



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:** April 14, 2021  
**RE:** Regular Meeting, **5:30 PM, Wednesday, April 21, 2021**, in the **Development Services Conference Room, 303 First 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. Approval of Minutes of Previous Meeting(s)
3. 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. **311 Bern St.** – to include the installation of new, wood window blinds and new, wood, 4-foot-high fencing in the Primary AVC.
  - C. **802 E. Front St.** – to include a new 2½ story infill house.
  - D. **211 Johnson St.** – amendment to approved CoA: to include the elevation of a portion of the existing house in the Tertiary AVC.
  - E. **611 E. Front St.** – to include a new, roofed, wood trellis in the Tertiary AVC.
  - F. **617 E. Front St.** – to include removing the existing stoop and roof, existing concrete patio, and portion of the brick driveway; construct a new, screened porch, brick outdoor kitchen with a fireplace, brick patio paving, and a wood, outdoor shower enclosure, all in the Secondary and Tertiary AVCs.
  - G. **308 Metcalf St.** - 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.

*\*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 Street).*

4. Old Business (non-hearing items tabled or continued from a previous meeting): None
5. General Public Comments
6. New Business:
  - A. **221 E. Front St.** – presentation of DBN case; consider petition for action by Chief Building Inspector
7. HPC Administrator’s Report
  - A. **Report on DBN Complaint filed:** 104 Johnson St., filed 2/25/2021
  - B. **Report on CoAs Issued 3/9/2021 – 4/13/2021**  
MAJORS:
    - 211 Johnson St. – constructing a screened extension to the rear screened porch, new fireplace and chimney, revisions to the existing one-story addition, revisions to the rear terrace, a terrace roof, a one-story addition, a pool, and fencing, all in the Secondary and Tertiary AVCs.
    - 307 Pollock St. – replacing a section of the storefront with a new, wood, glass, and floor tile entrance in the Primary AVC, plus demolish one-story concrete block addition, cut doorway into an existing masonry wall, and add new metal door in the Tertiary AVC.MINORS:
    - 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**
8. Commissioners’ Comments
9. Adjourn