and 407 North Ave. 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:

Fences and Garden Walls

2.5.1

2.5.2

2.5.3

Paint

5.4.3

5.4.4

Findings of Fact are:

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

2. The proposal is the installation of two fences of appropriate design, components, and materials that meet the requirements of the Guidelines.

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

4. The application is not incongruous with the Guidelines.

Approval includes the following condition:

Applicant will provide to the HPA the necessary description and evidence to assure that the 4-foot fence meets the description discussed and the standards.

Commissioner Morrison seconded the motion.

Motion passed: Unanimously

Chair Bisbee asked the applicant if he understood what is still required of him. The applicant summarized what he understood that he is expected to do.

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

Motion passed: Unanimously

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F. 305 Bern St. – to include a new shed in the Tertiary AVC.

The owners, Gregory and Lynn Chamberlain, were present and sworn for the hearing.

After a summary by HPC staff, opportunities for applicant, proponent, opponent, and government agency comments and rebuttals, recommendations by HPC staff, and board discussion, there was a:

MOTION by Commissioner Thompson to find the application for a Certificate of Appropriateness for 305 Bern 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

2.6.1

2.6.3

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

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 primary structure is a contributing resource in the *Tight Weave* development pattern;

2. The project is an accessory 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.

Commissioner Cox seconded the motion.

Chair Bisbee asked if there was any discussion: none spoke.

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Motion passed: Unanimously

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

Motion passed: Unanimously

G. 720 E. Front St. – to include construction of a new 2-story infill house and 2-story detached garage.

Sarah Afflerbach, the owner’s authorized representative, was present and sworn for the hearing.

After a summary by HPC staff, opportunities for applicant, proponent, opponent, and government agency comments and rebuttals, recommendations by HPC staff, and board discussion, there was a:

MOTION by Vice Chair Eure to find the application for 720 E. Front St. for a Certificate of Appropriateness 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 Pattern

2.1.1

2.1.2

2.1.3

Utilities

2.3.1

2.3.2

2.3.3

2.3.6

Landscaping

2.4.3

2.4.4

2.4.7

Fences and Garden Walls

2.5.1

2.5.2

Accessory Structures

2.6.1

2.6.2

Parking

2.7.1

2.7.2

Waterfront Modifications

2.9.3

Design Principles

3.1.1

3.1.2

3.1.3

3.1.4

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263	3.1.5
264	<u>Infill Construction</u>
265	3.4.1
266	3.4.2
267	3.4.3
268	3.4.4
269	<u>Foundations</u>
270	4.1.2
271	4.1.3
272	4.1.4
273	4.1.5
274	4.1.6
275	<u>Walls, Trim and Ornamentation</u>
276	4.2.4
277	4.2.5
278	<u>Windows, Doors and Openings</u>
279	4.3.2
280	4.3.3
281	<u>Entrances</u>
282	4.4.4
283	<u>Roofs</u>
284	4.5.4
285	4.5.6
286	<u>Decks and Patios</u>
287	4.6.2
288	<u>Masonry</u>
289	5.1.3
290	5.1.5
291	5.1.6
292	<u>Metals</u>
293	5.3.3
294	5.3.4
295	<u>Paint</u>
296	5.4.2
297	5.4.3
298	5.4.4
299	5.4.6
300	<u>Contemporary Materials</u>
301	5.5.1
302	5.5.2
303	5.5.3
304	5.5.5
305	5.5.6
306	Findings of Fact are:

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1. The project is located in the *Tight Weave* development pattern;
2. The proposal is an infill and accessory structure project;
3. The proposed design, components, and materials meet the Standards;
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:

Information pertaining to the utilities, exterior lighting, and landscaping will come back as a separate CoA.

Commissioner Thompson seconded the motion.

Motion passed: Unanimously

MOTION by Commissioner Morrison to issue the CoA with the condition; Second by Vice Chair Eure.

Motion passed: Unanimously

H. 305 North Ave. – to include demolition of a contributing structure and construction of a 2-story infill house.

The owner, nor their authorized representative, were present.

MOTION by Vice Chair Eure to **continue** the application for 305 North Ave. until our next regularly scheduled hearing, which will occur on February 15, 2023, 5:30 pm in the City Hall Courtroom.

5. OLD BUSINESS (non-hearing items tabled or continued from a previous meeting)
None

6. GENERAL PUBLIC COMMENTS
None spoke.

7. NEW BUSINESS
None

8. HPC ADMINISTRATOR'S REPORT
A. Report on CoAs Issued 10/12/2022 – 01/11/2023

Chair Bisbee asked if there were any questions on these. There was no reply.

MAJORS:

1. 404 Avenue B – fencing
2. 507 George St. – addition, porches, fencing
3. 5 pending

MINORS:

1. 221 E. Front St. – repointing, removal of unused utilities
2. 303 Pollock St. – signs
3. 415 Broad St. – tree replacement
4. 616 Broad St. – hvac units
5. 609 New St. – landscaping, gravel driveway

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6. 711 Queen St. - fencing

7. 11 pending

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

None

C. Other Items and Updates

i. Commissioner resignations and replacements.

Chair Bisbee reported on the two recent resignations and two new appointments.

ii. Annual Report to the SHPO

Staff Schelly reported that the annual report was filed to the SHPO on time. Some follow-up reports are needed. Schelly also indicated that the new commissioners will need to provide him with their resumes by November 2023.

9. COMMISSIONERS' COMMENTS:

None

10. ADJOURN:

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

Motion passed: Unanimously

The meeting was adjourned at 7:16 pm.

Minutes approved: _____, 2021

James Bisbee, Chair

Matthew Schelly, City Planner, HPC Secretary

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**Minutes of the
New Bern Historic Preservation Commission
May 18, 2022 – 5:30 P.M.**

The New Bern Historic Preservation Commission (HPC) held its regular meeting on Wednesday, May 18, 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
(5 needed for quorum)	Tripp Eure, Vice-Chair	Annette Stone
	Jim Bisbee	Candace Sullivan

Members Excused: Ellen Sheridan

Members Absent: John Blackwelder

A quorum was present.

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

City Attorney Present: Jaimee Mosley, Assistant City Attorney

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

2. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

No meeting minutes were available.

MOTION to waive reading the minutes: Commissioner Bisbee; 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. 823 Pollock St. – to include installation of a new, 6-foot-high, wood gate for the driveway in the Primary AVC.

Jon Behrendt, the property owner, was present and sworn for the hearing.

After a summary by HPC staff, opportunities for applicant, proponent, opponent, and government agency comments and rebuttals, recommendations by HPC staff, and board discussion, there was a:

MOTION by Commissioner Sullivan to find the application for a Certificate of Appropriateness for 823 Pollock 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:

Fences and Garden Walls

2.5.1

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2.5.2

Signs

2.8.2

Masonry

5.1.1

Metal

5.3.3

5.3.4

Paint

5.4.2

5.4.3

5.4.4

Findings of Fact, based on the information contained in the application, are:

1. The project is located in the *Tight Weave* development pattern;
2. The proposal is a garden wall modification and gate 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 application is not incongruous with the Guidelines.

Approval includes the following conditions:

- a. Any fastening for the gate structure to the existing brick and stone wall shall only be embedded into the mortar joints, not into the bricks or stones.
- b. The gate is to be painted white.
- c. Before installation, installers are to provide shop drawings of any installation structures to the Staff to determine if it needs to come to the HPC for review.

Commissioner Bisbee seconded the motion.

Motion passed unanimously.

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

Motion passed unanimously.

C. 226 New St. – to include installation of a shed in the Tertiary AVC.

Staff informed the Chair the applicants for this item were not yet present and usually in these situations the HPC moves the item to later on the agenda. See item F. below.

Chair Cox determined to move this application to later on the agenda.

D. 244 Middle St. and Pollock St., Middle St., and Craven St. Rights-of-Way – to include installation of cable access boxes flush with the surface of the sidewalk in the Primary AVC.

Chair Cox indicated she received a notification letter and requested to be recused from this hearing.

MOTION to recuse Chair Cox by Commissioner Sullivan; second by Commissioner Bisbee.

Motion passed unanimously. Chair Cox stepped down.

Marvin Williams, the City of New Bern Assistant City Manager, was present and sworn for the hearing.

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After a summary by HPC staff, opportunities for applicant, proponent, opponent, and government agency comments and rebuttals, recommendations by HPC staff, and board discussion, there was a:

MOTION by Commissioner Bisbee to find the application for a Certificate of Appropriateness for 244 Middle St. and Pollock St., Middle St., and Craven St. Rights-of-Way 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:

Utilities

2.3.3

2.3.4

Findings of Fact:

1. The project is in the *Dense Fabric* and *Tight Weave* development patterns;
2. The project is within the Primary 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 conditions:

- a. All hand hold boxes that are in paver areas are to be submerged under the pavers.
- b. Work on 244 Middle St. is to be handled as a Minor Work.

Commissioner Bryant seconded the motion.

Motion passed unanimously.

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

Motion passed unanimously.

Reseating Recused Commissioner

MOTION by Commissioner Bisbee to reseat Chair Cox; Second by Commissioner Bryant.

Motion passed unanimously. Chair Cox returned to the dais.

E. 407 Avenue D - to include installation of an accessory structure in the Tertiary AVC.

Jon Friesen, the owner's authorized representative, was present and sworn for the hearing.

After a summary by HPC staff, opportunities for applicant, proponent, opponent, and government agency comments and rebuttals, recommendations by HPC staff, and board discussion, there was a:

MOTION by Commissioner Stone to find the application for a Certificate of Appropriateness for 407 Avenue D 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

2.6.1

2.6.2

Design Principles

3.1.1

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3.1.2

Walls, Trim and Ornamentation

4.2.4

4.2.5

Windows, Doors and Openings

4.3.2

4.3.3

Paint

5.4.2

5.4.3

Contemporary Materials

5.5.1

5.5.2

5.5.3

5.5.6

Findings of Fact, based on the information contained in the application, are:

1. The property is a contributing property in the *Tight Weave* development pattern;
2. The project is within the Tertiary AVC;
3. All 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 Historic District Guidelines.

Approval includes the following condition:

- a. That the applicant has the choice to use a soffit or exposed rafters on a sufficient overhang for the roof.

Commissioner Broadway seconded the motion.

Motion passed unanimously.

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

Motion passed unanimously.

F. 226 New St. – to include installation of a shed in the Tertiary AVC.

The owner, nor their authorized representative, were present.

MOTION by Commissioner Stone to continue the application for 305 North Ave. until our next regularly scheduled hearing, which will occur on June 15, 2022, 5:30 pm in the City Hall Courtroom in order to hear evidence from the applicant.

Commissioner Sullivan seconded the motion.

Motion passed unanimously.

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

A. Awards Work Group Discussion

Chair Cox referred to the new, final version of the document. It is the result of a collaborative effort with representatives of the New Bern Historical Society and the New Bern Preservation Foundation.

5. GENERAL PUBLIC COMMENTS

None spoke.

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6. **NEW BUSINESS:**

None

7. **HPC ADMINISTRATOR'S REPORT**

A. **Report on CoAs Issued 04/13/2022 – 05/10/2022**

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

MAJORS, including AMENDMENTS:

1. 216 Johnson St. – fencing
2. 207 Pollock St. – stair removal, door closure, fencing
3. 411 Broad St. – patio, rear fence, windows, door, lighting
4. 509 Queen St. – infill house

MINORS:

1. 215 New St. – tree replacement
2. 424 Craven St. – tree replacement
3. 511 Metcalf St. – gutters
4. 609 New St. – driveway, landscaping
5. 610 New St. – hvac
6. 720 Pollock St. – paving, planting, fencing
7. 720 Pollock St. – tree replacement

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

None

C. **Other Items and Updates**

None

8. **COMMISSIONERS' COMMENTS:**

Commissioner Sullivan asked about upcoming ends of HPC Commissioners' terms and election of officers.

Staff Schelly provided information about how the process works for term endings, reappointments, and new appointments,

9. **ADJOURN:**

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

Motion passed unanimously

The meeting was adjourned at 7:30 pm.

Minutes approved: May 17, 2023

Jim Bisbee, Chair

Matthew Schelly, City Planner, HPC Secretary

Placeholder for Written Decisions for CoA
Approval of Application for:

✧ 719 E. Front St.

✧ 411 Broad St.

✧ 501 Metcalf St.

✧ 222 Middle St.



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: May 4, 2023
RE: Regular Meeting, **5:30 PM, Wednesday, May 17, 2023, in the Courtroom, Second Floor, City Hall, 303 Pollock St.**

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639-7501 NO LATER THAN 3 P.M. THE DATE OF THE MEETING

REGULAR MEETING AGENDA – 5:30 PM

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 - B. **305 North Ave.** – to include a new infill house. This application was continued from the previous Regular Meeting.

Everything comes together here.

- C. **100 Middle St. (Doubletree Hotel)** – to include reconstruction of the deck in the Tertiary AVC. This application has been withdrawn.
- D. **710 New St.** – to include demolition of a contributing structure and construction of a new infill house. This application was continued from the previous Regular Meeting.
- E. **521 Hancock St.** – to include fully enclosing lower and upper rear screened porches in the Primary and Secondary AVCs.
- F. **302 Avenue A** – to include removal of a metal shed and construction of a new garage 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:
 - A. **719 E. Front St.** – discussion about building setbacks in the flood hazard area.
- 8. HPC Administrator's Report:
 - A. Report on CoAs Issued 04/07/2023 – 05/03/2023
 - MAJORS:
 - 222 Middle St. – three windows, two doors
 - 411 Broad St. – rear pavilion addition
 - 501 Metcalf St. – rear porch replacement, front stairs and handrails, walkway, landscaping
 - 707 E. Front St. – trellis
 - 1 pending
 - MINORS:
 - 221 S. Front St. – transformer relocation
 - 218 E. Front St. - signage
 - About 6 pending, plus about 12 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

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.

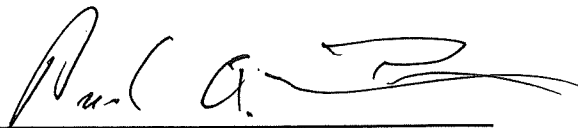
Please see Development Services Staff (Staff) prior to submittal for initial review of the application and advisement if additional information will be required before consideration at a Historic Preservation Commission hearing.

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.



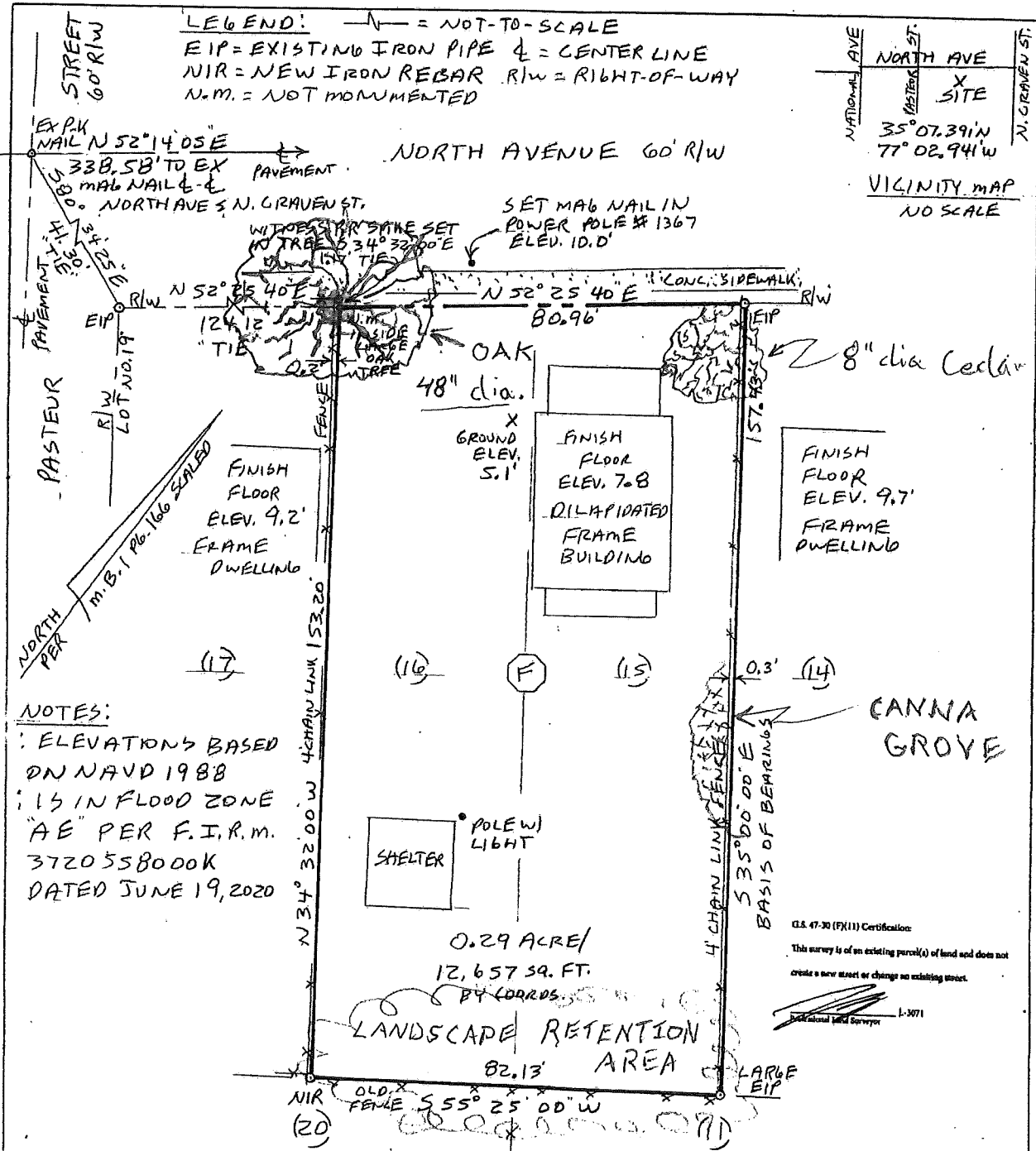
Signature of Applicant/Owner

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 plan 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 plan 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

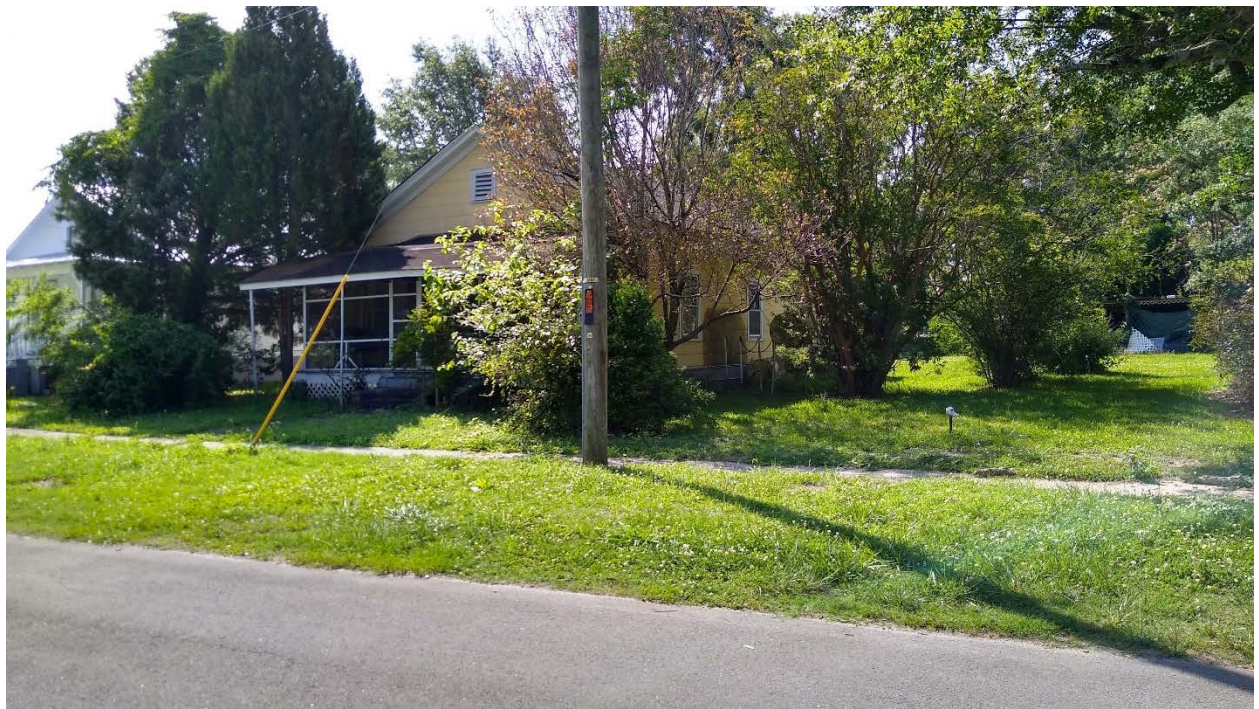
NEW BERN, TOWNSHIP NO. 8, CRAVEN COUNTY, N. CAROLINA

DATE: OCT. 31, 2022

SCALE: 1" = 20'

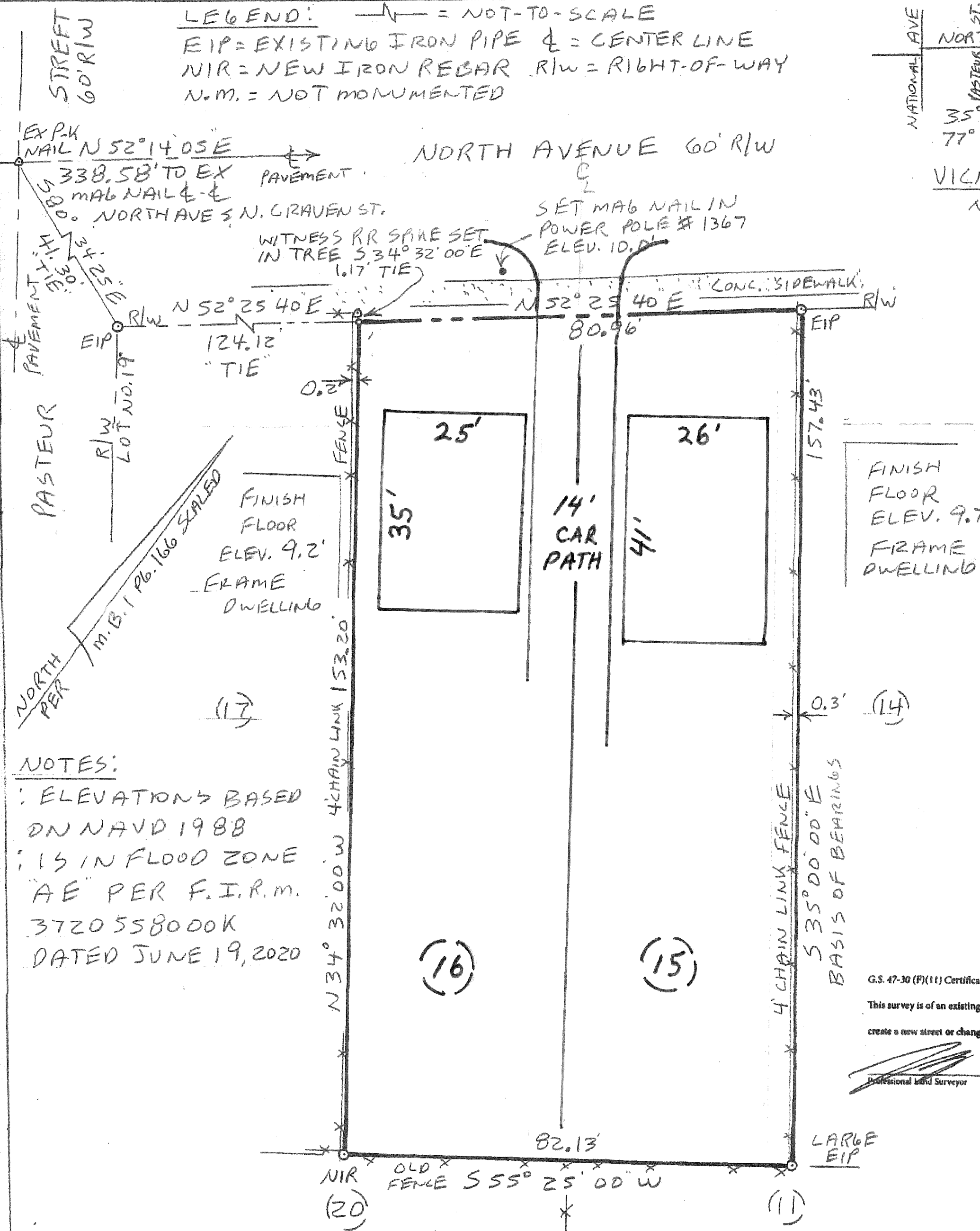
FILE NO: 220155

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





LEGEND: — = NOT-TO-SCALE
EIP = EXISTING IRON PIPE & = CENTER LINE
NIR = NEW IRON REBAR R/W = RIGHT-OF-WAY
N.M. = NOT MONUMENTED



NOTES:

ELEVATIONS BASED ON NAVD 1988
IS IN FLOOD ZONE "AE" PER F.I.R.M. 372055800K
DATED JUNE 19, 2020

G.S. 47-30 (F)(11) Certificate

This survey is of an existing

create a new street or change

Professional Land Surveyor

ADDRESS: 305 NORTH A
REF: COVERING DEED
P6. 529, LOTS 15 & 16, B
"EXTENSION TO RIVERS
BOOK 1 P6. 166 CRAVEN CO
PARCEL ID: B-016-107

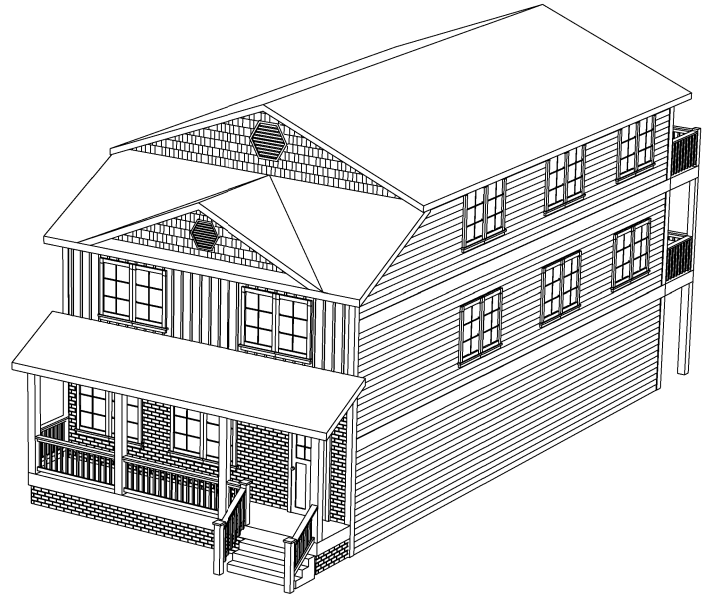
SURVEY FOR:



1 FRONT ELEVATION
SCALE: 1/4"=1'-0"

SIDING, ROOF, WINDOW
ETC. CONCEPTS
SHOWN

FINAL CHOICES TBD TO
ADHERE TO HISTORIC
PRESERVATION GUIDELINES



2 PERSPECTIVE
SCALE: NTS

NOTE:
FRONT PORCH AESTHETICS ADHERE
TO TRADITIONAL HOME
CONSTRUCTION APPROACH

2
1.02
FRONT DOOR OPENS
TO UNCONDITIONED FOYER
CONTAINING STAIRCASE TO FIRST
FLOOR INHABITED AREA ABOVE
STORM SURGE LEVEL

FRONT PORCH
HEIGHT TO
MATCH THAT
OF FORMER
DWELLING

Client:
PAUL & KAREN
FREEMAN

☐ The submittal materials
are APPROVED AS
PRESENTED.
☐ The submittal materials
are APPROVED WITH
THE PROVIDED
NOTATIONS.
☐ The submittal materials
NEED THE ATTACHED
CLARIFICATION AND
MUST BE RESUBMITTED.

Signed: _____

Date: _____

Project
Title:
PROPOSED 2-STORY
HOME CONCEPT
305 (A&B) North Avenue,
New Bern, NC 28560

A.F. DESIGNS
15804 27TH AVE NE | SHORELINE, WA 98155
(703) 346-7433

Sheet
Title:
FRONT ELEVATION

Drawn
By: A. FREEMAN

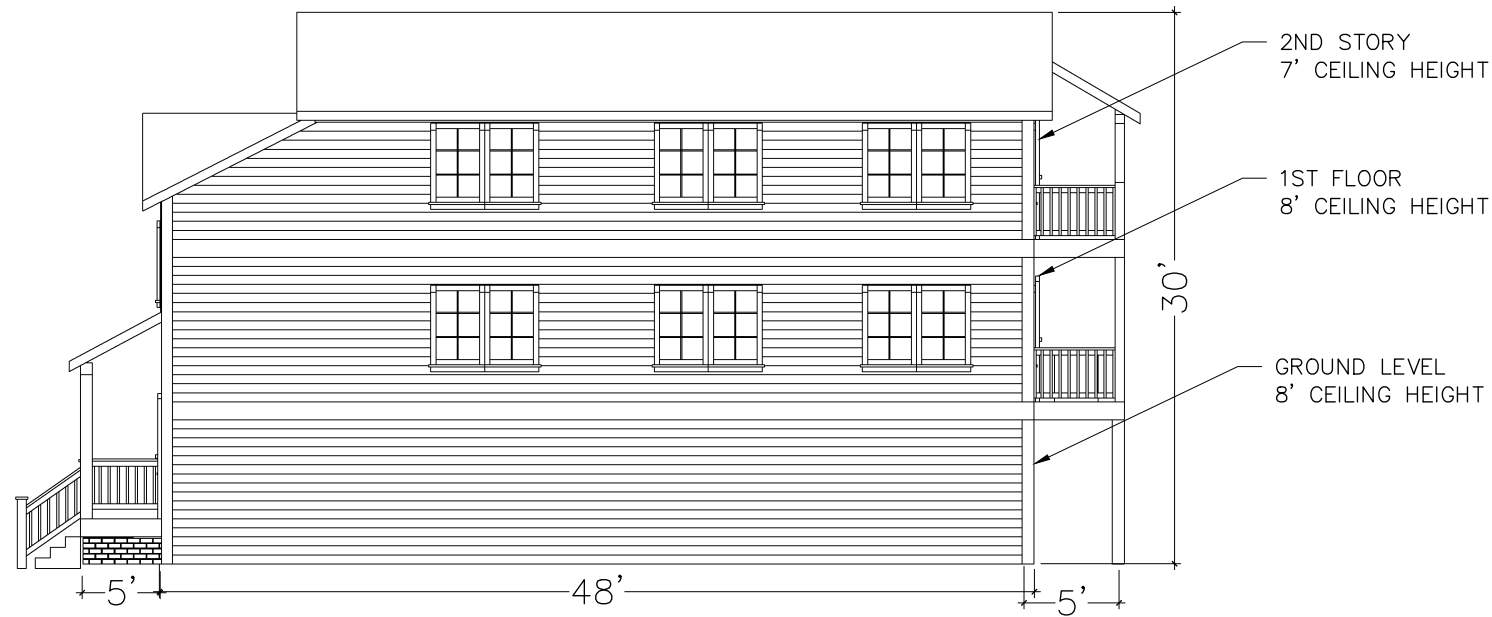
Date:
4/16/23

Rev
Date:

Proj ID#:

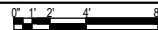
1.01

D.D.



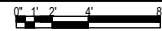
1 RIGHT ELEVATION

SCALE: 3/32"=1'-0"



2 RIGHT ELEVATION - FOYER AND GROUND LEVEL DETAILS

SCALE: 3/32"=1'-0"



Client:
PAUL & KAREN
FREEMAN

☐ The submittal materials
are APPROVED AS
PRESENTED.

☐ The submittal materials
are APPROVED WITH
THE PROVIDED
NOTATIONS.

☐ The submittal materials
NEED THE ATTACHED
CLARIFICATION AND
MUST BE RESUBMITTED.

Signed: _____

Date: _____

PROPOSED 2-STORY
HOME CONCEPT
305 (A&B) North Avenue,
New Bern, NC 28560

Project
Title:

A.F. DESIGNS
15804 27TH AVE NE | SHORELINE, WA 98155
(703) 346-7433

Sheet
Title:

FRONT ELEVATION

Drawn
By: A. FREEMAN

Date:
4/16/23

Rev
Date:

D.D.

Proj ID#:

1.02



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)

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- 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): 521 Hancock St., (corner of Hancock & Johnson) Coor-Cook House ca. 1790; ca. 1822; enlarged ca. 1850; moved in 1981			
Property Owner Name(s): Matt & Jessica Conard	Owner Mailing Address: 521 Hancock St. New Bern, NC 28560	Phone #s: 919-618-1562 (C)	Email: jessica.conard@gmail.com
Applicant Name (if different): Lucien Vaughn Tarheel Associates, Inc.	Applicant Mailing Address: P.O. Box 12666 New Bern, NC 28561	Phone #s: 252-633-6452	Email: lucien@tarheelassociates.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) <div style="text-align: center;">See Attached</div> <div style="text-align: right;">Continued on additional sheet or attached brochure <input checked="" type="checkbox"/></div>
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III. Additional Information Provided: (See "CoA Instructions" for more detail)

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- ☒ Site plan (with annotated notes showing existing site and requested work)
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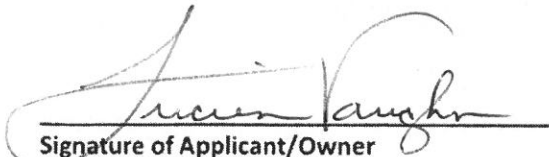
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- ☒ I am acting on behalf of the owner of the property and have attached the notarized authorization form indicating the owner(s) consent to represent them for this application.

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- ◆ 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

5/3/2023

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 Madam:

I am the owner of the property located at:

521 Hancock St.

(address, city, zip code)

I hereby authorize Lucien Vaughn w/Tarheel Associates, Inc. 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:

521 Hancock St.

Phone 919-618-1562

Jessica Conard

Owner's Signature

Jessica Conard

Print Name

4-19-2023

Date

Sworn to and subscribed before me this 19th day of APRIL, 2023.

Amy E Tattersall
Notary Public:

My commission expires:

SEPT. 25, 2026

AMY E TATTERSALL
NOTARY PUBLIC
CRAVEN COUNTY, NC
My Commission Expires 9-25-2026

521 Hancock St. – Photos from Applicant, 2023-05-09



of his lot, where this house stood, to his niece, Sarah Groenendyke. No mention of the house or property appears in the records again until 1815, when Sarah wrote her will in which she instructed her executors, if necessary, to "sell and dispose of the new House, and Kitchen erected by my uncle the late James Coor and which has never been finished." Thus, both the house and kitchen had been begun by Coor before he died in 1796. The house was likewise referred to as unfinished in the 1817 Town Taxables list.

It was apparently still unfinished when it was purchased in 1822 by Major Cook for only \$1,200. Very strong stylistic similarities between the fine Federal woodwork seen here and that in the ca. 1820 John R. Green house and the ca. 1822 Frazier-Mayhew house would indicate that the house was finished almost immediately after Cook purchased it. He married Mary Jarvis in 1825, and had moved to Alabama by 1834 when he sold the house to Charles Slover, a wealthy merchant who sold it in 1850 after he had moved to his new brick mansion on Johnson Street. George S. Stevenson, a prominent young attorney, bought the property in 1859. After his death in 1861, the house passed to Stevenson's son, George. From 1935 until 1976, it was owned by Ben O. Jones.



Coor-Cook House and its later Greek Revival office.

Coor-Cook House

521 Hancock Street

ca. 1790; ca. 1822; enlarged ca. 1850; moved in 1981

The earliest section of the Coor-Cook house, which was built prior to 1796 and left unfinished, was completed in the early 1820s with stylish Federal interior woodwork. It was subsequently enlarged ca. 1850 with a two-story side addition and a handsome front porch executed in the Greek Revival style. James Coor, a New Bern house-builder and real estate speculator with an active interest in local politics, had earlier been responsible for the construction of the ca. 1770 Coor-Gaston house on the northern half of his large Craven Street lot. In 1794, only two years before his death, Coor deeded the southern half

In 1981, proposed expansion of the Craven County Courthouse and jail complex threatened this important structure. As a last resort, it was moved from its significant original site to its present site in 1981 by the New Bern Preservation Foundation. While the Coor-Cook house stood on its Craven Street site, its urban gable-front form echoed that of its more sophisticated Georgian-style neighbor, the Coor-Gaston house. Standing together, these houses reflected the unchanging outlook of their builder, James Coor, who modelled the Coor-Cook house after its earlier predecessor, the Coor-Gaston house.

The two-and-a-half story house follows a side-hall plan, with a large central chimney dividing the principal rooms. Its exterior is simply finished with beaded weatherboarding, a molded box cornice with diminutive returns, and six-over-six sash in all window openings. The Greek Revival side addition, probably built ca. 1850, has a low

hipped roof and typical broad corner pilasters with caps. The ell formed by this addition contains a well-detailed porch of the same period, supported by massive square posts having round-headed panels and a delicate sheaf-of-wheat railing. It shelters the side entrance with a crossetted surround similar to those inside the addition. The early section of the house originally stood on a traditional full basement of marl capped by brick.



Coor-Cook House and office on original Craven Street site, photograph ca. 1863. *University of North Carolina - North Carolina Collection.*

The Federal interior woodwork ranks among the finest in New Bern. The handsome transverse-landing stair has waveform brackets and a molded mahogany handrail terminating in a full volute; the latter is characteristic of the best work of the period. The most elaborately finished room, located at the front on the first floor, is finished with flat-panel wainscoting, a chair-rail with guilloche ornament, a modillion cornice with both rope molding and a dentil course, and a most sophisticated mantel with sunbursts, fluted pilasters, a guilloche band on the shelf edge, and King of Prussia-type marble facings. The remaining rooms have simpler finishes, in accordance with their rank within the house. At the second floor, the front room originally extended the full width of the house; it may have served either as a fashionable drawing room or a spacious bedchamber. Its finishes are simple, with the exception of the plaster cornice with unusual cast plaster frieze ornamentation.

A Federal-period well-head, the only one in New Bern known to the author, was discovered in the yard just prior to the moving of the Coor-Cook house. It consisted of a small rectangular well opening surrounded by a larger rectangle of brick pavers, mitered at the corners and edged by slate curbing.

5/17/2023

PROJECT: Conard Residence
Convert existing 1st and 2nd floor rear porches into kitchen and bedroom
521 Hancock St.

Description of Work

- **Exterior alterations to contributing structure in Tertiary AVC and Secondary AVC**
 - Convert existing 1st floor rear porch into kitchen
 - Convert existing 2nd floor rear porch into a bedroom
 - Add new side entrance/stoop w/roof

Existing components to REMAIN AS IS:

- Roof
- Fascia/soffit
- Gutter/downspouts
- Porch posts (structural portion)
- Porch beams (structural portion)
- Foundation brick
- Foundation vents
- Shrubbery
- Brick walkway
- Historic corner boards
- Rear twin window w/1¼" wide muntins

Existing components to be RE-LOCATED:

- Rear kitchen window (1) (European casement) (inside 1st floor porch)

Existing components to be DISPOSED:

- Screening/screen door
- Porch framing (except structural posts and beams)
- Porch steps/railing

Existing components to be SALVAGED:

- Rear windows (4) (inside 2nd floor porch)
- Rear french door w/1¼" wide muntins (inside 1st floor porch)
- Rear french door w/1¼" wide muntins (inside 2nd floor porch)

PROJECT: Conard Residence
Convert existing 1st and 2nd floor rear porches into kitchen and bedroom
521 Hancock St.

List of Materials

- **Exterior windows**

- Wood double-hung windows. 6/6 Lite. SDL $\frac{5}{8}$ " wide muntins (to match existing historic) windows. Clear IG glazing

NOTE: Window sills to be 2" thick pressure-treated wood (to match existing historic window sills)

- **Exterior door**

- Wood french door. 15 lite. SDL $\frac{5}{8}$ " wide muntins (to match the existing historic doors). Clear IG glazing.

- **Siding**

- Wood 1 x 6 beaded siding (to match existing siding)

- **Band/Fascia/Soffit/Casings/Frieze**

- Wood (to match existing)

- **Side Stoop Framing**

- Pressure-treated wood materials (to be painted)

- **Side Stoop Landing**

- Pressure-treated wood decking (to be painted)

- **Side Stoop Railing/Posts**

- Pressure-treated wood materials (to be painted)

- **Side Stoop Foundation Screen**

- Pressure-treated wood lattice (to be painted) (to match existing)

5/17/2023

PROJECT: Conard Residence
Convert existing 1st and 2nd floor rear porches into kitchen and bedroom
521 Hancock St.

- **Side Stoop Metal Roofing**

- Resibond (old terne) 16" wide panels. 1" hand-crimped seams. Painted black (to match existing).

- **Shutters**

- Wood louvered operable shutters. Hinges and holdback. (shutters and hardware to match existing shutters)

- **Storm Windows**

- White aluminum storm windows. clear glazing. (to match existing)

PROJECT: Conard Residence
Convert existing 1st and 2nd floor rear porches into kitchen and bedroom
521 Hancock St.

Historic District Guidelines

Guidelines for Walls, Trim, and Ornamentation

- 4.2.1 Adhere to Guidelines for retention of historic fabric when altering wall components.
- 4.2.2 It is not appropriate to introduce trim or ornamentation to a contributing structure without documentary evidence that such elements historically existed.
- 4.2.3 It is not appropriate to cover wood siding, trim and ornamentation with a contemporary material on a contributing structure.
- 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.

Guidelines for 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 planes.
- 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.
- 4.3.5 Tinted glazing is not appropriate in historic windows.

PROJECT: Conard Residence
Convert existing 1st and 2nd floor rear porches into kitchen and bedroom
521 Hancock St.

Guidelines for Roofs

- 4.5.1 Adhere to Guidelines for retention of historic fabric when altering roof components.
- 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.

Guidelines for 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.

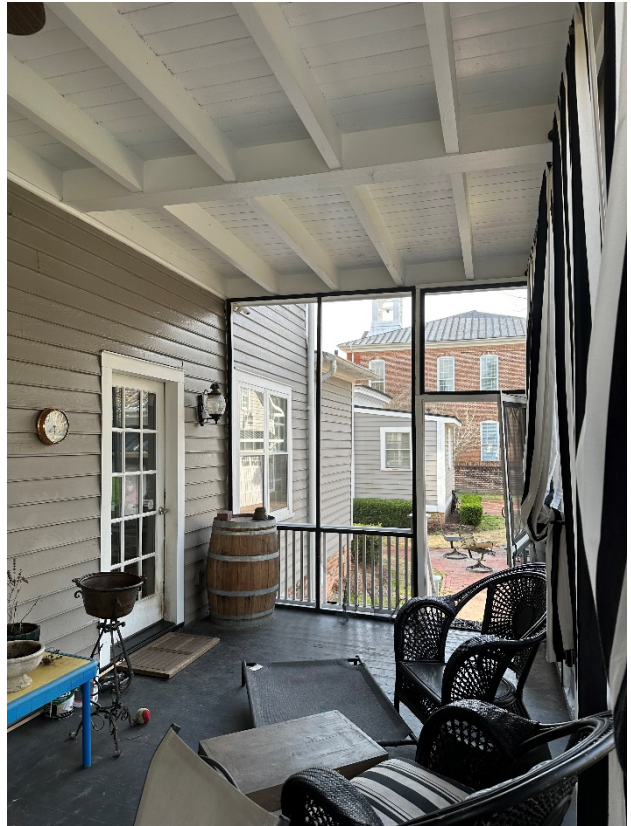
Guidelines for Paint

- 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.









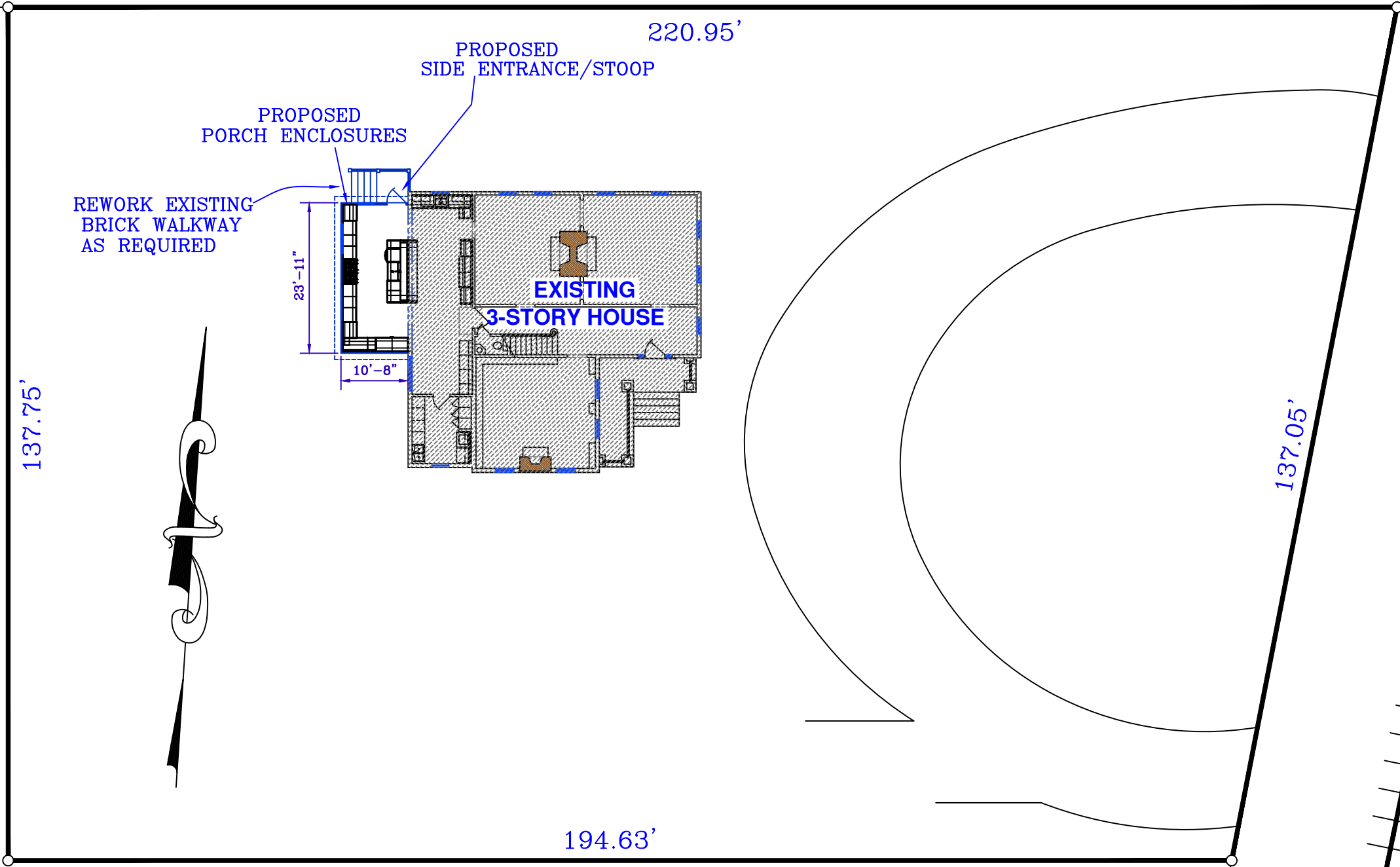


Second Floor Porch:



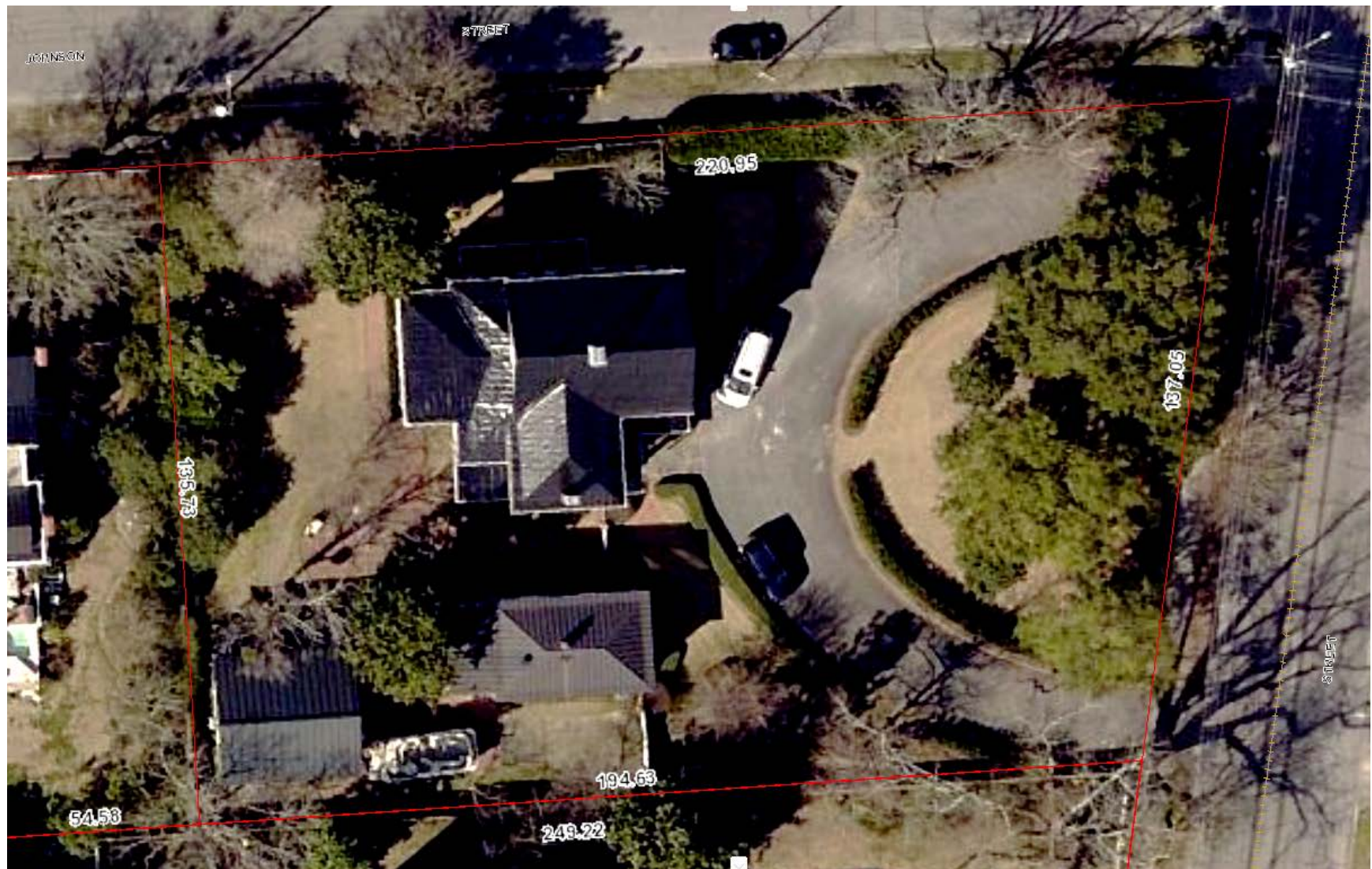


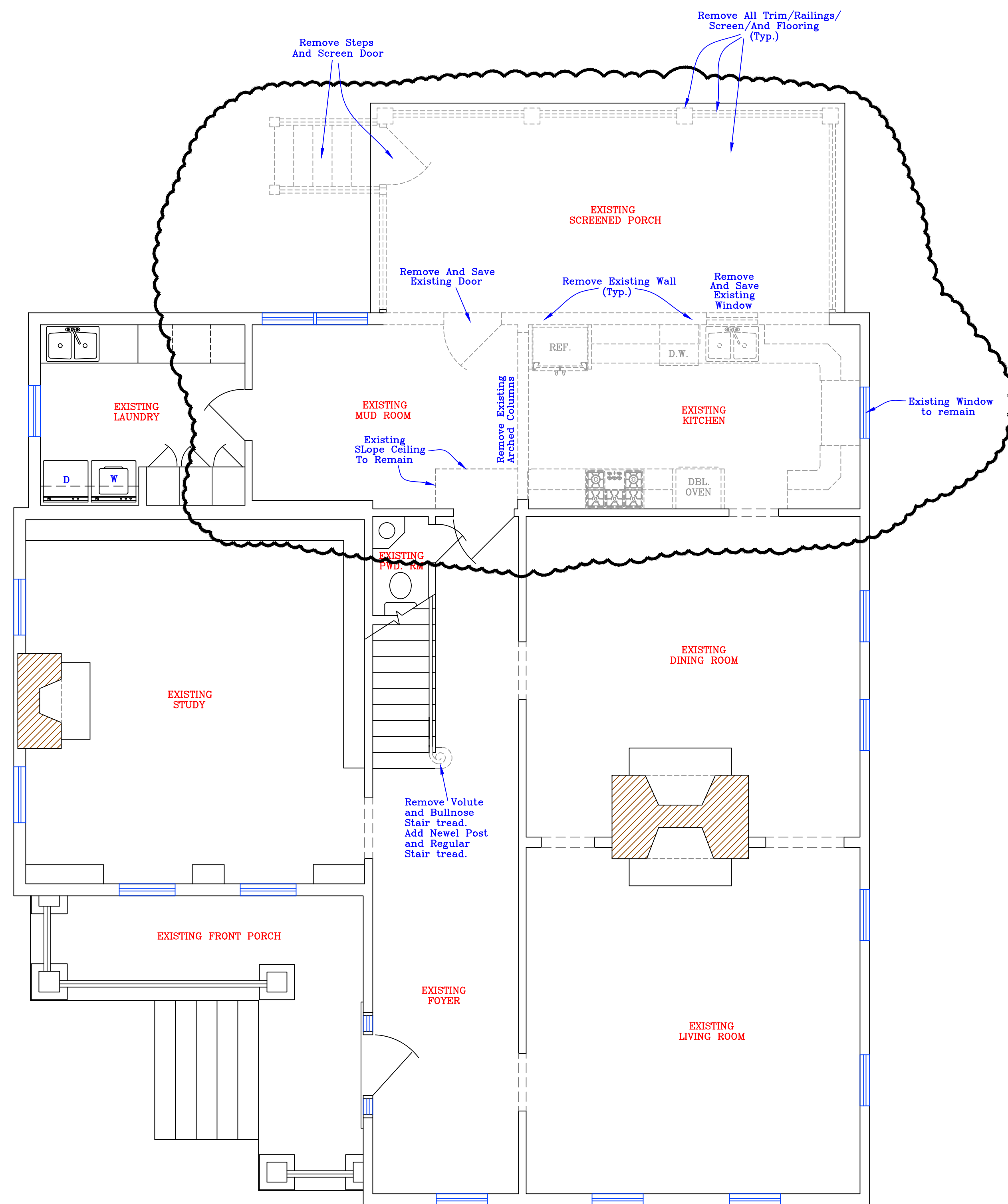
JOHNSON STREET



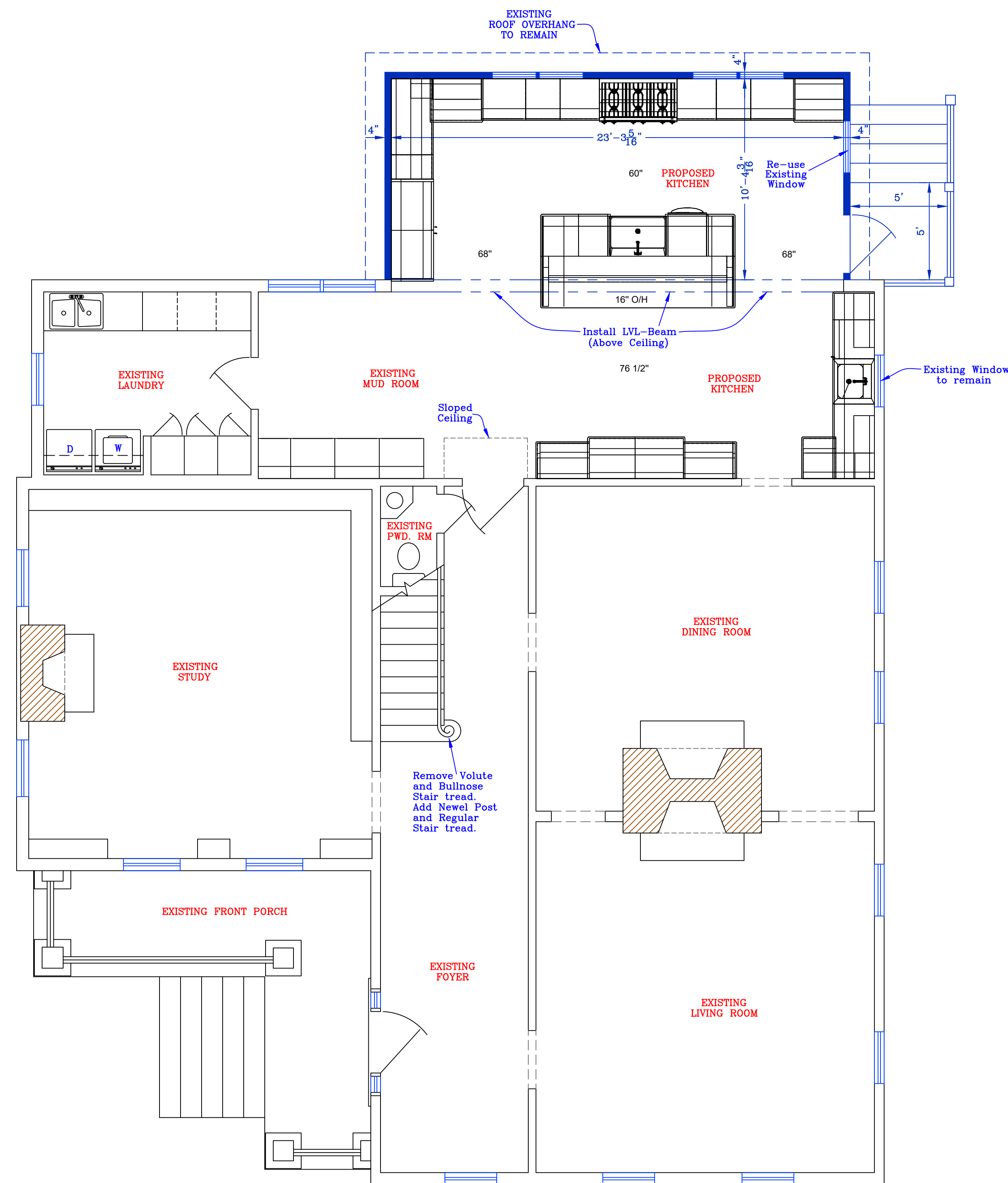
HANCOCK STREET

521 Hancock St. – Aerial View from Craven County GIS, 2023-05-02





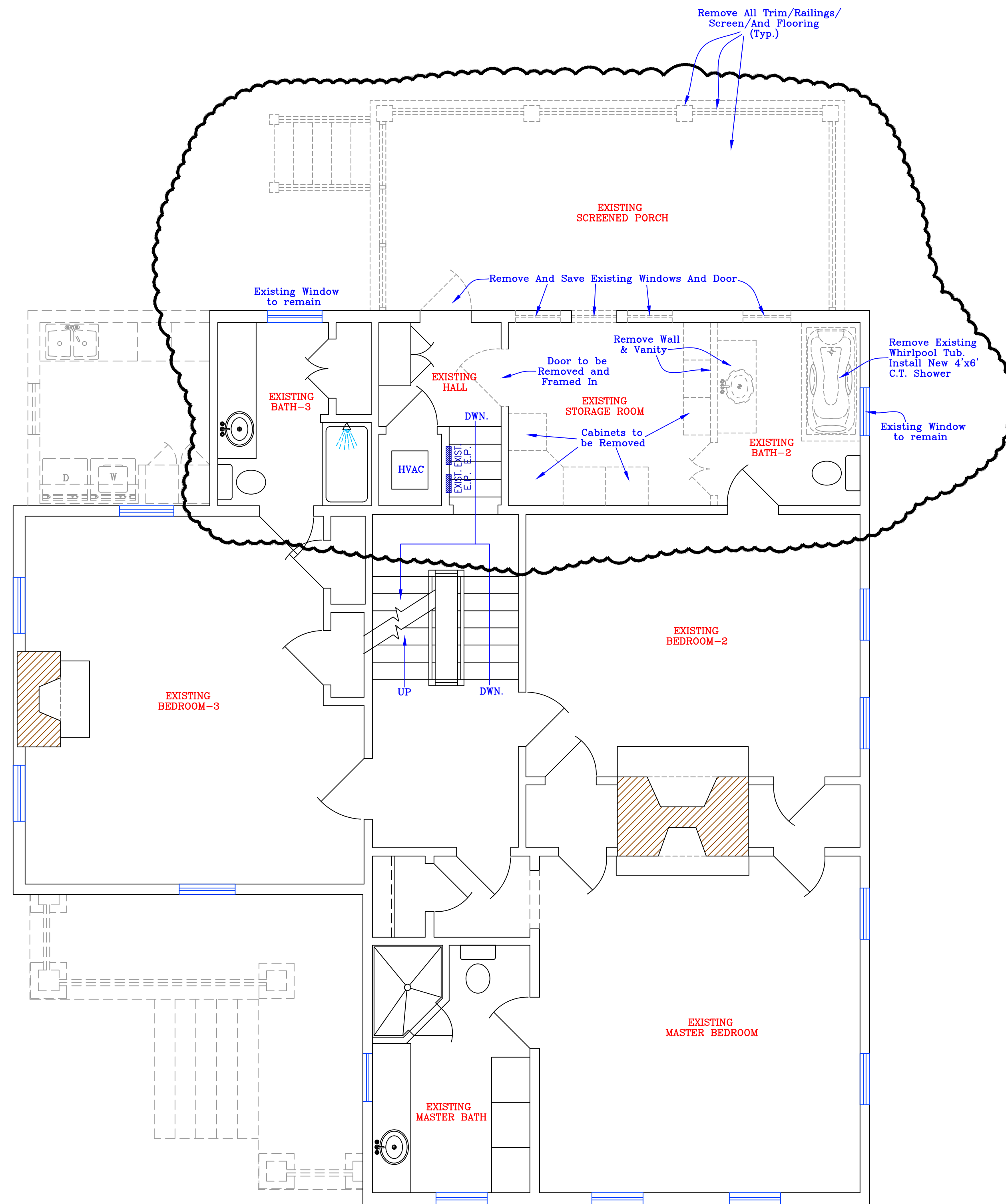
FIRST FLOOR DEMO PLAN
SCALE - 1/4" = 1'-0"



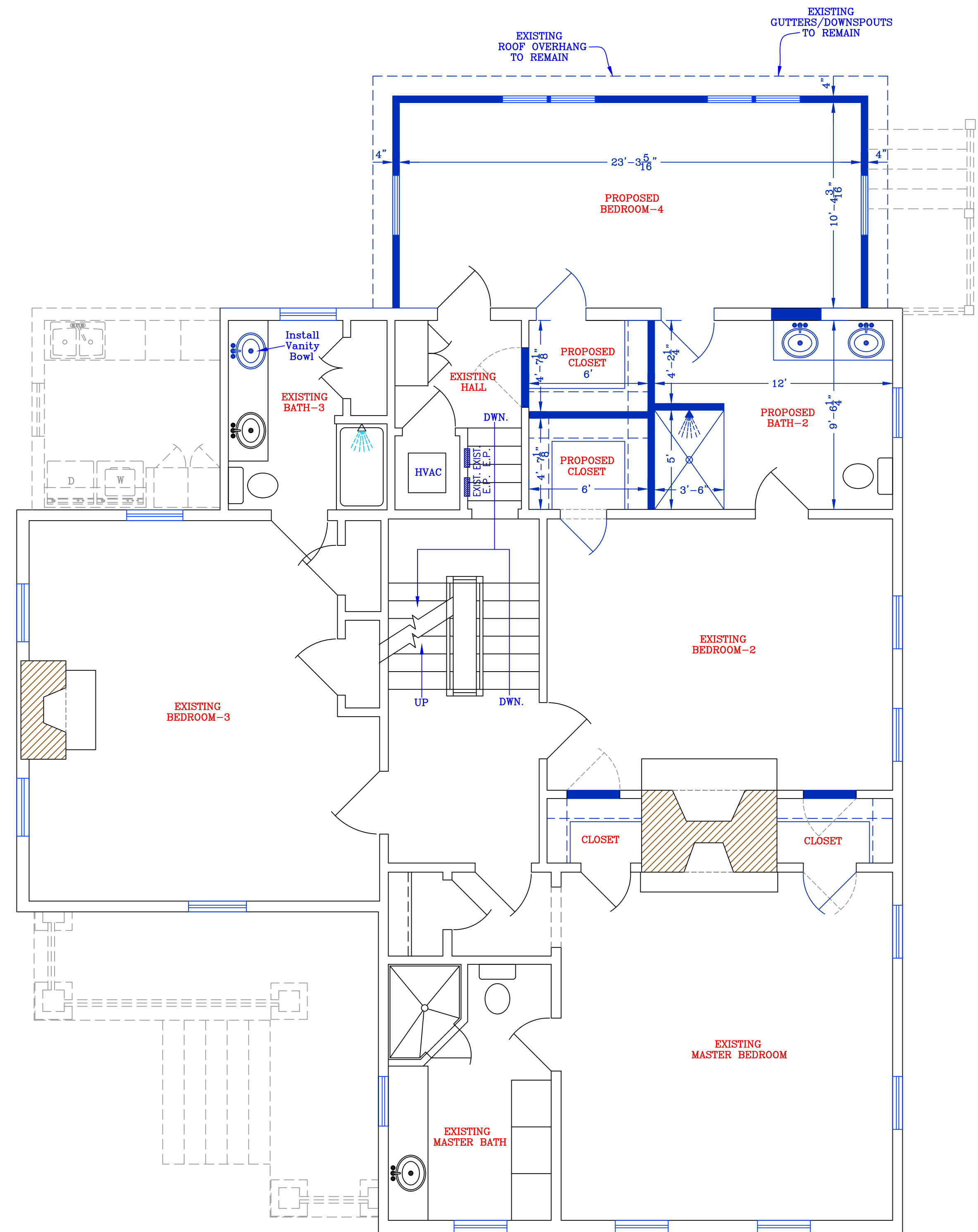
PROPOSED FIRST FLOOR PLAN
SCALE - 1/4" = 1'-0"

LEGEND

- EXISTING WALLS
- NEW WALLS
- WALLS TO BE DELETED



SECOND FLOOR DEMO PLAN
SCALE - 1/4"=1'-0"



PROPOSED SECOND FLOOR PLAN
SCALE - 1/4"=1'-0"

LEGEND

- EXISTING WALLS
- NEW WALLS
- WALLS TO BE DELETED




SCALE: 1/4"=1'-0" DATE: 5-17-2023 DRAWN BY: T.E.CREDLE

THE CONARD RESIDENCE
NEW BERN, N.C.

DRAWING NUMBER

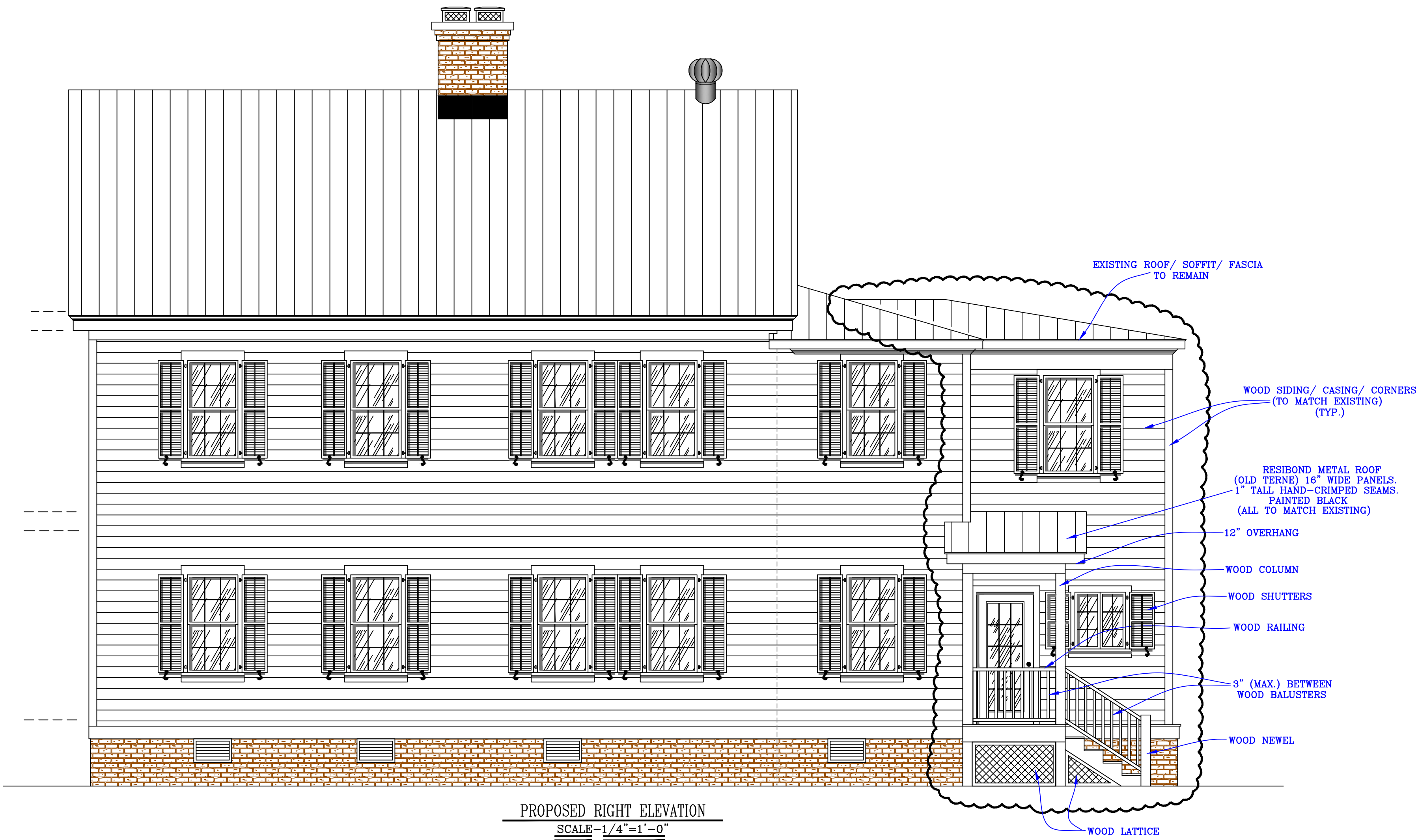


EXISTING FRONT ELEVATION
SCALE-1/4"=1'-0"

 TARHEELASSOCIATES BUILDING CONTRACTORS		
SCALE: 1/4"=1'-0"	DATE: 5-17-2023	DRAWN BY: T.E.CREDLE
THE CONARD RESIDENCE NEW BERN, N.C.		
		DRAWING NUMBER



EXISTING RIGHT ELEVATION
SCALE-1/4"=1'-0"



PROPOSED RIGHT ELEVATION
SCALE-1/4"=1'-0"



EXISTING REAR ELEVATION
SCALE-1/4"=1'-0"



PROPOSED REAR ELEVATION
SCALE-1/4"=1'-0"



SCALE: 1/4"=1'-0"	DATE: 5-17-2023	DRAWN BY: T.E.CREDLE
THE CONARD RESIDENCE NEW BERN, N.C.		
DRAWING NUMBER		



EXISTING LEFT ELEVATION
SCALE-1/4"=1'-0"



PROPOSED LEFT ELEVATION
SCALE-1/4"=1'-0"



SCALE: 1/4"=1'-0" DATE: 5-17-2023 DRAWN BY: T.E.CREDLE

THE CONARD RESIDENCE
NEW BERN, N.C.

DRAWING NUMBER



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: 521 Hancock St. – to include fully enclosing lower and upper rear screened porches 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 – May 17, 2023

Applicant: Matt & Jessica Conard/Lucien Vaughn, Tarheel Associates, Inc.

Owner's Address: 521 Hancock St., New Bern

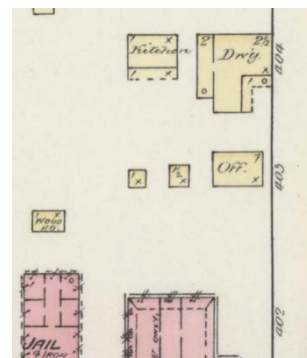
Project Address: 521 Hancock St., New Bern

Historic Property Name: Coor-Cook House, ca. 1790/1822/1850/1981

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

NR Inventory Description (2003): Moved from 411-415 Craven Street in 1981. Two-and-a-half stories; L-plan; four bays wide; gable and hip roofs; interior chimneys..

Sandbeck Description (1988): "... It was subsequently enlarged ca. 1850 with a two-story side addition and a handsome front porch ..." [This is apparently the addition on the "left" or south side of the house since it is the only ell showing in the 1888 Sanborn map, right.] "... Its exterior is simply finished with beaded weather-boarding, a molded box cornice with diminutive returns, and six-over-six sash in all window openings. ..."



521 Hancock St. - to include fully enclosing lower and upper rear screened porches in the Primary and Secondary AVCs.

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

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.

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.

Walls, Trim, and Ornamentation

- 4.2.1 Adhere to Guidelines for retention of historic fabric when altering wall components.
- 4.2.2 It is not appropriate to introduce trim or ornamentation to a contributing structure without documentary evidence that such elements historically existed.
- 4.2.3 It is not appropriate to cover wood siding, trim and ornamentation with a contemporary material on a contributing structure.
- 4.2.4 Incorporate wood trims and articulate masonry appropriately for the application.

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – May 17, 2023

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.
- 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.
- 4.3.5 Tinted, opaque, and reflective glazing is not appropriate in historic windows.
- 4.3.6 Install storm windows and storm doors that do not obscure architectural detailing and trim. Proportion storm window sashes to align with window sashes. Proportion storm door stiles and rails to align with door stiles and rails.

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

- 4.5.1 Adhere to Guidelines for retention of historic fabric when altering roof components.
- 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.

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

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 modifications to a contributing structure within the Primary and Secondary AVCs;

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – May 17, 2023

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 fully enclosing lower and upper rear screened porches in the Primary and Secondary AVCs.

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):

Property Owner Name(s):	Owner Mailing Address:	Phone #s:	Email:
Applicant Name (if different):	Applicant Mailing Address:	Phone #s:	Email:

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

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

Continued on additional sheet or attached brochure ☐

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

Continued on additional sheet or attached brochure ☐

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

Continued on additional sheet or attached brochure ☐

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

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

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

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

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

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

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

Matthew Halton

Signature of Applicant/Owner

Date

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

CoA Application – HALTON 302 Avenue A (Garage)
Supplemental Information

302 Avenue A – Current Project Pictures (2 May 2023)

Rear of home



N. Craven Street View



N. Craven St



Corner of Ave A and N. Craven Street

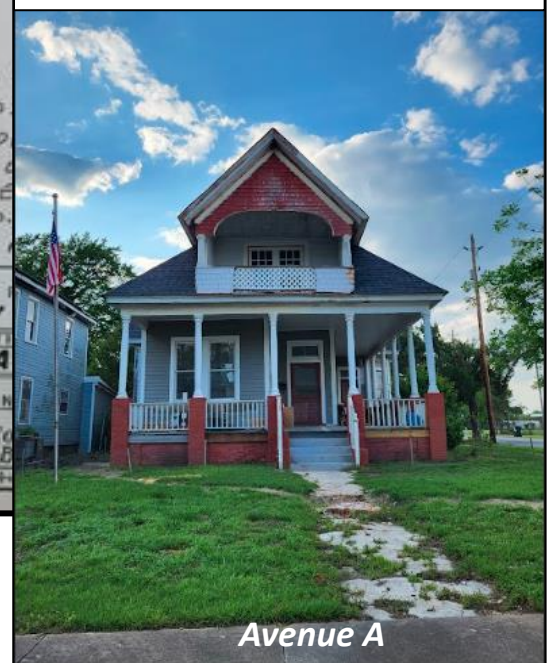


N. Craven St

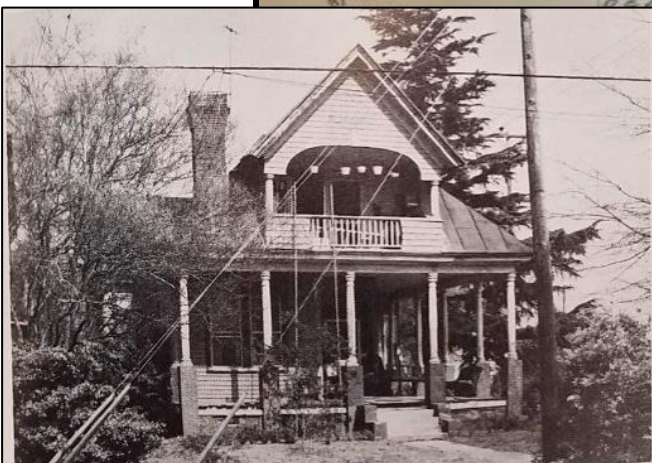
Avenue A View



Avenue A View



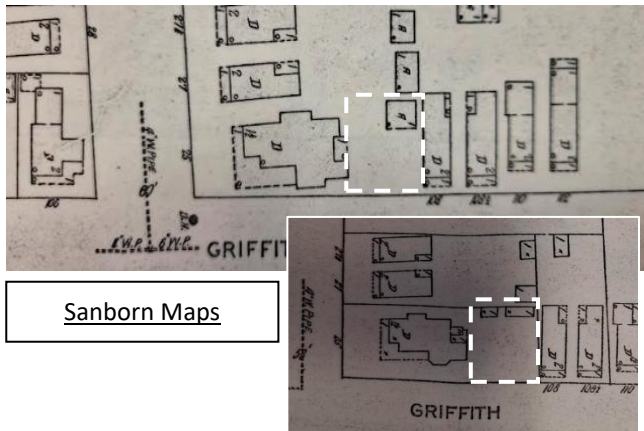
Avenue A



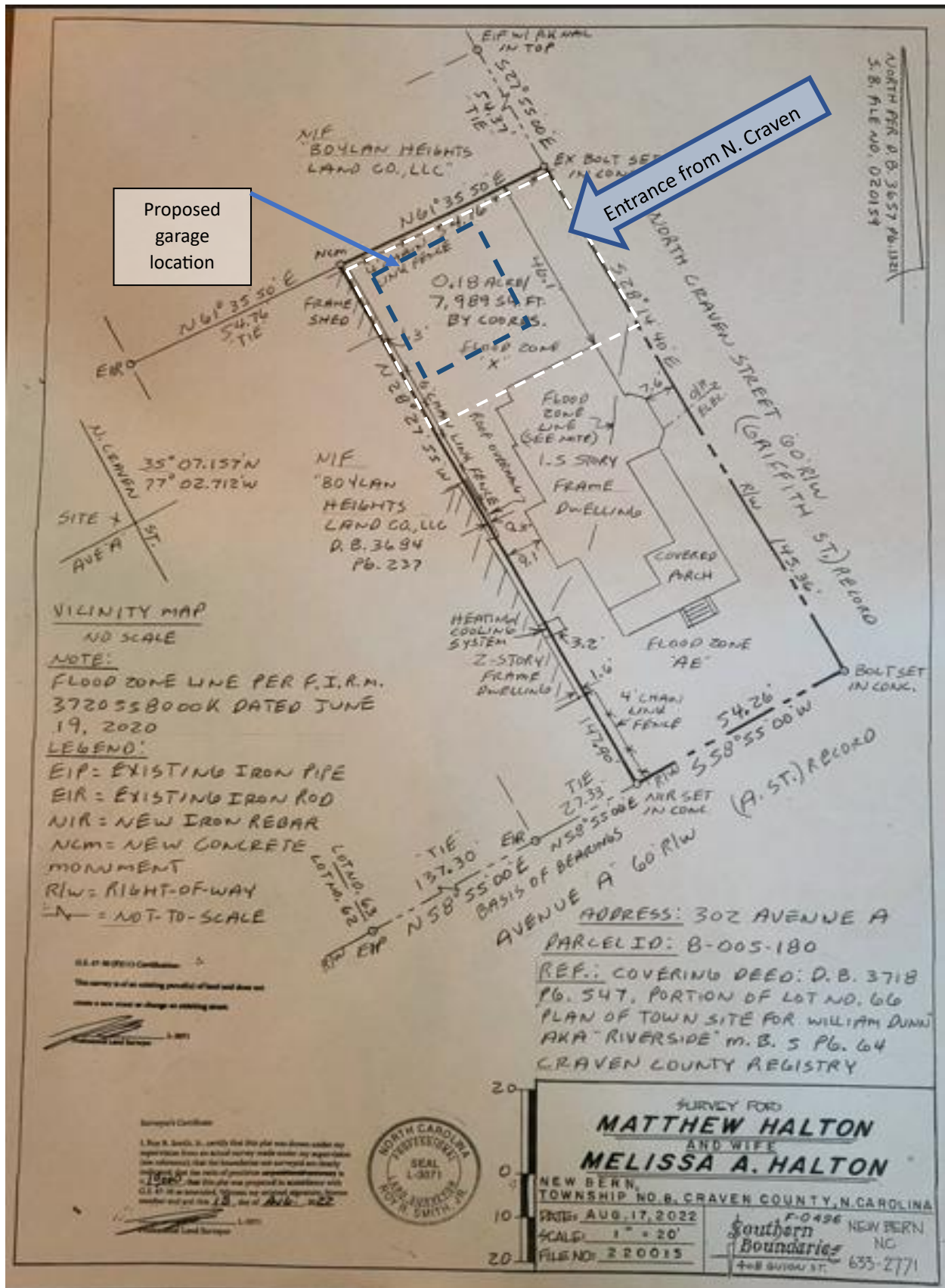
A. M. Baker House, 302 Avenue A, built ca. 1897 for A. M. Baker and purchased in 1910 by John H. Crabtree.

CoA Application – HALTON 302 Avenue A (Garage)
Supplemental Information

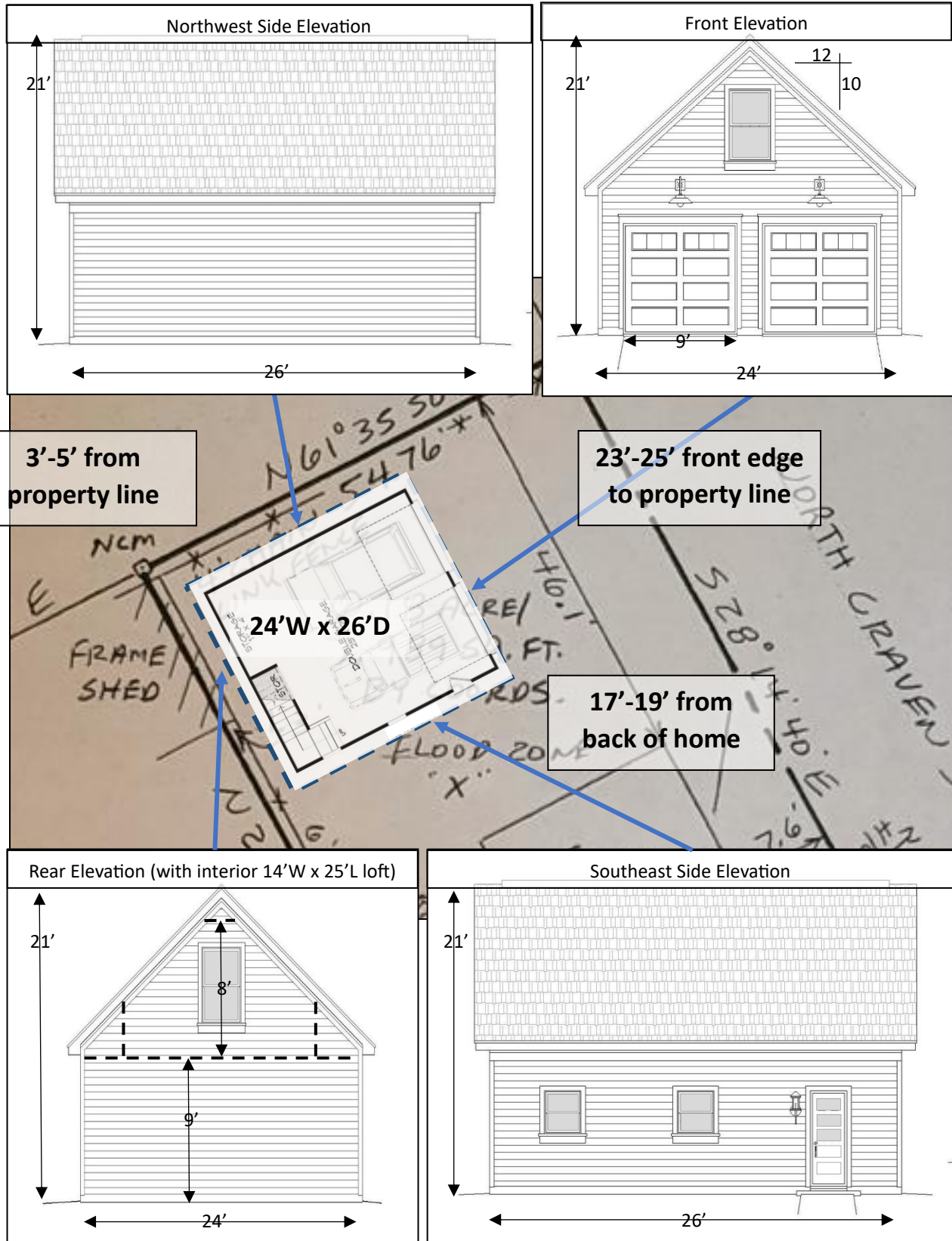
Historic and current reference points 302 Avenue A



CoA Application – HALTON 302 Avenue A (Garage)
Supplemental Information

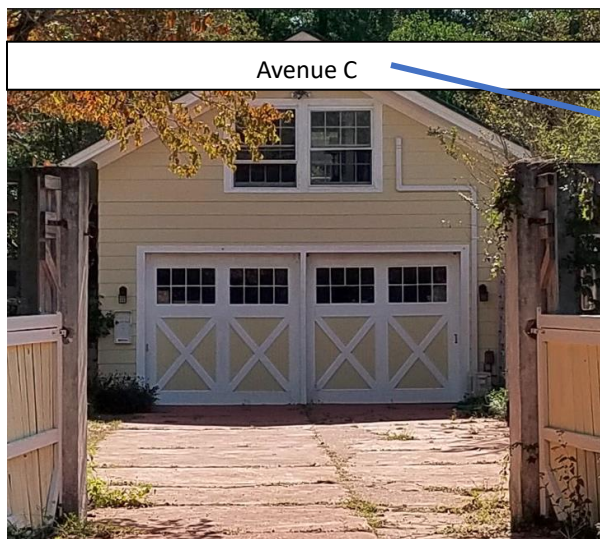
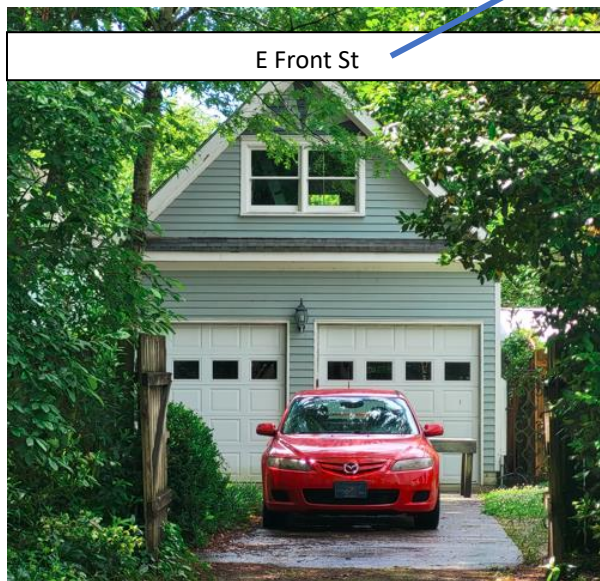


CoA Application – HALTON 302 Avenue A (Garage)
Supplemental Information



CoA Application – HALTON 302 Avenue A (Garage)
Supplemental Information

Similar Historic District Examples



Detailed New Bern Historic Guidelines (by Chapter/COA Application Sect II)

2. Site and Setting (In congruence)

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.

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.

2.3.3 Install utilities underground when possible to minimize visual clutter. Use mechanical methods to bore beneath landscaping, sidewalks, drives and fences.

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.

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.

2.7.3 It is not appropriate to incorporate off street parking in the Primary AVC within the dense fabric development pattern. In addition, it is not appropriate to locate parking lots on corners within the historic districts.

2.7.4 Contain loose paving materials within masonry, concrete, steel, or similar types of fixed edging. It is not appropriate to use contemporary drive and parking edging materials such as landscape timbers or plastic borders.

3. Design Attributes (In congruence)

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.

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.

4. Design components (In congruence)

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

4.2.1 Adhere to Guidelines for retention of historic fabric when altering wall components.

4.2.2 It is not appropriate to introduce trim or ornamentation to a contributing structure without documentary evidence that such elements historically existed.

4.2.3 It is not appropriate to cover wood siding, trim and ornamentation with a contemporary material on a contributing structure.

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.

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.

4.4.1 Adhere to Guidelines for retention of historic fabric when altering entrance components.

4.4.2 Reconstruct entrances and porches based on documentary evidence of the original configuration. Add architectural ornamentation when there is historical evidence of such features.

4.4.3 Recess entrances within the dense fabric development pattern where the facade aligns with the front property line. Incorporate traditional facade elements such as storefront cornices, transoms, display windows and bulkheads.

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.

4.5.1 Adhere to Guidelines for retention of historic fabric when altering roof components.

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

5. Materials (In congruence)

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

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.

5.1.4 Select mortar with appropriate strength properties for masonry units involved. A commonly used mix for softer, historic masonry is one-part portland cement, two parts hydrated lime and nine parts sand.

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.

5.1.6 It is not appropriate to use water repellants or sealers on masonry because these treatments often trap moisture and accelerate spalling.

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.

5.4.1 Adhere to Guidelines for retention of historic fabric when altering painted materials.

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.

5.4.6 It is not appropriate to apply paint, water repellent or sealant coatings to unpainted surfaces such as masonry, stone, copper, and bronze.

5.4.7 Masonry painting may be permitted where severe damage, patching and surface repair has diminished the aesthetic integrity. When warranted, latex paint is a durable and adherent masonry coating to be considered.

5.4.9 It is not appropriate to paint exterior doors that were historically false grained, stained or varnished. It is not appropriate to leave surfaces such as porch flooring, deck flooring or railings unpainted.

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.

CoA Application – HALTON 302 Avenue A (Garage)
Supplemental Information

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.

5.5.4 Aluminum siding, vinyl siding, masonite siding, artificial brick sheathing, thin set stone veneer, stamped concrete and similar types of contemporary materials that imitate historic materials are not appropriate in the historic districts.

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.

5.5.7 Contemporary signage materials such as foam and vinyl lettering are acceptable regardless of building age. Confine these materials within the signage border.



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: 302 Avenue A – to include removal of a metal shed and construction of a new garage in the Secondary and Tertiary AVCs.

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

Zoning District: R-10S

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: 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:

Accessory building must be a minimum of 5' off side & rear property lines

Zoning Administrator [Signature] 5/12/23

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] 5/12/23

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – May 17, 2023

Applicant: Matthew & Melissa Halton
Owner's Address: 311 Jefferson Drive, Havelock, NC
Project Address: 302 Avenue A, New Bern

Historic Property Name: A. M. Baker House, ca. 1897

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

NR Inventory Description (1988): "... The one and one-half story frame house ... with a high hipped roof of standing seam tin and one-story projecting bays on the side elevations. An engaged one-story porch with slender classical columns on brick piers and square-in-section beaded balusters spans the two-bay facade, where the entrance is recessed, and continues along the northeast elevation. The pedimented projecting bay on that elevation is semi-hexagonal and has wood shingle siding in the gable end. The most striking feature of the house is the large gable-roofed dormer centered above the facade; square-in-section wooden posts support the arched, shingle-sided gable end, and a square-in-section baluster railing spans a balcony serving an upper floor entrance. Surviving original windows are one over one sash, and the tall brick chimneys with corbeled are in interior locations."

Sandbeck Description (1988): "... Queen Anne style ... picturesque cottage ..."

302 Avenue A - to include removal of a metal shed and construction of a new garage in the Secondary and Tertiary AVCs.

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

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.
- 2.3.3 Install utilities underground when possible to minimize visual clutter. Use mechanical methods to bore beneath landscaping, sidewalks, drives and fences.

Fences and Garden Walls

- 2.5.6 Screen existing chain link fences with vegetation such as ivy, climbing vines or evergreen shrubbery.

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.

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – May 17, 2023

- 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.
- 3.1.4 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.

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.

Windows, Doors and Openings

- 4.3.2 ... In general, openings shall have a vertical orientation or be square.

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

Contemporary Materials

- 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 *Tight Weave* development pattern;
2. The project is an accessory structure within the Tertiary AVC;
3. The proposed design, components, and materials meet the requirements of the Guidelines;

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – May 17, 2023

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 removal of a metal shed and construction of a new garage in the Secondary and Tertiary AVCs.

- C. **100 Middle St. (Doubletree Hotel)** – to include reconstruction of the deck in the Tertiary AVC. This application has been withdrawn.
- D. **710 New St.** – to include demolition of a contributing structure and construction of a new infill house. This application was continued from the previous Regular Meeting.
- E. **521 Hancock St.** – to include fully enclosing lower and upper rear screened porches in the Primary and Secondary AVCs.
- F. **302 Avenue A** – to include removal of a metal shed and construction of a new garage 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:
 - A. **719 E. Front St.** – discussion about building setbacks in the flood hazard area.
- 8. HPC Administrator's Report:
 - A. Report on CoAs Issued 04/07/2023 – 05/03/2023
 - MAJORS:
 - 222 Middle St. – three windows, two doors
 - 411 Broad St. – rear pavilion addition
 - 501 Metcalf St. – rear porch replacement, front stairs and handrails, walkway, landscaping
 - 707 E. Front St. – trellis
 - 1 pending
 - MINORS:
 - 221 S. Front St. – transformer relocation
 - 218 E. Front St. - signage
 - About 6 pending, plus about 12 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

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-guidlines/>

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
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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
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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 are requesting the HPC approve a front yard setback of 16'-8" instead of the previously approved 8'-8" for this project. The HPC previously approved the house at 717 E. Front Street for 16'-8" and also approved a previous project at 719 E. Front Street at 15'-0".

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):

Placement 2.1.1-3

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).

N/A

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 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.

Sam Attlerbach
Signature of Applicant/Owner

4.27.23
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.



Aldermen

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

NEW BERN
CITY OF NEW BERN

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:

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

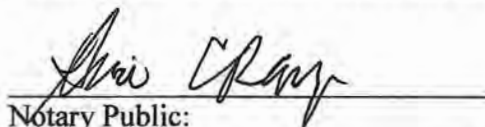


Owner's Signature

Shannon L. Corr
Print Name

2/8/2023
Date

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


Notary Public:

My commission expires: 3/2/24



Section 15-416. - Required conformity to dimensional regulations; exceptions.

Buildings and structures within the historic district shall observe the dimensional and other regulations of the city's zoning ordinances, except as follows:

- (a) Front yard setbacks shall be within a zone established by the minimum and maximum setbacks of the existing contributing structures on the same side of the block under consideration as of the date of the application for a certificate of appropriateness. Where less than three contributing structures are situated on the same side of the block under construction, the applicable front setback shall be the zone established by the minimum and maximum setbacks of the existing contributing structures on the same side of the street of the nearest adjoining blocks within the same zoning district where three contributing structures are situated. If only one adjoining block lies within the same zoning district as the property under construction, or if only one adjoining block has three contributing structures, only such adjoining block shall be used to determine the minimum and maximum setbacks of the existing contributing structures. If there are no qualifying adjoining blocks, the front yard setbacks shall be within a zone established by the minimum and maximum setbacks of the existing contributing structures across the street of the block under construction as of the date of the application for a certificate of appropriateness, and if there are less than three contributing structures across the street, then all structures across the street shall be considered.
- (b) The minimum side yard setback shall be:
 - (1) For residential uses, five feet, or less as provided in section 15-123; or
 - (2) For all other uses, the applicable side yards shall be those prescribed by the city zoning ordinance for that particular zoning classification.
- (c) Rear yard. Rear yards will be the resultant ground remaining from setback, side yard, and lot coverage requirements, but shall be no less than six feet in depth.
- (d) Lot coverage. Lot coverage for residential uses shall not exceed 60 percent of the total lot area.
- (e) All setbacks, lot coverage ratios and other zoning requirements specific to an application for a certificate of appropriateness shall be determined by the zoning administrator or his designee, and provided to the commission prior to the consideration of a certificate of appropriateness as a written opinion of the zoning administrator.

(Ord. No. 15-003, § 1, 2-10-15)

2. Site and Setting

2.1 Development Pattern

Project Planning Considerations

Development patterns have been in existence far longer than zoning, and existing buildings establish an understandable rhythm along the streetscape without historical regard for land use. The historic districts of New Bern have three types of development patterns, each of which is a record of a particular era in urban development and evolution.

Dense Fabric

A pattern of *dense fabric* features minimal yards, if any, most often reduced to small planting beds or planters. A dense fabric is created by structures that typically abut the front property line and share a common wall with neighboring structures. The streetscape is a defined facade, with periodic openings accommodating narrow walkways that generally lead to an alley or interior of the block. An example is the downtown commercial district.



Example of dense fabric development pattern.

Institutional uses, particularly churches, are often emphasized within a dense fabric pattern by slightly setting back from the right of way and side property lines and breaking the continuous building line to create a focal point within the development pattern.

Tight Weave

A *tight weave* pattern is the most common, representing a consistent rhythm of facade to landscape. Structures that create a tight weave pattern have a front yard, and generally sit forward on a lot and front the street. Side yards tend to be narrow, ranging in widths that only accommodate pedestrians to widths sufficient for vehicle passage. The rear yard tends to be larger and is buffered from the street by a primary structure, creating privacy and garden areas. An example is the typical residential street in Riverside or Downtown.



Example of tight weave development pattern.

Buildings within the *tight weave* development pattern have variable setbacks from the right of way but occur within a narrow range that parallels the streetscape. Although there are exceptions, the majority of structures front the street ten to twenty-five feet from the right of way. This placement creates a front yard transitional space where the structure bridges between the public streetscape and the private rear yard. The rhythm of structures is spaced closely enough to create a defined edge, but this edge is softened with penetrating side yards.

Waterfront Development

Waterfront development is a pattern that typically features an isolated structure on an oversized parcel. These properties front the Trent and Neuse Rivers and are surrounded by expanses of landscaping or parking. The footprint, scale and proportion of structures tend to be oversized as compared to more historic development. Wharves historically lined the waterfront of New Bern, driving its early economy and creating the financial resources that spawned the *dense fabric* and *tight weave* development patterns. Following transformation by urban

2. Site and Setting

renewal, property values and economies of scale have given birth to the modern *waterfront development* pattern.

Placement of structures within the *waterfront development* pattern is a response to a more modern, larger scale where building functions are influenced by the automobile. Building scale is significantly larger than nearby historic structures, and views of the river largely play into building organization and use. Waterfront development typically fronts the public walkway along the rivers, and placement tends to be toward the center of the land parcel leaving relatively large expanses within front and side setbacks, much of which is used to support parking or storm water management. Consistent placement and complimentary design elements unify the streetscape and visually buffer more than two hundred years of architecture from the rivers.



Example of waterfront development pattern.

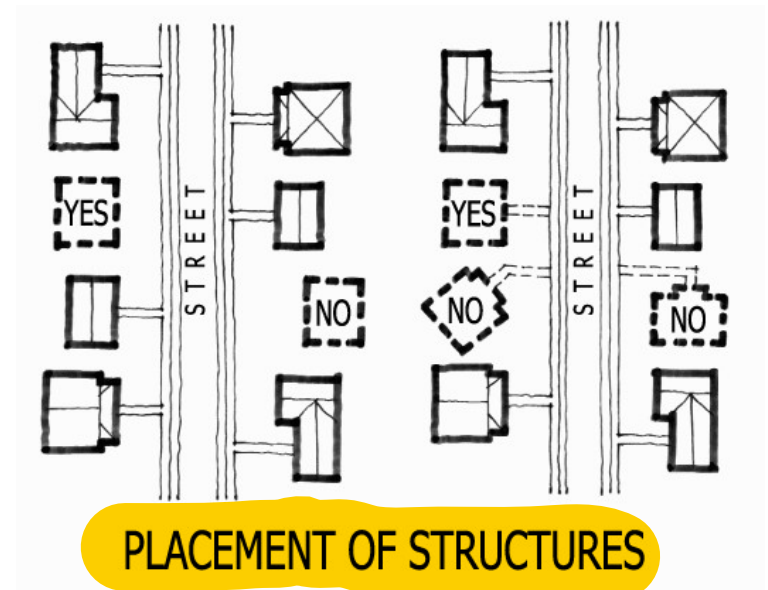
Narrow Stitch

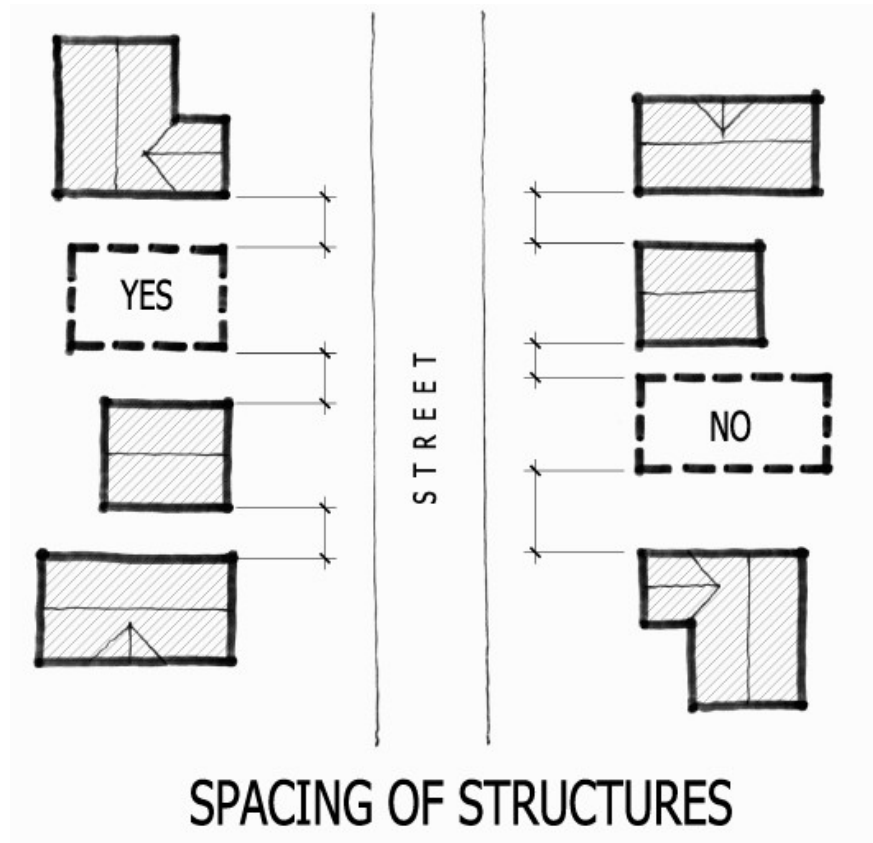
Narrow stitch is a historic development pattern unique to the City of New Bern. It was introduced to the Downtown Historic District in 2007 as a planned unit development influenced by Neo Traditional and New Urbanism planning philosophies. Lots are organized in long, narrow rows that front the street. The spacing between structures is minimal, creating public façades with porches and steps at the sidewalk and private rear façades. A service alley is located at the rear yard, removing utility distribution, garbage collection, curb cuts and driveways from the Primary AVC. Rear yards are minimal, if not completely absent when the rear façade fronts the alley.

Buildings within the *narrow stitch* development pattern have a very tight rhythm that is often vertically emphasized by the presence of multiple stories. Building massing and roofs typically consist of simple forms, and side yard facades are largely void of fenestration except for the occasional balcony. These lot proportions, coupled with the absence of sizable yard space, often lead to double porch and rooftop decks that create private outdoor spaces and capture surrounding views.

Placement of Structures

The relationship between open space, building mass and scale in the historic districts is essential to preserving the character of the streetscape and the historic districts as a whole. Separations between buildings provide areas for plantings and gardens. The repetition of these elements establishes a streetscape rhythm that enhances the pedestrian experience. Parcels are subdivided and lots are developed over time, creating variations in the ratio of open space to building mass from block to block. Preserve the established open space to building mass relationship created by historic structures on a given block.





One of the most important character defining features of the historic districts is the presence of view sheds, or view corridors, that highlight particular buildings or capture pockets of open space. Views to and from the Trent and Neuse Rivers, the patterns and rhythms established by buildings within the streetscape, and profiles of landmarks on the skyline communicate the totality of New Bern's historic districts.

Guidelines for 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.



CERTIFICATE OF APPROPRIATENESS

Applicant (s): Shannon & Corinne Corr

Authorized Representative (if different): mbf Architects, PA

Property Owner(s): Shannon & Corinne Corr

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

Description of Work: to include construction, on a vacant lot, of an infill house in the Primary, Secondary, and Tertiary AVC. This is a reapplication, with modifications, of an expired CoA.

This application is for a **MAJOR WORK** project.

Comments/Signature/Date:

ZONING ADMINISTRATOR:

*Setbacks acceptable due to block
average per 15-188(b)*

W. J. Schelly 2/24/20

CHIEF BUILDING INSPECTOR:

will need permit

[Signature]

The Historic Preservation Commission reviewed the application on 02/19/2020 and

Approved _____ **Disapproved** _____ **Approved (with conditions listed below)** **X**

the request in accordance with the New Bern Historic District Ordinance and Design Guidelines.

Wood fencing is to be treated with opaque stain and the fencing installed to the height limits according to the Guidelines.

Commission Administrator _____

W. J. Schelly

Date: February 20, 2020

24

Expiration Date: 02/19/2021

Permits must be acquired, or significant amount of work started, prior to expiration date. Requests for an extension must be made prior to expiration.

File Path: S:\projects\2018\1814 Corr Residence\1814 Design\1814 Dwgs\1814 ARCH R2019.rvt
Print Date: 11/19/2020 12:41:06 PM

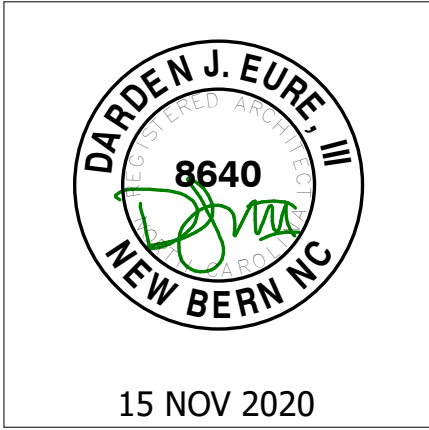


CORR RESIDENCE
719 EAST FRONT STREET
NEW BERN, CRAVEN COUNTY
SHANNON & CORINNE CORR

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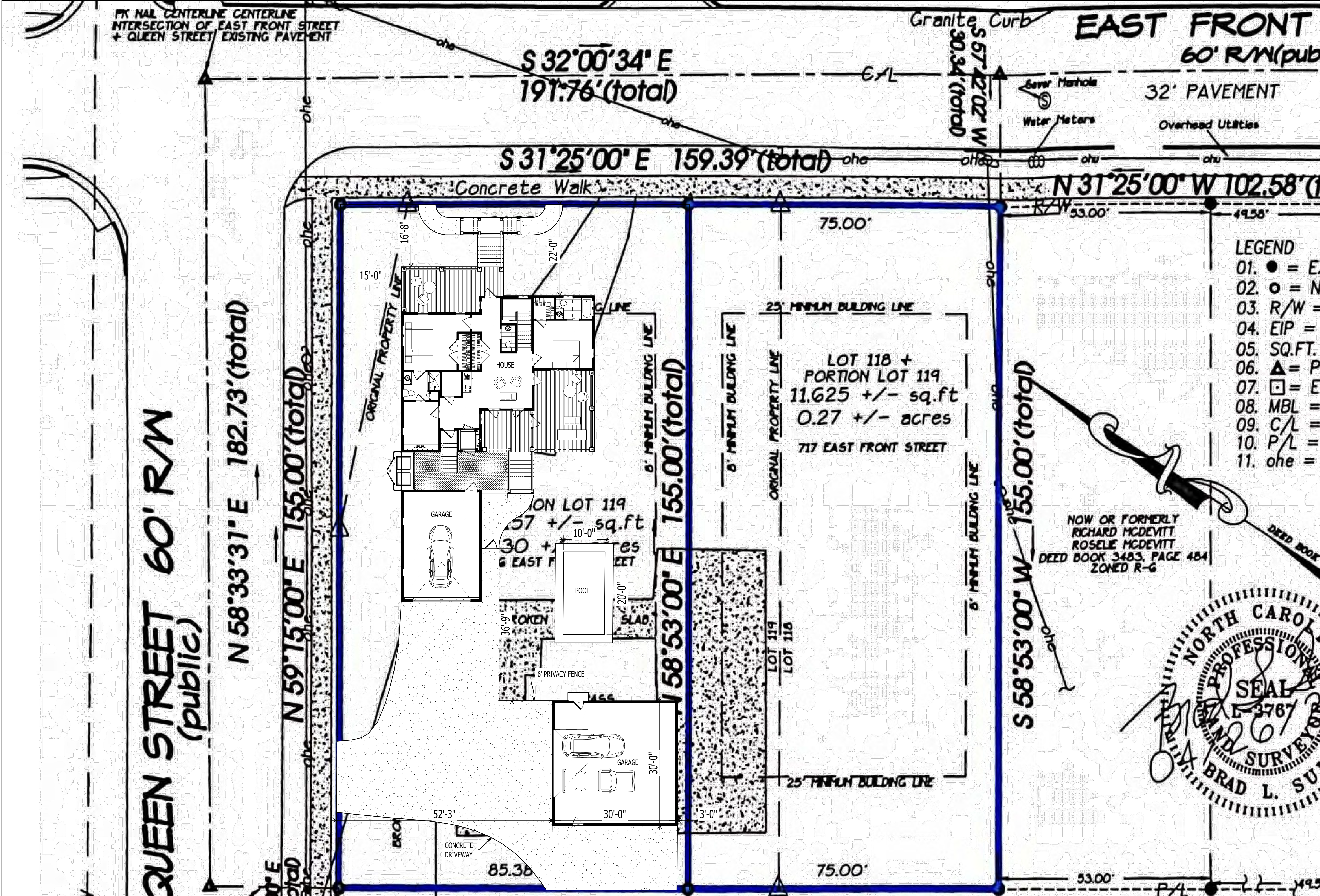
REVISIONS	DESCRIPTION	
	DATE	
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FOR HPC APPROVAL ONLY



MBFA No: 1814
SITE PLAN

HPC-2
SHEET 2 OF 9





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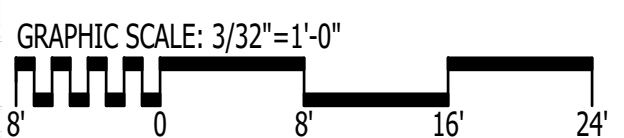
CORR CUSTOM HOME

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1
C-101

SITE PLAN
Scale: 3/32" = 1'-0"

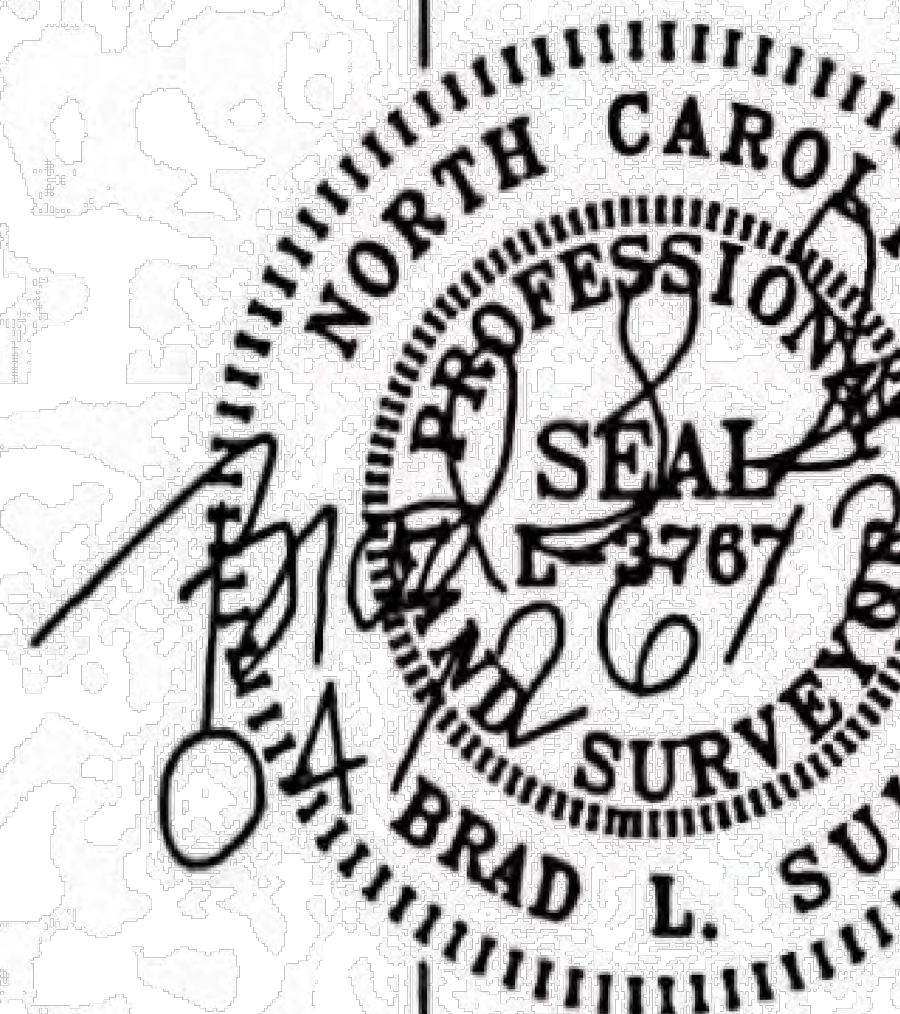


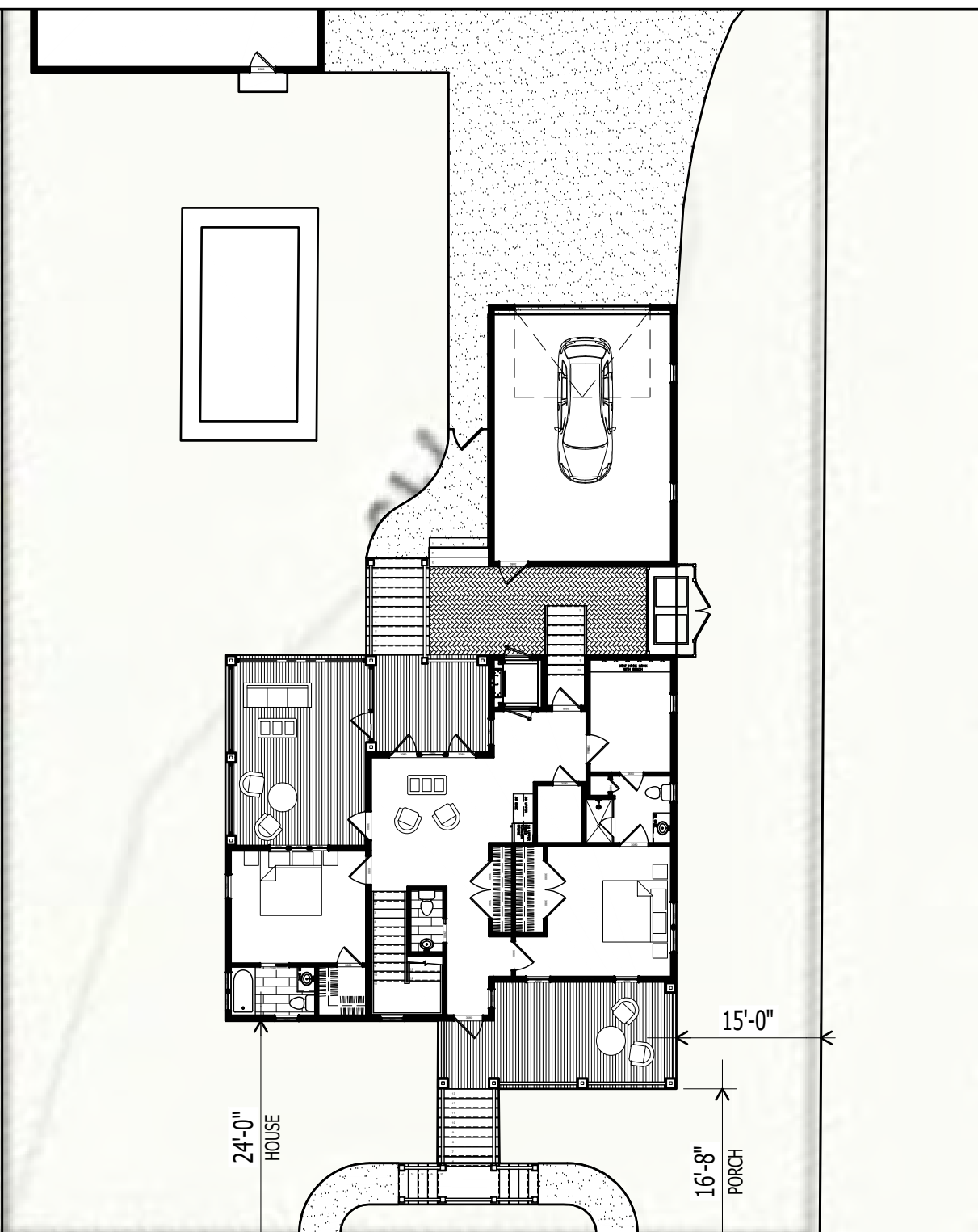
C-101

SITE PLAN

04.11.2023
719 E. FRONT STREET

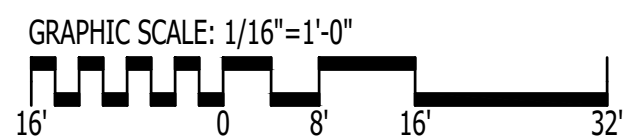
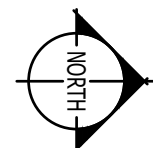
- LEGEND
- 01. ● = E
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1
C-102

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



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CORR CUSTOM HOME

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C-102

SITE POSITION

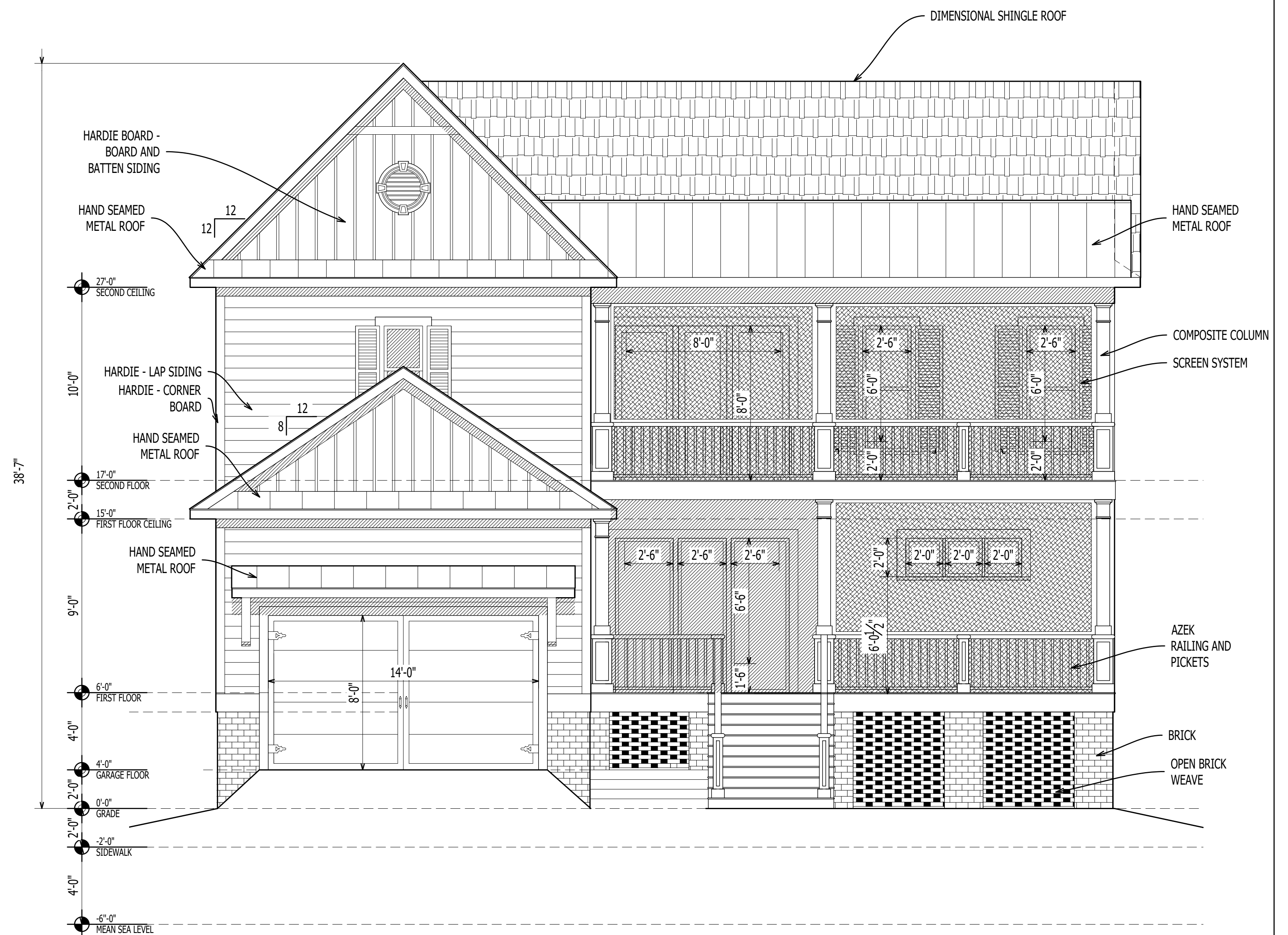
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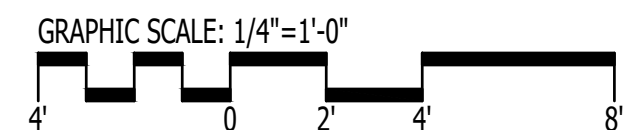
1
A-201
ELEVATION
Scale: 1/4" = 1'-0"

GENERAL NOTES

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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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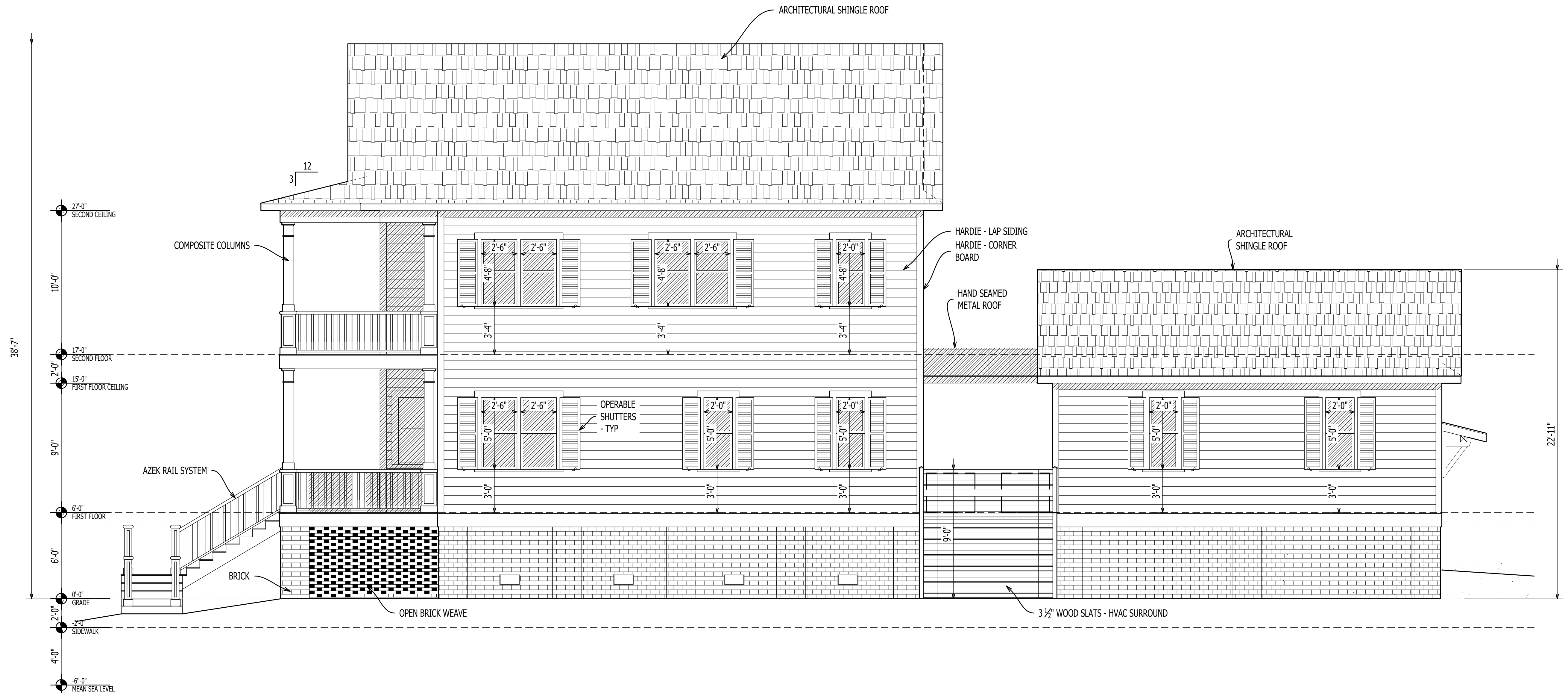
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ELEVATIONS

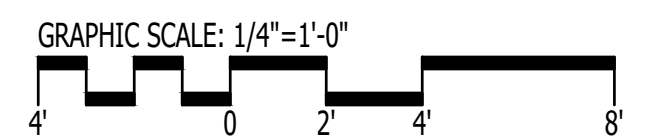
04.11.2023
719 E. FRONT STREET



1
A-202

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

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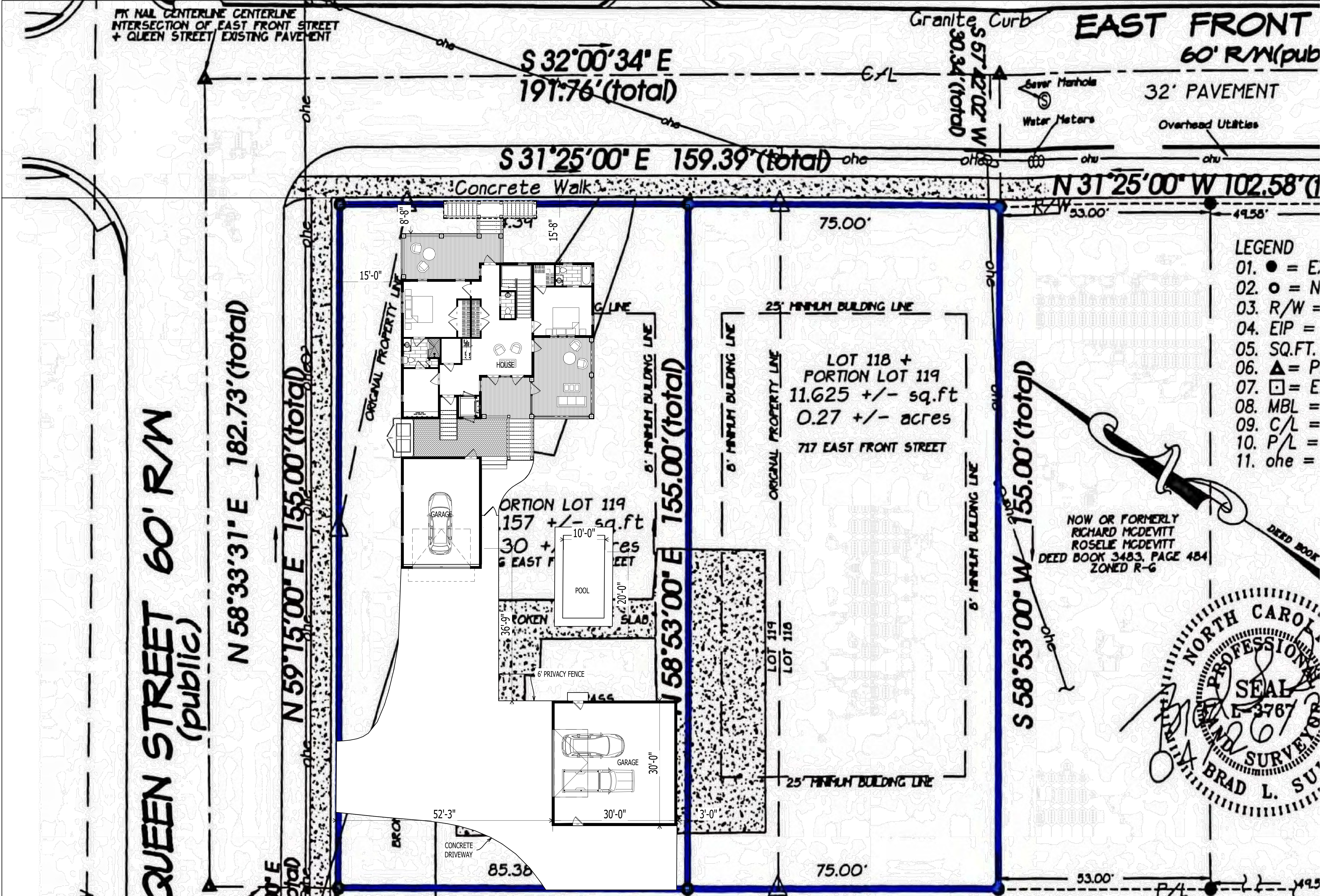
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A-202

ELEVATIONS

04.11.2023
719 E. FRONT STREET



- LEGEND
- 01. ● = E
 - 02. ○ = N
 - 03. R/W =
 - 04. EIP =
 - 05. SQ.FT.
 - 06. ▲ = P
 - 07. □ = E
 - 08. MBL =
 - 09. C/L =
 - 10. P/L =
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NOW OR FORMERLY
RICHARD MCDEVITT
ROSELE MCDEVITT
DEED BOOK 3483, PAGE 484
ZONED R-G

NORTH CAROLINA
PROFESSIONAL
SEAL
E-3787
BRAD L. SULLIVAN
LAND SURVEYOR

APPROVED

1 SITE PLAN
C-101 Scale: 3/32" = 1'-0"

GRAPHIC SCALE: 3/32" = 1'-0"

8' 0' 8' 16' 24'



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SITE PLAN
04.19.2023
719 E. FRONT STREET



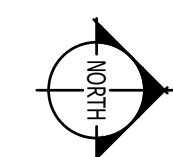
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SITE POSITION

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



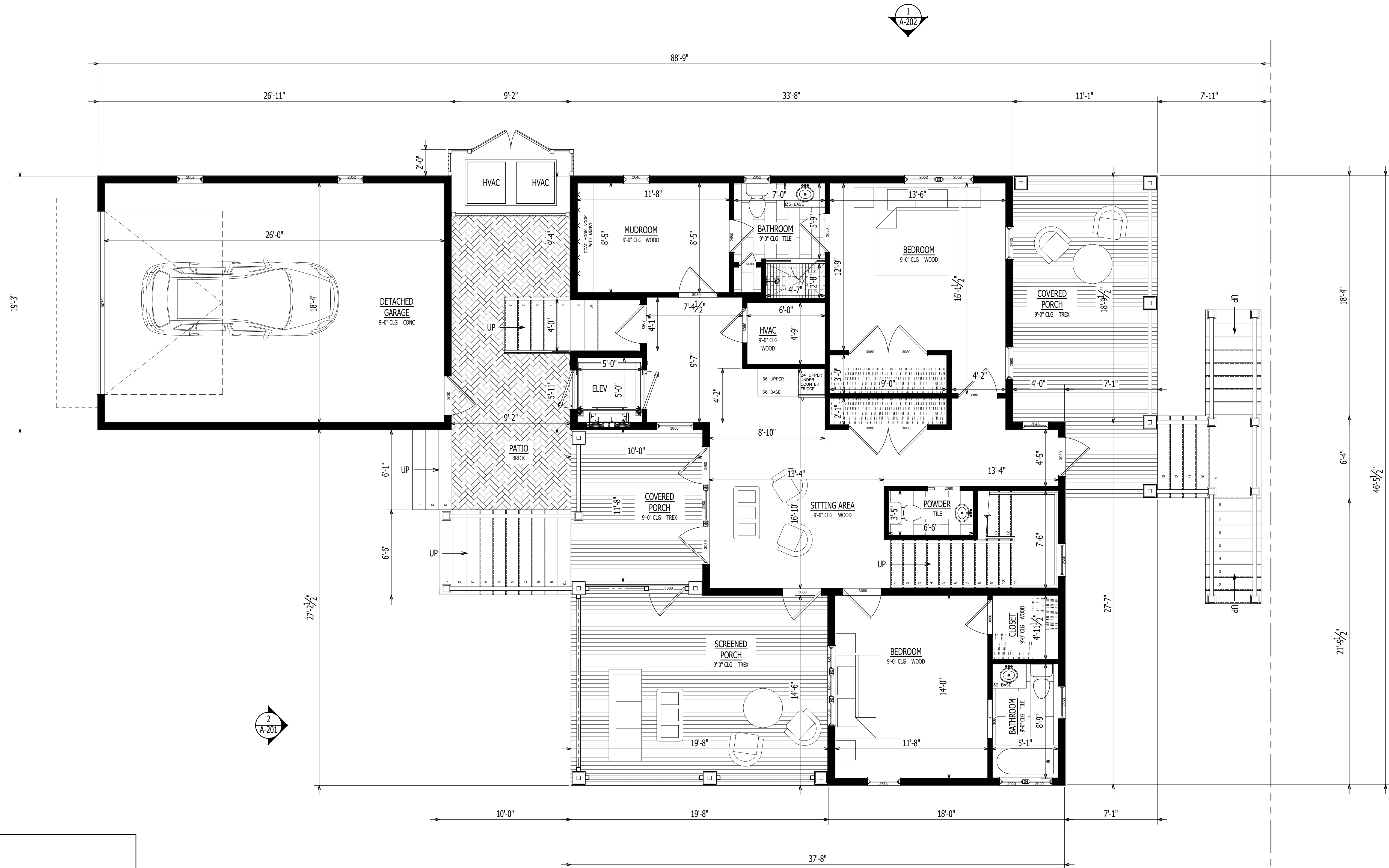
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04.19.2023
719 E. FRONT STREET



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APPROVED

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

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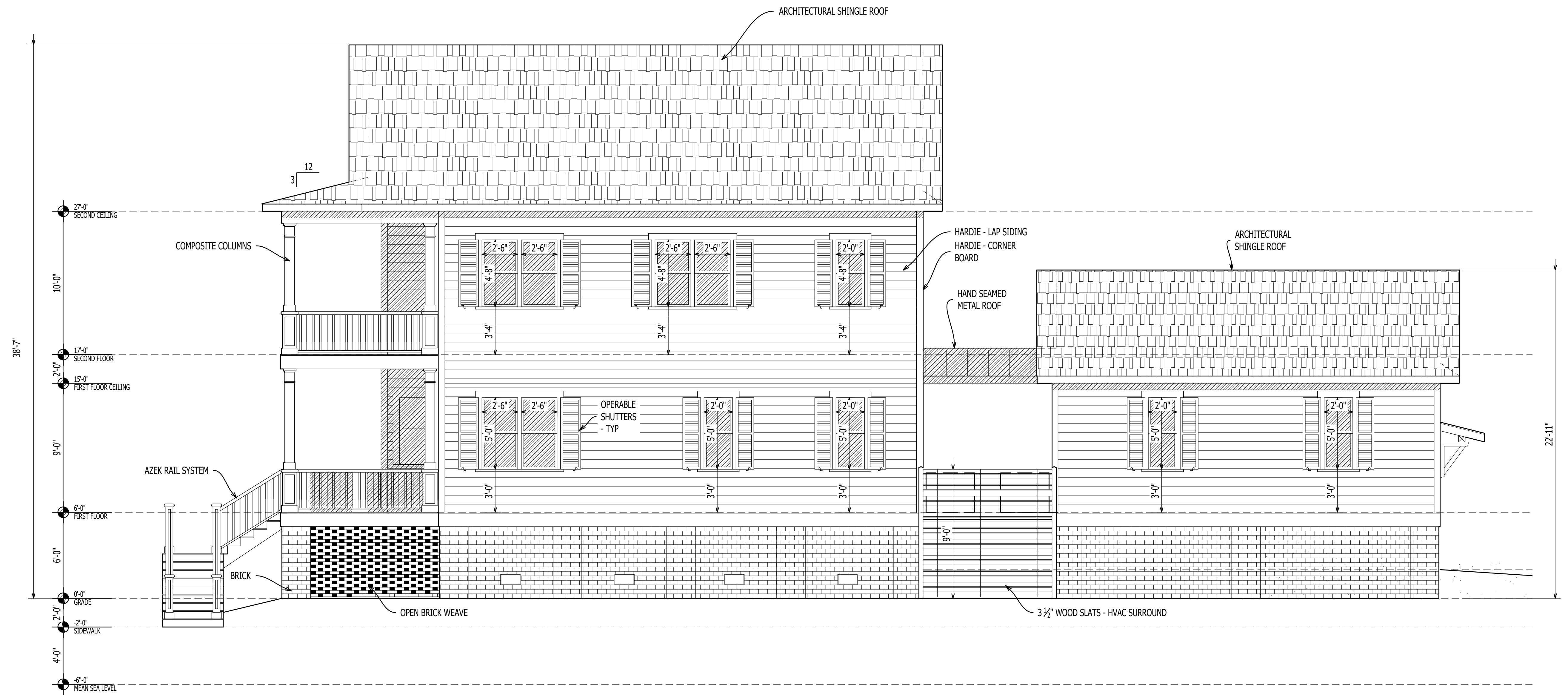
A-101
FIRST FLOOR PLAN
04.19.2023
719 E. FRONT STREET



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

- APPROVED**



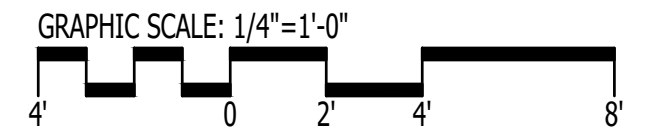


1
A-202

ELEVATION
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APPROVED

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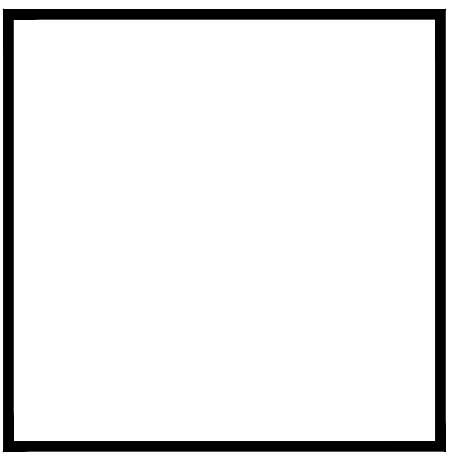


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CORR CUSTOM HOME
719 E. FRONT STREET, NEW BERN, NC 28560

THIS PLAN HAS BEEN PREPARED TO MEET TOP PROFESSIONAL STANDARDS AND PRACTICES. HOWEVER, BUILDING CODES AND ENVIRONMENTAL CONDITIONS VARY FOR DIFFERENT LOCATIONS. IT IS THE RESPONSIBILITY OF THE PURCHASER OF THIS PLAN TO PERFORM THE FOLLOWING BEFORE BEGINNING CONSTRUCTION. VERIFY ALL DIMENSIONS PRIOR TO PROCEEDING WITH CONSTRUCTION. VERIFY COMPLIANCE WITH ALL LOCAL CODES. PLANS INDICATE LOCATIONS ONLY; ENGINEERING ASPECTS SHOULD INCORPORATE ACTUAL SITE CONDITIONS. HVAC & PLUMBING LAYOUTS ARE NOT INCLUDED; THESE SHOULD BE OBTAINED FROM A LOCAL MECH. CONTRACTOR OR ENGINEER TO ENSURE COMPLIANCE WITH LOCAL CODE AND THAT EQUIPMENT IS SIZED CORRECTLY FOR YOUR PARTICULAR REGION AND CONDITIONS. VERIFY ALL STRUCTURAL ELEMENTS WITH LOCAL ENGINEER.



A-202
ELEVATIONS
04.19.2023
719 E. FRONT STREET

- C. **100 Middle St. (Doubletree Hotel)** – to include reconstruction of the deck in the Tertiary AVC. This application has been withdrawn.
- D. **710 New St.** – to include demolition of a contributing structure and construction of a new infill house. This application was continued from the previous Regular Meeting.
- E. **521 Hancock St.** – to include fully enclosing lower and upper rear screened porches in the Primary and Secondary AVCs.
- F. **302 Avenue A** – to include removal of a metal shed and construction of a new garage 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:
 - A. **719 E. Front St.** – discussion about building setbacks in the flood hazard area.
- 8. HPC Administrator's Report:
 - A. Report on CoAs Issued 04/07/2023 – 05/03/2023
 - MAJORS:
 - 222 Middle St. – three windows, two doors
 - 411 Broad St. – rear pavilion addition
 - 501 Metcalf St. – rear porch replacement, front stairs and handrails, walkway, landscaping
 - 707 E. Front St. – trellis
 - 1 pending
 - MINORS:
 - 221 S. Front St. – transformer relocation
 - 218 E. Front St. - signage
 - About 6 pending, plus about 12 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