



Development Services Department
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TO: New Bern Historic Preservation Commission
FROM: Matt Schelly, AICP, City Planner
DATE: June 29, 2023
RE: Design Review Meeting, 5:30 PM, Wednesday, July 5, 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 proposal and redevelopment update.
 - C. 221 Craven St.** – rooftop railing in the Secondary/Tertiary AVC.
 - D. 517 Middle St.** – fencing in Secondary and Tertiary AVCs.
 - E. 706 E. Front St.** – removal of two windows in the Tertiary AVC.
 - F. 1207 N. Pasteur St.** – front door, front porch handrails, and windows in all AVCs.
 - G. 403 Queen St.** – fencing in all AVCs.
- II. Informal Design Review** – Discussions with potential applicants prior to submitting a formal application. Potential applicants may show up with nothing more than a verbal description, however photos and other information are more helpful.
- A. 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 presentation and working on HiP brochure
 - D. Preservation Awards Work Group** – assign new members
 - 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 May 26 through June 29

MAJORS:

1 pending

MINORS:

312 Metcalf St. – storm windows

501 George St. – hvac platform, screening

516 Craven St. – tree replacement

517 Middle St. – driveway, landscaping, gutter

720 E. Front St. – dock, lifts, walkway

724 Pollock St. – remove stairs and door, return to original

About 6 pending, plus about 15 waiting for applicant info

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: Hurricane Prep and Recovery in Historic Districts videos

VII. Requests by Commission Members for Future Work Session Items

VIII. Adjourn