



Development Services Department  
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**TO:** New Bern Historic Preservation Commission  
**FROM:** Matt Schelly, AICP, City Planner  
**DATE:** June 6, 2023  
**RE:** Design Review Meeting, 5:30 PM, Wednesday, June 7, 2023, in the Development Services Conference Room, 303 First St.

### **DESIGN REVIEW AGENDA – 5:30 PM**

- I. Application Design Review** - Consider certificate of appropriateness applications for proposed major exterior alterations:
- A. 305 North Ave.** – construction of an infill house.
  - B. Trent Court** – demolition and redevelopment update and feedback.
  - C. 311 Avenue C** – demolition and redevelopment of a non-contributing house. This is a ReBuildNC project.
  - D. Federal Alley** – lighting. This is proposed as an amendment to the current CoA.
  - E. 614 Middle St.** - deck expansion.
  - F. 221 S Front St.** (Harvey Mansion) – remove restaurant proposal, site revisions. This is proposed as an amendment to the current CoA.
  - G. 310 Hancock St.** – restore upper floor exterior walls, posts, and railing. This could be considered as a minor amendment to the current CoA.
- II. Informal Design Review** – Discussions with potential applicants prior to submitting a formal application. Potential applicants may show up with nothing more than a verbal description, however photos and other information are more helpful.

**A. Any walk-ins?**

### **III. Informal Board Discussion Items**

- A. Prevention of Demolition by Neglect Work Group** – report
- B. Guidelines Updates Work Group** – report
- C. Historic Property Owners Support (HiP Owners Support) Work Group** – report
  - 1. Feasibility Study

2. Preservation Foundation acquisition effort
3. CDBG and other grants

**D. Preservation Awards Work Group** – report

**E. Work Group Assignments**

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

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

**A. CoAs denied** – None

**B. CoAs issued** April 29 through May 25

MAJORS:

- 101 King St. – Extension – Demolition
- 101 King St. – Extension – Redevelopment
- 301 Hancock St. – porch renovations
- 302 Avenue A - garage
- 521 Hancock St. – enclose rear porches
- 820 Broad St. – fencing
- 1229 National Ave. – Amendment – driveway apron

1 pending

MINORS:

- 203 S. Front St. – access ramp
- 316 S. Front St. – Amendment – lighting fixture
- 411 Broad St. – awning, sign, lighting
- 412 Pollock St. - repointing
- 609 New St. – tree replacement
- 1305 National Ave. – tree replacement
- About 7 pending

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

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

**A. Ongoing, Formal:**

- 215 Pollock St. – modern metal roofing – City Attorney pausing for owner to sue contractor
- 221 E. Front St. – long-time DBN case – “221 Team” mtg. with owner 7/28; Minor CoA application submitted for repointing; informed HPA about proposed brick repair work

**B. Preliminary, Informal:**

- 214 Pollock ROW – replacement tree
- 311 Hancock St. – repointing w/o CoA - inspection and photos, discussion with contractor in 2020
- 319-323 Middle St. – painting previously unpainted brick – discussed with HPC; no new action since late 2020
- 711 Pollock St. – paint removal – siding to be removed for insulation, then same siding returned in place
- 818-820 Broad St. – 5 trees removed w/o CoA
- 819 N. Craven St. – new fencing w/o CoA - waiting for email that Morgan approved fencing as RiK.

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

- 408 Avenue A – reroofing w/o CoA or consent as RiK; repaving driveway apron
- 411 Johnson St. – incorrect standing seam metal roof (w/ or w/o a CoA?)
- 508 C St. – porch revision w/o CoA
- 509 Craven – follow up on 2018 violation, porch columns
- 510 C St. – shed w/o CoA
- 511 Middle St. – fence w/o CoA
- 525 Queen St. – repair to soffit unfinished; contractor contacted by HPA
- 601 Broad St. – reroofing w/o CoA or consent as RiK
- 605 Hancock St. – mech unit w/o CoA for screening
- 624 E. Front St. – installation of fencing not according to CoA or Guidelines
- 702 E. Front St. – landscaping required as condition of CoA not yet installed
- 707 Craven St. – post removed w/o CoA
- 715 Craven St. – new shed w/o CoA
- 809 N. Craven St. – replacement of siding and window trim w/o consent or CoA; owner to contact HPA
- 812 Queen St. – building demolition w/o CoA
- 911 Broad St. – porch revision w/o CoA
- 1117 N. Craven St. – installation of driveway and tree removal w/o COA; met with owner

**VI. Staff and Board:**

- A. Training - Today: TBD**

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

**VIII. Adjourn**