



Development Services Department
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**Minutes of the
Historic Preservation Commission Design Review Meeting
September 1, 2021
Development Services Conference Room, 303 First St.**

Meeting called to order by Chair Cox at 5:30 pm.

HPC members in attendance:

Ruth Cox, Chair
Tripp Eure, Vice Chair
Peggy Broadway
Annette Stone
John Blackwelder
Candace Sullivan – remote via Teams and phone

HPC members excused: Ellen Sheridan

HPC members absent: Jim Bisbee

Staff: HPA Matt Schelly

City Attorney: excused, Jaimee Mosley

I. Welcome to and Introduction of New HPC Members (Blackwelder, Sullivan)

This item was deleted because it was errantly included in the agenda. This was done the previous month.

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. 300 Pollock St. (City Hall) – elevator and stairway addition

New and revised drawings were discussed in detail. This project will be added to the agenda for the next Design Review meeting, October 6.

III. Application Design Review - Consider certificate of appropriateness applications for proposed major exterior alterations:

A. 504 S. Front St. – fencing, landscaping, and stage

New site plan drawing was discussed in detail. The applicant was informed that all of the site construction elements need more information. This project will be added to the agenda for the next Design Review meeting, October 6.

B. 218 Change St. – rear porch roof addition

Everything comes together here.

New application, photos, and architectural drawings were discussed in detail. No items needed more information. The HPA was directed to process this application as a minor work after contacting two of the adjacent property owners. Commissioner Broadway is a third adjacent property owner and provided her comments during the discussion.

C. 215 Pollock St. – rear egress stairway replacement

New application, photos, and plan drawing were discussed in detail. The applicant was informed that a small amount of information was needed. The HPA was directed to process this application as a minor work once the information is provided.

D. 227 E. Front Street - raising the house and moving it back 4' on the lot and adding new stairs and ramp.

New full set of architectural drawings were discussed in detail. The applicant was informed that a few items needed more information. This project will be added to the agenda for the next Regular Meeting, September 15.

E. 816 E. Front St - new infill house on a vacant lot

This item was removed from the agenda by the applicant.

F. 100 block of Craven St. – new electric vehicle chargers and equipment

The application, drawings, and example photo were discussed. The issue of floodplain requirements and alternate locations was discussed. The HPA was directed to process this application as a minor work if:

- The floodplain requirements do not require elevation of the chargers or the electric equipment, and
- The electric equipment can be fully screened from the public street while allowing required clearance for worker access to the equipment.

G. 221 S. Front St. – modifications to approved CoA

New full set of architectural drawings were discussed in detail. No items needed more information. This project will be added to the agenda for the next Regular Meeting, September 15.

IV. Informal Board Discussion Items -

A. Fencing height guidelines – discussion with City Attorney

The Assistant City Attorney was excused from this meeting, so this item will be moved to next month.

B. Prevention of Demolition by Neglect Work Group – report

217 Hancock St. – HPA Schelly reported that the PDBN Work Group completed review of Chief Building Inspector (CBI) and HPA files for this project and found reference to compliance with DBN order, but no other documentation yet. Schelly will need to follow up with the CBI.

C. Guidelines Updates Work Group – report: no meeting this month

D. Historic Property Owners Support (HiP Owners Support) Work Group – report

Meeting postponed from last week to tomorrow, so no report.

E. Preservation Awards Work Group – report

Chair Cox reported she is continuing to work with others.

V. Project Follow-Ups, Updates, and Questions

A. CoAs denied – None

B. CoAs issued in August

MAJORS:

416-418 Broad St. – townhouses - Extension

MINORS:

375 E. Front St. - signs

402 Dunn St. – gutters, downspouts

420 Broad St. – sculpture

505 E. Front St. – driveway pavers

513 Metcalf St. – fencing, rear pavers

630 Edgerton Dr. – tree replacement

724 Pollock St. – landscaping, front steps, handrails

C. Resiliency Plan: report on latest meeting

HPA Schelly reported that the consultants were in town for the meeting and included several City staff from several departments amounting to about 12 to 15 persons. The 4-hour meeting focused on developing a list of specific action items for the plan, including several previously suggested action items for the Heritage category. It was decided at that meeting that some of these items should be combined and revised. Schelly expects to be able to report on the list of revised action items at the next DR Meeting.

VI. 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 6/11, site visit 6/15

HPA Schelly reported no new developments since last DR Meeting other than the occupant has moved out and now more active actions can begin.

B. Preliminary, Informal:

214 Pollock ROW – replacement tree – reminded Horton

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 – no new action since early 2020; met with owner

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

C. Remaining to begin contact/enforcement:

306 Metcalf St. – new gate w/o CoA

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
813 N. Cool Ave. – mech unit needs screening, porch expansion 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

VII. Staff and Board:

A. Training:

1. SHPO Video – TBD – flooding topic

This training video was cancelled due to Covid concerns. It is not time sensitive and can be done prior to the next DR Meeting.

2. UNC School of Government – Quasi-judicial Boards, Sept 13, 5:30 - 8:00

HPA Schelly reported Commissioner Sullivan will be taking this on-line class.

B. Board: term expirations and vacancies

HPA Schelly indicated that there is still one vacancy, however Assistant City Attorney Mosley contacted him and Development Services Director Ruggieri for any recommendations. Schelly told Mosley that Commissioner Sheridan and he have been talking to two persons about applying for the HPC since back when there were three positions vacant. Schelly had to contact one of the two to verify that he is a resident within the City limits, which he said he is. That person also informed Schelly that he has talked with Alderman Kinsey about the appointment, but did not tell Schelly how that went.

VIII. Requests by Commission Members for Future Work Session Items

None were proposed.


IX. Adjourn

The meeting was adjourned at 8:26 pm.

Minutes approved: September 15, 2021



Dr. Ruth Cox, Chair



Matthew Schelly, City Planner, HPC Secretary