

**Minutes of the
New Bern Historic Preservation Commission
April 21, 2021 – 5:30 P.M.**

The New Bern Historic Preservation Commission (HPC) held its regular meeting on Wednesday, April 21, 2021, in the conference room of the Development Services Department, 303 First 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
Tripp Eure, Vice-Chair
George Brake
Peggy Broadway
Christian Evans
Joseph Klotz
Ellen Sheridan

Members Excused (E)/Absent (A): James Bisbee (E)

A quorum was present.

Staff Present: Matthew Schelly, AICP, City Planner, Historic Preservation Administrator

City Attorney Present: Jaimee Mosley

Others Present: Sarah Afflerbach, Charles Francis, Paul Deering, Samantha Cunningham, Seth Miller

2. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

Motion to waive reading of the minutes: Commissioner Evans; Second by Commissioner Bisbee. The motion carried 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 five witnesses with the following oath:

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

Sarah Afflerbach, Charles Francis, Paul Deering, Samantha Cunningham, Seth Miller responded in the affirmative.

Chair Cox continued with the summary of the hearing process.

APPLICATIONS

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

B. 311 Bern St. – to include the installation of new, wood window blinds and new, wood, 4-foot-high fencing in the Primary AVC.

The applicant was not present.

MOTION by Commissioner Broadway to continue the application to the next HPC Regular Meeting on May 19, 2021, at 5:30 pm, in the Development Services Conference Room, due to the unavailability of the applicant.

Second by Commissioner Sheridan.

Chair Cox asked if anyone had any comments. None were heard.

Motion passed unanimously.

C. 802 E. Front St. – to include a new 2½ story infill house.

Staff Overview

Staff Schelly began a review of the application. As the Owner's Authorization was presented, Commissioner Brake questioned if Scott Davidson is the owner. Sarah Afflerbach responded that Scott Davidson is the owner, as stated on the Owner's Authorization From, not River Station Development Corporation, as stated on the application. Assistant City Attorney Mosely indicated that since the application includes only a clerical error, the HPC could proceed with the hearing. Schelly proceeded with the remaining portion of the application and internal review documents. The Zoning and Inspections Form was reviewed. The existence of a staff recommendation was indicated.

Conflict

Chair Cox asked if there are any conflicts for this case. None were heard.

Completeness

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

Applicant Comment

Chair Cox asked Afflerbach, the authorized representative for the applicant, if they had any additional comments. There was no response.

Proponents' and Opponents' Comments, Others with Evidence

Chair Cox asked if there was anyone who is a notified proponent or opponent of the project. There was no response.

Chair Cox asked if there was anyone with relevant evidence who has standing for this project. There was no response.

Staff Recommendation

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

Development Pattern

2.1.1

2.1.2

2.1.3

Design Principles

87 3.1.1

88 3.1.2

89 3.1.3

90 3.1.4

91 3.1.5

92 **Infill Construction**

93 3.4.1

94 3.4.2

95 3.4.3

96 3.4.4

97 **Foundations**

98 4.1.3

99 4.1.4

100 **Walls, Trim and Ornamentation**

101 4.2.4

102 **Windows, Doors and Openings**

103 4.3.3

104 **Entrances**

105 4.4.4

106 **Roofs**

107 4.5.4

108 **Decks and Patios**

109 4.6.2

110 **Masonry**

111 5.1.3

112 5.1.5

113 5.1.6

114 **Metals**

115 5.3.3

116 5.3.4

117 **Paint**

118 5.4.2

119 5.4.3

120 5.4.4

121 5.4.6

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

- 124 1. The project is located within the Primary, Secondary, and Tertiary AVCs;
- 125 2. The project is located within the Narrow Stitch development pattern;
- 126 3. The Zoning Administrator and the Chief Building Official have reviewed this
127 project and commented accordingly;
- 128 4. The project is not incongruous with the Guidelines.

129 **Staff recommends** the Commission approve this application for construction of a new 2½-
130 story infill house.

131 **Evidence from City, County, or other Government Agencies**

132 Chair Cox asked if there was anyone who is a City, County, other government person who
133 would like to present evidence. There was no response.
134

135 **Applicant Comment**

136 Chair Cox asked Afflerbach, the authorized representative for the applicant, if she had any
137 additional comments. Afflerbach indicated she had no additional comments.
138

139 **Commissioners' Questions and Comments**

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

141 Commissioner Broadway expressed concern that the houses are being constructed without
142 any landscaping being approved. Afflerbach responded that she can bring a landscape plan
143 to the next meeting and the developer has been working on landscape plans. She added
144 that there is probably no room for trees on the lots, shrubs are planned, but in the right-of-
145 way there are some nice trees there and the developer can request more trees after the
146 construction is done. Broadway asked if there will be uniformity in the landscaping.
147 Afflerbach replied that the same person is doing all of the landscape plans, so they should
148 be uniform. Taller shrubs are planned for around the mechanical units.

149 Chair Cox asked for any other questions from the Commissioners. None were heard.
150

151 **MOTION** by Commissioner Klotz to find the application **Not Incongruous** with New
152 Bern's Code of Ordinance sections 15.411 – 15.429 and New Bern's Historic District
153 Guidelines based on the following specific guidelines and findings of fact:

154 **Development Pattern**

155 2.1.1

156 2.1.2

157 2.1.3

158 **Design Principles**

159 3.1.1

160 3.1.2

161 3.1.3

162 3.1.4

163 3.1.5

164 **Infill Construction**

165 3.4.1

166 3.4.2

167 3.4.3

168 3.4.4

169 **Foundations**

170 4.1.3

171 4.1.4

172 **Walls, Trim and Ornamentation**

173 4.2.4

174 **Windows, Doors and Openings**

175 4.3.3

176 **Entrances**

177 4.4.4

178 **Roofs**

179 4.5.4

180 **Decks and Patios**

181 4.6.2

182 **Masonry**

183 5.1.3

184 5.1.5

185 5.1.6

186 **Metals**

187 5.3.3

188 5.3.4

189 **Paint**

190 5.4.2

191 5.4.3

192 5.4.4

193 5.4.6

194 **Findings of Fact:**

- 195 1. The project is located within the Primary, Secondary, and Tertiary AVCs;
- 196 2. The project is located within the Narrow Stitch development pattern;
- 197 3. The Zoning Administrator and the Chief Building Official have reviewed this project
- 198 and commented accordingly;
- 199 4. The project is not incongruous with the Guidelines.

200 **Condition:**

201 Page one of the application shall be changed to reflect the ownership of the property by

202 Scott Davidson.

203

204 Commissioner Brake seconded the motion.

205 **Motion passed** unanimously.

206

207 **MOTION** by Commissioner Evans to issue the CoA; Second by Commissioner Brake;

208 **Motion passed** unanimously.

209

210 **D. 211 Johnson St.** – amendment to approved CoA: to include the elevation of a portion of

211 the existing house in the Tertiary AVC.

212 Staff Schelly requested removing this from the agenda for the reason that it was improperly

213 listed as a hearing item.

214 Chair Cox clarified with the Assistant City Attorney that a motion to remove this from the

215 agenda was not required.

216

217 **E. 611 E. Front St.** – to include a new, roofed, wood trellis in the Tertiary AVC.

218 **Staff Overview**

219 Staff Schelly provided a review of the application and internal review documents. The
220 Zoning and Inspections Form was reviewed, including a comment from the Zoning
221 Administrator that the setback for the structure is required to be 5 feet. Schelly added that
222 the applicants have revised the design to comply with this requirement. Also, a Building
223 Permit will be required. The existence of a staff recommendation was indicated.
224

225 **Conflict**

226 Chair Cox asked if there are any conflicts for this case. None were heard.
227

228 **Completeness**

229 Chair Cox asked the Commission if anyone had any issues with the completeness of the
230 application. There was no response.
231

232 **Applicant Comment**

233 Chair Cox asked Afflerbach, the authorized representative for the applicant, if they had any
234 additional comments. Afflerbach indicated they had no additional comments.
235

236 **Proponents' and Opponents' Comments, Others with Evidence, City, County, or**
237 **other Government Agencies**

238 Chair Cox asked if there is anyone who is a proponent or opponent of the application, has
239 standing, relevant evidence, or is a City, County, other government person who would like
240 to present evidence. None spoke.
241

242 **Staff Recommendation**

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

245 **Accessory Structures**

246 2.6.1

247 2.6.2

248 2.6.3

249 **Additions**

250 3.3.1

251 3.3.2

252 3.3.3

253 **Walls, Trim and Ornamentation**

254 4.2.1

255 **Roofs**

256 4.5.1

257 4.5.2

258 4.5.3

259 4.5.4

260 **Wood**

261 5.2.1

5.2.2

Paint

5.4.2

5.4.3

5.4.4

Contemporary Materials

5.5.6

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

1. The structure is a contributing resource in the *Tight Weave* development pattern;
2. The project is within the Tertiary AVC;
3. The proposed design, components, and materials meet the requirements of the Guidelines;
4. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly;
5. The project is not incongruous with the Guidelines.

Staff recommends the Commission approve this application to include a new, roofed, wood trellis in the Tertiary AVC.

Applicant's Comments

Chair Cox asked Afflerbach, the authorized representative for the applicant, if she had any additional comments. Afflerbach said the rear addition was built by previous owners.

Commissioners' Questions and Comments

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

Commissioner Klotz asked how the roof will be pitched. Afflerbach answered that it will pitch slightly toward the driveway. There was some additional discussion about this.

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

MOTION by Commissioner Brake to find the application **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

2.6.3

Afflerbach interrupted at this point. Clarification was made that the structure was not an accessory structure but an addition.

The Motion was withdrawn and restarted.

MOTION by Commissioner Brake to find the application **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:

Additions

306 3.3.1

307 3.3.2

308 3.3.3

309 **Walls, Trim and Ornamentation**

310 4.2.1

311 **Roofs**

312 4.5.1

313 4.5.2

314 4.5.3

315 4.5.4

316 **Wood**

317 5.2.1

318 5.2.2

319 **Paint**

320 5.4.2

321 5.4.3

322 5.4.4

323 **Contemporary Materials**

324 5.5.6

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

- 327 1. The structure is a contributing resource in the *Tight Weave* development pattern;
- 328 2. The project is within the Tertiary AVC;
- 329 3. The proposed design, components, and materials meet the requirements of the
330 Guidelines;
- 331 4. The Zoning Administrator and the Chief Building Official have reviewed this project
332 and commented accordingly;
- 333 5. The project is not incongruous with the Guidelines.

334
335 Commissioner Evans seconded the motion.

336 **Motion passed:** Unanimously

337
338 **MOTION** by Commissioner Evans to issue the CoA; Second by Commissioner
339 Brake.

340 **Motion passed:** Unanimously

- 341
342 **F. 617 E. Front St.** – to include removing the existing stoop and roof, existing concrete patio,
343 and portion of the brick driveway; construct a new, screened porch, brick outdoor kitchen
344 with a fireplace, brick patio paving, and a wood, outdoor shower enclosure, all in the
345 Secondary and Tertiary AVCs.

346
347 **Staff Overview of the Application**

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

350
351 **Conflict**

352 Chair Cox asked if there are any conflicts for this case. None were heard.
353

354 **Completeness**

355 Chair Cox asked the Commission if anyone had any issues with the completeness of the
356 application. There was no response.
357

358 **Applicant Comment**

359 Chair Cox asked the applicants, who were present, if they had any additional comments.
360 They indicated they had no additional comments.
361

362 **Proponents' and Opponents' Comments, Others with Evidence, City, County, or**
363 **other Government Agencies**

364 Chair Cox asked if there is anyone who is a proponent or opponent of the application, has
365 standing, relevant evidence, or is a City, County, other government person who would like
366 to present evidence. None spoke.
367

368 **Staff Recommendation**

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

371 **Landscaping**

372 2.4.7

373 **Accessory Structures**

374 2.6.1

375 2.6.3

376 **Design Principles**

377 3.1.1

378 3.1.2

379 3.1.4

380 3.1.5

381 **Modifications**

382 3.2.1

383 3.2.2

384 **Additions**

385 3.3.1

386 3.3.2

387 3.3.3

388 **Foundations**

389 4.1.1

390 4.1.2

391 4.1.3

392 4.1.4

393 **Walls, Trim and Ornamentation**

394 4.2.1
 395 4.2.4
 396 **Windows, Doors and Openings**
 397 4.3.1
 398 4.3.2
 399 **Entrances**
 400 4.4.1
 401 4.4.4
 402 4.4.5
 403 **Roofs**
 404 4.5.4
 405 **Masonry**
 406 5.1.1
 407 5.1.2
 408 5.1.3
 409 **Wood**
 410 5.2.1
 411 5.2.2
 412 **Metals**
 413 5.3.2
 414 **Paint**
 415 5.4.2
 416 5.4.3
 417 5.4.4
 418 **Statements of Reason**, based on the information contained in the application, in Staff's
 419 judgment are:
 420 1. The structure is a contributing resource in the *Tight Weave* development pattern;
 421 2. The project is within the Tertiary and Secondary AVCs;
 422 3. The proposed design, components, and materials meet the requirements of the
 423 Guidelines;
 424 4. The Zoning Administrator and the Chief Building Official have reviewed this project and
 425 commented accordingly;
 426 5. The project is not incongruous with the Guidelines.
 427 **Staff recommends** the Commission approve this application to include removing the
 428 existing stoop and roof, existing concrete patio, and portion of the brick driveway;
 429 construct a new, screened porch, brick outdoor kitchen with or without a fireplace, brick
 430 patio paving, and a wood, outdoor shower enclosure, all in the Secondary and Tertiary
 431 AVCs.
 432
 433 **Commissioners' Questions and Comments**
 434 Chair Cox asked the applicants where the **outdoor shower** is located. The shower is to be
 435 located to the east of the column for the carport, constructed as a 3-foot by 3-foot area
 436 enclosed with pressure-treated walls and opaque-stained or painted to match the lattice on
 437 the fence.

Commissioner Broadway asked if the existing **lattice fence** on top of the brick wall needs to be repaired or replaced, would they be allowed to do that? Discussion resulted in Schelly explaining about repairs, replacements-in-kind, and other modifications.

Commissioner Evans asked about the **brick fireplace**. Schelly explained that while it was in the project previously, the latest plan now does not include it. However, Schelly did indicate this is why he included the drawings for the fireplace in the presentation of the application. Schelly explained that if the applicants keep the fireplace in the application and the application is approved, once any part of the project is started the CoA will not expire and the fireplace can be constructed as approved, even several years later, without a new CoA. Minor revisions to the fireplace design could be allowed later. The applicants then indicated they would like to put the fireplace back in the application under consideration. Discussion about the details of the fireplace ensued, including that the fireplace will be somewhat smaller than in the previous drawings. HPC concerns about the actual location and construction on the property line led to withdrawing the fireplace from consideration.

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

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

Landscaping

2.4.7

Design Principles

3.1.1

3.1.2

3.1.4

3.1.5

Modifications

3.2.1

3.2.2

Additions

3.3.1

3.3.2

3.3.3

Foundations

4.1.1

4.1.2

4.1.3

4.1.4

Walls, Trim and Ornamentation

4.2.1

4.2.4

Windows, Doors and Openings

482 4.3.1
 483 4.3.2
 484 **Entrances**
 485 4.4.1
 486 4.4.4
 487 4.4.5
 488 **Roofs**
 489 4.5.4
 490 **Masonry**
 491 5.1.1
 492 5.1.2
 493 5.1.3
 494 **Wood**
 495 5.2.1
 496 5.2.2
 497 **Metals**
 498 5.3.2
 499 **Paint**
 500 5.4.2
 501 5.4.3
 502 5.4.4
 503 **Findings of Fact:**
 504 1. The structure is a contributing resource in the *Tight Weave* development pattern;
 505 2. The project is within the Tertiary and Secondary AVCs;
 506 3. The proposed design, components, and materials meet the requirements of the
 507 Guidelines;
 508 4. The Zoning Administrator and the Chief Building Official have reviewed this project and
 509 commented accordingly;
 510 5. The project is not incongruous with the Guidelines.
 511 **Conditions:**
 512 1. A rendering of the proposed shower be given to the HPC Administrator for approval
 513 consistent with the discussion of the meeting.
 514 2. Construction of a fireplace is not included in this motion.
 515 Commissioner Evans seconded the motion.
 516 **Motion passed** with Commissioner Klotz opposed.
 517
 518 **MOTION** by Commissioner Sheridan to issue the CoA; Second by Commissioner Evans;
 519 **Motion passed** with Commissioner Klotz opposed.
 520
 521 **G. 308 Metcalf St.** – to include: in the Primary AVC, replacing front door with wood, 4-panel
 522 door; replacing 4 vinyl windows with wood, double-hung, 6 over 6 windows; installing 3
 523 pair of wood shutters with hardware; in the Primary and Secondary AVCs, installing
 524 tongue and groove, wood, porch flooring; chamfering existing wood posts; replacing wood
 525 foundation infill with solid or lattice-pattern brick and wood access door; in the Secondary

AVC, removing slat porch ceiling; removing metal door, relocating wood door and infilling door opening with wood siding; and in the Tertiary AVC, replacing precast concrete steps, metal handrail, and handicap ramp with wood steps and handrail; removing chain link fence and picket fence; installing wood, 6-foot fence; removing a/c unit and infilling with wood siding.

Staff Overview of the Application

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

Conflict

Chair Cox indicated she had received a notification letter for this project and therefore requests to be recused from this case.

Vice Chair Eure conducted the proceedings.

MOTION: Commissioner Klotz; Commissioner Evans Second; the motion carried unanimously. Chair Cox stepped down.

Vice Chair Eure noted there are no people in attendance other than the applicant and Dr. Cox.

Applicant Comment

Vice Chair Eure asked the applicant, Michael Rogers, if he had any additional comments. Rogers indicated he had none.

Proponents' and Opponents' Comments, Others with Evidence, City, County, or other Government Agencies

Vice Chair Eure asked if Dr. Cox had any comments on this project. She had left the room. There were no others present.

Staff Recommendation

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

Fences and Garden Walls

2.5.1

2.5.3

2.5.4

Design Principles

3.1.1

3.1.2

Modifications

3.2.1

3.2.2

3.2.4

Foundations

4.1.1

4.1.2

570	4.1.3
571	4.1.4
572	<u>Walls, Trim and Ornamentation</u>
573	4.2.1
574	4.2.4
575	<u>Windows, Doors and Openings</u>
576	4.3.1
577	4.3.2
578	4.3.3
579	4.3.4
580	4.3.5
581	4.3.6
582	<u>Entrances</u>
583	4.4.1
584	4.4.2
585	4.4.4
586	4.4.5
587	<u>Masonry</u>
588	5.1.1
589	5.1.2
590	5.1.3
591	5.1.4
592	<u>Wood</u>
593	5.2.1
594	5.2.2
595	<u>Metals</u>
596	5.3.2
597	<u>Paint</u>
598	5.4.1
599	5.4.2
600	5.4.3
601	5.4.4
602	<u>Contemporary Materials</u>
603	5.5.4
604	Statements of Reason , based on the information contained in the application, in Staff's
605	judgment are:
606	1. The structure is a contributing resource in the <i>Tight Weave</i> development pattern;
607	2. The project is within the Primary, Secondary and Tertiary AVCs;
608	3. The proposed design, components, and materials meet the requirements of the
609	Guidelines;
610	4. The Zoning Administrator and the Chief Building Official have reviewed this project
611	and commented accordingly;
612	5. The project is not incongruous with the Guidelines.

Staff recommends the Commission approve this application to include: in the Primary AVC, replacing front door with wood, 4-panel door; replacing 4 vinyl windows with wood, double-hung, 6 over 6 windows; installing 3 pair of wood shutters with hardware; in the Primary and Secondary AVCs, installing tongue and groove, wood, porch flooring; chamfering existing wood posts; replacing wood foundation infill with solid or lattice-pattern brick and wood access door; in the Secondary AVC, removing slat porch ceiling; removing metal door, relocating wood door and infilling door opening with wood siding; and in the Tertiary AVC, replacing precast concrete steps, metal handrail, and handicap ramp with wood steps and handrail; removing chain link fence and picket fence; installing wood, 6-foot fence; removing a/c unit and infilling with wood siding.

Applicant's Comments

Vice Chair Eure asked Rogers if he had any additional comments. Rogers indicated he had no additional comments.

Commissioners' Questions and Comments

Commissioner Evans asked about removing the chain link fence and replacing it with **new fencing**. Rogers answered, clarifying the scope of the work.

Commissioner Broadway asked if the two-story stairway would remain and if the lattice will be removed. Rogers replied that the stairway will remain and the lattice will be part of a separate CoA application for minor work.

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

Fences and Garden Walls

2.5.1

2.5.3

2.5.4

Design Principles

3.1.1

3.1.2

Modifications

3.2.1

3.2.2

3.2.4

Foundations

4.1.1

4.1.2

4.1.3

4.1.4

Walls, Trim and Ornamentation

4.2.1

4.2.4

Windows, Doors and Openings

4.3.1

4.3.2

4.3.3

4.3.4

4.3.5

4.3.6

Entrances

4.4.1

4.4.2

4.4.4

4.4.5

Masonry

5.1.1

5.1.2

5.1.3

5.1.4

Wood

5.2.1

5.2.2

Metals

5.3.2

Paint

5.4.1

5.4.2

5.4.3

5.4.4

Contemporary Materials

5.5.4

Findings of Fact:

1. The structure is a contributing resource in the *Tight Weave* development pattern;
2. The project is within the Primary, Secondary and Tertiary AVCs;
3. The proposed design, components, and materials meet the requirements of the Guidelines;
4. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly;
5. The project is not incongruous with the Guidelines.

Commissioner Brake seconded the motion.

Vice Chair Eure asked if there was any further discussion. There was no response.

Motion passed unanimously.

MOTION by Commissioner Evans to issue the CoA; Second by Commissioner Brake;

Motion passed unanimously.

701 **Reseating Recused Commissioners**

702 **MOTION** by Commissioner Klotz to reseat Chair Cox; Second by Commissioner Evans.

703 **Motion passed** unanimously. Chair Cox returned to the table.

704
705 **4. OLD BUSINESS** (non-hearing items tabled or continued from a previous meeting)

706 **A. Bear Town Market fence** – Schelly reported he has not yet contacted the owners, requesting them
707 to come to an upcoming HPC meeting. Schelly will also consult with the City Attorney about this
708 and what to do if the owners refuse to appear.

709
710 **5. GENERAL PUBLIC COMMENTS**

711 None

712
713 **6. NEW BUSINESS**

714 **A. 221 E. Front St.** – update of Demolition by Neglect (DBN) case

715 Schelly reported that on April 14, the Prevention of Demolition by Neglect Work Group
716 (PDBN) toured the site along with Schelly and the new owner of the property with the
717 intent to establish a list of work to be done to bring the house back into compliance with
718 the ordinance. The resulting report was presented in detail. Vice Chair Eure added more
719 information on the history and status of the case. Schelly was directed to clean up the list
720 to remove repetitive items, send the list and a revised Schedule A (which was attached to
721 the agreement of sale and includes a series of deadlines) to the new owner. A discussion
722 about the DBN process ensued.

723
724 **7. HPC ADMINISTRATOR'S REPORT**

725 **A. Report on DBN Complaint filed: 104 Johnson St., filed 2/25/2021**

726 Schelly reported that he met with Mr. French, the owner's relative and power-of-attorney,
727 at the site and toured and photographed the site. Schelly created a handwritten version of
728 a list of repairs to be made. French has moved into the next phase of the ReBuild NC
729 program. That program will inspect the property with multiple inspectors over the next
730 few months to determine what repairs need to be done.

731 Commissioner Broadway asked if this will affect the Guidelines. Schelly replied that the
732 Guidelines would not be affected by this project.

733 **B. Report on CoAs Issued 3/9/2021 – 4/13/2021**

734 Chair Cox introduced the list in the agenda (included for reference here).

735 **MAJORS:**

736 211 Johnson St. – constructing a screened extension to the rear screened porch, new
737 fireplace and chimney, revisions to the existing one-story addition, revisions to the rear
738 terrace, a terrace roof, a one-story addition, a pool, and fencing, all in the Secondary
739 and Tertiary AVCs.

740 307 Pollock St. – replacing a section of the storefront with a new, wood, glass, and floor
741 tile entrance in the Primary AVC, plus demolish one-story concrete block addition, cut
742 doorway into an existing masonry wall, and add new metal door in the Tertiary AVC.

743 **MINORS:**

744 1215 National Ave. ROW – tree replacement

1408 National Ave. – new metal fencing
600 Edgerton Dr. – new landscaping, walkway, retaining wall
611 New St. – new driveway
323 Pollock St. – new sign, lighting
508 Metcalf St. – new handrail
607 Johnson St. – parking area enlargement
301 S. Front St. – replacement sign
207 Hancock St. – new parking area
309 Middle St. – new sign

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

818 E. Front St. – CoA Extension – private marina, 2nd extension to 3/20/2022

D. Other Items and Updates

1. **Resignation of James Woods** – Schelly reported that James Woods resigned and expressed regret and appreciation. About 2 years remain in his term. Alderwoman Best is working on a replacement. To maintain our CLG status, we must fill the vacancy within a certain amount of time.
2. **Approaching end of terms** – the terms of Evans, Brake, and Klotz are coming up in a few months. Please contact the person who appointed you to request being reappointed.
3. **Preservation Awards** – Chair Cox reported on progress and referred to a handout that described the proposal. Cox has reviewed the proposal with the City Attorney and has sent a copy to Alderman Bengel and would like to move it closer to adoption. Commissioner Klotz recommended the HPC formally approve the proposal so that it can move forward.
MOTION: Commissioner Klotz to approve the document; Commissioner Evans Second.
Motion passed unanimously.
Chair Cox indicated she and Schelly will work this forward.

8. COMMISSIONERS' COMMENTS:

Chair Cox asked if there were any more comments from the commissioners. None were heard.

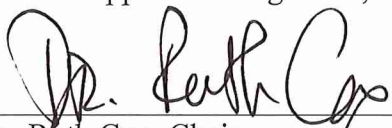
9. ADJOURN:

Motion to adjourn the meeting: Commissioner Bisbee; Second by Commissioner Evans

Motion passed: Unanimously

The meeting was adjourned at 8:15 pm.

Minutes approved: August 18, 2021



Dr. Ruth Cox, Chair



Matthew Schelly, City Planner, Secretary