



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: August 11, 2021
RE: Regular Meeting, **5:30 PM, Wednesday, August 18, 2021, in the Courtroom, Second Floor, City Hall, 303 Pollock 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. Presentation of Certificates of Appreciation (Brake, Klotz)
3. Approval of Minutes of Previous Meeting(s)
 - A. July 21, 2021
 - B. May 19, 2021
 - C. April 21, 2021
4. Hearings on Certificates of Appropriateness: None this month
5. Old Business (non-hearing items tabled or continued from a previous meeting): None
6. General Public Comments
7. New Business:
 - A. 416-418 Broad St. – extension of CoA for infill construction of 8 new townhouse units in 2 new, 3-story buildings; parking and internal garages to be located and accessed from the rear of the buildings.
8. HPC Administrator's Report
 - A. Report on CoAs Issued 7/12/2021 – 8/10/2021
MAJORS and AMENDMENTS:
 - 211 Pollock St. – terrace lined by 4-foot-high brick garden walls in the Primary AVC.
 - 221 S. Front St. (Harvey Mansion) – restoration of two chimneys, the removal of two modern balconies, the addition of 4 new balconies, and the reconfiguration of doors and windows for the balcony changes, all in the Tertiary AVC.
 - 809 E. Front St. – new infill house on a vacant parcel.

MINORS:

600 Edgerton - new fencing
219 New St. – reroofing accessory building
513 Metcalf St. – minor landscaping
309 New St. – replacement playset
420 Broad St. - sculpture

B. Report on CoA Extensions Issued since the Prior Regular Meeting: None

C. Other Items and Updates

9. Commissioners' Comments

10. Adjourn

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

The New Bern Historic Preservation Commission (HPC) held its regular meeting on Wednesday, July 21, 2021, in the Historic Courtroom, Second Floor, City Hall, 303 Pollock 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	Joseph Klotz
(5 needed for quorum)	Tripp Eure, Vice-Chair	Annette Stone (arrived at 5:31)
	James Bisbee	
	Peggy Broadway	

Members Excused (E)/Absent (A): Ellen Sheridan (A)

A quorum was present.

Staff Present: Matthew Schelly, AICP, City Planner, HPC Secretary
Other staff: Jeff Ruggieri, Director of Development Services

City Attorney Present: Jaimee Mosley

2. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

Motion to waive reading the 06/16/2021 minutes: Commissioner Bisbee; Commissioner Klotz Second; the motion carried unanimously.

Chair Cox asked for any adjustments to the 06/16/2021 minutes. None were offered.

Motion to approve the 06/16/2021 minutes: Commissioner Klotz; Commissioner Bisbee Second; the motion carried unanimously.

3. PRESENTATION OF CERTIFICATE OF APPRECIATION (Brake)

[This item was not done.]

4. 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 witnesses with the following oath:

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

The following responded in the affirmative:

Sarah Afflerbach, 406 Hancock St., New Bern

Darden J. Eure, III, AIA, NCARB, 317-C Pollock St., New Bern

Joe Klotz, 218 Pollock St., New Bern

APPLICATIONS

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

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B. 211 Pollock St. – to include construction of a terrace lined by 4-foot-high brick garden walls in the Primary AVC.

Conflict

Commissioner Klotz indicated they have received a notification letter for this project and therefore requests to be recused from this case.

MOTION: Commissioner Bisbee; Vice Chair Eure Second; the motion carried unanimously. Commissioner Klotz stepped down.

Vice Chair Eure indicated he is representing the applicant and therefore requested to be recused from this case.

MOTION: Commissioner Bisbee; Commissioner Broadway Second; the motion carried unanimously. Vice Chair Eure stepped down.

Staff Overview of the Application

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

Applicant Comment

Chair Cox asked Eure, authorized representative for the applicant, if they had any additional comments. Eure introduced himself and indicated the application is the same as what was seen at Design Review, with the addition of the renderings requested at that meeting.

Proponents' and Opponents' Comments

Chair Cox asked if there is anyone who has received notice, has standing in this application, is a proponent of the application, and would like to present evidence. None spoke.

Chair Cox asked if there is anyone who has received notice, has standing in this application, and is an opponent of the application, and would like to present evidence. Klotz spoke, referencing Guidelines 2.1.2 for infill construction, 3.1.1 for scale and proportion, and 4.6.2 for decks.

Rebuttals

Chair Cox asked if there were any rebuttals by the applicant or anyone who received notice. Eure spoke: the building is non-conforming; the project is a series of stepped garden walls and landscaping enclosing a terrace that is a congruous modification.

Chair Cox asked Klotz if he would like to make any other comments.

Klotz added: the use of the project is not as a garden, but as an extension to a restaurant.

Others with Evidence

Chair Cox asked if there was anyone who has standing in this application, and would like to present evidence. None spoke.

Staff Recommendation

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

Landscaping

2.4.3

2.4.4

Fences and Garden Walls

2.5.2

Design Principles

3.1.4

Decks and Patios

4.6.4

Masonry

5.1.2

Metals

5.3.2

5.3.3

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

1. The project is located in the *Tight Weave* development pattern;
2. The proposal is a garden wall and patio project;
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 for construction of a terrace lined by 4-foot-high brick garden walls in the Primary AVC.

Government Evidence

Chair Cox if there was any evidence from a City, State, or government person. None replied.

Applicant's Comments

Chair Cox asked the applicants if they had any additional comments.

Eure declined additional comments.

Commissioners' Questions and Comments

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

Several questions and answers were presented, including regarding softening the appearance of the entry to the terrace. The applicant was agreeable to changing the proposal accordingly.

MOTION by Commissioner Bisbee 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:

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Landscaping

2.4.3

2.4.4

Fences and Garden Walls

2.5.2

Design Principles

3.1.4

Decks and Patios

4.6.4

Masonry

5.1.2

Metals

5.3.2

5.3.3

Findings of Fact are:

1. The project is located in the *Tight Weave* development pattern;
2. The proposal is a garden wall and patio project;
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.

Approval includes the following condition:

That the front wall be appropriately softened and reviewed by Matt [the HPA].

Commissioner Stone seconded the motion.

Chair Cox asked if all Commissioners understood the motion. No discussion.

Motion passed: Commissioner Broadway opposed.

MOTION by Commissioner Stone to issue the CoA; Second by Commissioner Bisbee.

Motion passed: Commissioner Broadway opposed.

Reseating Recused Commissioners

Chair Cox acknowledged that Eure will remain recused for the next application.

MOTION by Commissioner Bisbee to reseat Commissioner Klotz; Second by Commissioner Stone.

Motion passed unanimously. Commissioner Klotz returned to the dais.

C. 221 S. Front St. (Harvey Mansion) – to include the restoration of two chimneys, the removal of two modern balconies, the addition of 4 new balconies, and the reconfiguration of doors and windows for the balcony changes, all in the Tertiary AVC.

Conflict

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

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.

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 Eure, authorized representative for the applicant, if they had any additional comments. Eure indicated the application is the same as what was seen at Design Review and had no further comments at this time.

Proponents' and Opponents' Comments

Chair Cox asked if there is anyone who has received notice, has standing in this application, is a proponent of the application, and would like to present evidence. None spoke.

Chair Cox asked if there is anyone who has received notice, has standing in this application, and is an opponent of the application, and would like to present evidence. None spoke.

Rebuttals

Chair Cox indicated therefore there would be no rebuttals.

Others with Evidence

Chair Cox asked if there was anyone who has standing in this application and would like to present evidence. None spoke.

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:

Modifications

3.2.1

3.2.4

Windows, Doors and Openings

4.3.1

4.3.2

4.3.3

Masonry

5.1.1

5.1.2

5.1.3

5.1.4

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Metals

5.3.3

Wood

5.2.1

5.2.2

Paint

5.4.1

5.4.2

5.4.3

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

1. The project is located in the *Dense Fabric* development pattern;
2. The proposal is a renovation and restoration project;
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 for the restoration of two chimneys, the removal of two modern balconies, the addition of 4 new balconies, and the reconfiguration of doors and windows for the balcony changes, all in the Tertiary AVC.

Government Evidence

Chair Cox if there was any evidence from a City, State, or government person. None replied.

Applicant's Comments

Chair Cox asked the applicants if they had any additional comments.

Eure declined to make any additional comments.

Commissioners' Questions and Comments

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

Several questions and answers were presented, including regarding the muntin configuration shown on the drawings for the windows proposed to replace the existing balcony doors. The applicant was agreeable to changing the proposal accordingly.

Chair Cox clarified that the motion for the application should include that the muntin configuration in the new windows on the back of the building should match the muntin configuration of the windows on the front of the building.

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

MOTION by Commissioner Bisbee 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:

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Modifications

3.2.1

3.2.4

Windows, Doors and Openings

4.3.1

4.3.2

4.3.3

Masonry

5.1.1

5.1.2

5.1.3

5.1.4

Metals

5.3.3

Wood

5.2.1

5.2.2

Paint

5.4.1

5.4.2

5.4.3

Findings of Fact are:

1. The project is located in the *Dense Fabric* development pattern;
2. The proposal is a renovation and restoration project;
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.

Approval includes the following condition:

That the doors to be reinstalled as windows on the rear of the building will be four over four instead of as shown.

Chair Cox asked if all Commissioners understood the motion. No discussion.

Commissioner Klotz seconded the motion.

Motion passed unanimously.

MOTION by Commissioner Klotz to issue the CoA; Second by Commissioner Bisbee.

Motion passed unanimously.

Reseating Recused Commissioners

MOTION by Commissioner Bisbee to reseat Vice Chair Eure; Second by Commissioner Broadway.

Motion passed unanimously. Vice Chair Eure returned to the dais.

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D. 809 E. Front St. – to include the construction of a new infill house on a vacant parcel.

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 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. OR Commissioner _____ questioned ...

Applicant Comment

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

Proponents' and Opponents' Comments

Chair Cox noted there is nobody in the audience, so there are no proponents, opponents, rebuttals, others with standing, or comments from the government.

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

3.1.1

3.1.2

3.1.3

3.1.4

3.1.5

Infill Construction

3.4.1

3.4.2

3.4.3

3.4.4

Foundations

4.1.3

4.1.4

Walls, Trim and Ornamentation

4.2.4

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Windows, Doors and Openings

4.3.3

Entrances

4.4.4

Roofs

4.5.4

Decks and Patios

4.6.2

Masonry

5.1.3

5.1.5

5.1.6

Metals

5.3.3

5.3.4

Paint

5.4.2

5.4.3

5.4.4

5.4.6

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

1. The project is located in the *Narrow Stitch* development pattern;
2. The proposal is an infill project;
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 for construction of a new infill house on a vacant parcel.

Applicant's Comments

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

Commissioners' Questions and Comments

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

MOTION by Commissioner Bisbee 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:

Development Pattern

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396	2.1.1
397	2.1.2
398	2.1.3
399	<u>Design Principles</u>
400	3.1.1
401	3.1.2
402	3.1.3
403	3.1.4
404	3.1.5
405	<u>Infill Construction</u>
406	3.4.1
407	3.4.2
408	3.4.3
409	3.4.4
410	<u>Foundations</u>
411	4.1.3
412	4.1.4
413	<u>Walls, Trim and Ornamentation</u>
414	4.2.4
415	<u>Windows, Doors and Openings</u>
416	4.3.3
417	<u>Entrances</u>
418	4.4.4
419	<u>Roofs</u>
420	4.5.4
421	<u>Decks and Patios</u>
422	4.6.2
423	<u>Masonry</u>
424	5.1.3
425	5.1.5
426	5.1.6
427	<u>Metals</u>
428	5.3.3
429	5.3.4
430	<u>Paint</u>
431	5.4.2
432	5.4.3
433	5.4.4
434	5.4.6
435	Findings of Fact are:
436	1. The project is located in the <i>Narrow Stitch</i> development pattern;
437	2. The proposal is an infill project;
438	3. The proposed design, components, and materials meet the requirements of the Guide-
439	lines;

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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 Eure seconded the motion. 809 E. Front St. was confirmed as the address for the proposal.

Chair Cox asked if all Commissioners understood the motion.

Motion passed unanimously.

MOTION by Commissioner Eure to issue the CoA; Second by Commissioner Bisbee;

Motion passed unanimously.

5. OLD BUSINESS (non-hearing items tabled or continued from a previous meeting)

None

6. GENERAL PUBLIC COMMENTS

None

7. NEW BUSINESS

None

8. HPC ADMINISTRATOR'S REPORT

A. Report on CoAs Issued 6/8/2021 – 7/12/2021

Chair Cox introduced the list in the agenda (below). Chair Cox asked if there were any Comments staff would like to make about these. Staff Schelly replied, no.

MAJORS and AMENDMENTS:

1. 211 Johnson St. – amendment to elevate historic kitchen in Tertiary AVC
2. 304 Queen St – amendment for bracket detail and open side to carport in all AVCs
3. 808 E. Front St. – amendment for building height, rear columns, bracket details in all AVCs

MINORS:

1. 203 S. front St. – amendment for sign revision
2. 206 Craven St. – new sign
3. 310 Hancock St ROW – tree replacement
4. 320 Pollock St – tree replacement
5. 400 Johnson St ROW – tree replacement
6. 509 Broad St. – front doors restoration
7. 514 Metcalf St. – new mechanical unit
8. 524 E. Front St. – new driveway gate
9. 531 Queen St. – new shed
10. 531 Queen St. – tree replacement
11. 610 Metcalf St. – CoA amended
12. 711 E. Front St. – new metal fencing

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- 13. 901 Broad St. – new mechanical unit
- 14. 1206 National Ave. – reroofing metal to asphalt shingles
- 15. 711 E. Front St. – new fencing

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

None

C. Other Items and Updates

1. **Awards project update** – Chair Cox talked to Alderman Bengel, and Bengel had some suggestions.
2. **309 New St. (Centenary Church)** – the Minor CoA application for a replacement playground was presented to the HPC for their information since it was a highly visible location.
3. **211 Johnson St.** – Commission Broadway initiated a discussion about the elevation of the historic chimney.
4. **509 Broad St.** – the applicants, at the request of the SHPO, want to amend the handrail of the ramp to remove the vertical spindles from the design. The discussion pointed out there may be requirements by the Building Inspector that will affect the final design. We should have them come to us with a new design at a Design Review meeting.
5. **HPC member vacancies and expired terms** – Commissioner Klotz initiated a discussion. Staff Schelly reported that Alderman Odham has appointed John Blackwelder, owner of the Aerie B&B, to fill the seat vacated by George Brake. More discussion about the vacant and the expired seats ensued.

9. COMMISSIONERS' COMMENTS:

None

10. ADJOURN:

Motion to adjourn the meeting: Commissioner Bisbee; Second by Commissioner Broadway
Motion passed unanimously
The meeting was adjourned at 7:14 pm.

Minutes approved: August 18, 2021

Dr. Ruth Cox, Chair

Matthew Schelly, City Planner, HPC Secretary

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**Minutes of the
New Bern Historic Preservation Commission
May 19, 2021 – 5:30 P.M.**

The New Bern Historic Preservation Commission (HPC) held its regular meeting on Wednesday, May 19, 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
James Bisbee
George Brake
Peggy Broadway
Christian Evans
Joseph Klotz
Annette Stone

Members Excused (E)/Absent (A): Ellen Sheridan (E)

A quorum was present.

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

City Attorney Present: Jaimee Mosley

Others Present: Sarah Afflerbach, Michelle Lynn, Craig & Tina Springer, Ralph R. Leonard

**2. PRESENTATION OF CERTIFICATE OF APPRECIATION (WOODS);
INTRODUCTION OF NEW COMMISSIONER**

This item was done after 4A.

3. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

Motion to waive reading of the minutes: Commissioner Evans; Second by Commissioner Bisbee. The motion carried unanimously.

4. 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, Michelle Lynn, Craig & Tina Springer, and Ralph R. Leonard responded in the affirmative.

Chair Cox continued with the summary of the hearing process.

**1. PRESENTATION OF CERTIFICATE OF APPRECIATION (WOODS);
INTRODUCTION OF NEW COMMISSIONER**

This item was done at this point in the meeting. There was no introduction of a new commissioner.

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Item 4 continued at this point.

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 expected to join the meeting remotely, however had not yet joined the meeting, so this item was moved to the end of the hearings.

C. 809 Broad St. (Country Biscuit) – to include new masonry veneer below windows in the Primary and Secondary AVCs..

Staff Overview

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

Applicant Comment

Chair Cox asked the applicant, Michelle Lynn, if she had any additional comments. Ms. Lynn indicated she had no additional comments.

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

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

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:

Modifications

3.2.1

Contemporary Materials

5.5.2

5.5.3

5.5.4

5.5.5

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

1. The structure is a non-contributing resource;
2. The project is within the Primary and Secondary AVCs;
3. The proposed design, components, and materials meet the requirements of the Guidelines;

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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 new masonry veneer below windows in the Primary and Secondary AVCs.

Applicant's Comments

Chair Cox asked the applicant, Michelle Lynn, if she had any additional comments. Ms. Lynn indicated she had no additional comments.

Commissioners' Questions and Comments

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

Vice Chair Eure thanked the applicant for providing the information requested at the Design Review meeting. He also pointed out that there is a paragraph on page 5-1 of the Guidelines that reads, "Masonry materials found in the historic districts include brick, stucco, stone, concrete masonry units, architectural concrete masonry units, slate and terracotta tile." He indicated the proposal uses a masonry product that looks like stone and the proposed material fits in that paragraph.

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

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:

Modifications

3.2.1

Contemporary Materials

5.5.2

5.5.3

5.5.4

5.5.5

Findings of Fact are:

1. The structure is a non-contributing resource;

2. The project is within the Primary and Secondary 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 Bisbee seconded the motion.

Chair Cox asked if there were any more comments. No comments were heard.

Motion passed: Unanimously

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MOTION by Commissioner Brake to issue the CoA; Second by Commissioner Bisbee.

Motion passed: Unanimously

D. 402 Dunn St. – to include the installation of a new shed in the Secondary and Tertiary AVCs. This is an after-the-fact application.

Staff Overview

Staff Schelly provided a review of the application and internal review documents. The Zoning and Inspections Form was reviewed, including a comment from the Zoning Administrator that the accessory building must be relocated to meet setback requirements and an 8-foot separation from the primary structure. The existence of a staff recommendation was indicated.

Applicant Comment

Chair Cox asked the applicant, Craig Springer, if he had any additional comments. Mr. Springer did have some comments.

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

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

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:

Accessory Structures

2.6.1

2.6.3

Design Principles

3.1.1

3.1.2

Foundations

4.1.2

4.1.3

Walls, Trim and Ornamentation

4.2.4

4.2.5

Windows, Doors and Openings

4.3.2

4.3.3

4.3.4

Masonry

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DRAFT

5.1.2

5.1.3

5.1.5

Wood

5.2.2

Paint

5.4.1

5.4.2

5.4.3

Contemporary Materials

5.5.1

5.5.2

5.5.3

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 Secondary AVC;
3. All but the shutters of 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. Other than the shutters, the project is not incongruous with the Guidelines.

Staff recommends the Commission approve this application to include the installation of a new shed in the Secondary and Tertiary AVCs with the following two conditions:

1. The Zoning issues be resolved to the satisfaction of the Zoning Administrator.
2. The shutters either be fitted with the appropriate hardware or be removed.

Applicant's Comments

Chair Cox asked the applicant, Craig Springer, if he had any additional comments. Mr. Springer did have some comments. He pointed out that the shutters are permanently attached to the walls of the shed and cannot be removed.

Commissioners' Questions and Comments

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

Commissioner Bisbee asked for the clarification that the approval is requested without knowing where the shed will be located. Chair Cox confirmed that adding that the recommendation of the staff includes requiring it meet the Zoning requirements. Staff Schelly added that the Guidelines only dictate that an accessory structure cannot be in the Primary AVC, which is also a Zoning requirement.

Vice Chair Eure suggested the applicant choose to add shutter dogs to the shutters since removal of the shutters is too difficult. The applicant agreed to add shutter dogs.

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Chair Cox asked that the motion include documentation that the shed has been moved to the compliant location. The applicant showed photos and a plan showing the shed in that location when it was delivered, but they had it moved to the non-complaint location.

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

2.6.3

Design Principles

3.1.1

3.1.2

Foundations

4.1.2

4.1.3

Walls, Trim and Ornamentation

4.2.4

4.2.5

Windows, Doors and Openings

4.3.2

4.3.3

4.3.4

Masonry

5.1.2

5.1.3

5.1.5

Wood

5.2.2

Paint

5.4.1

5.4.2

5.4.3

Contemporary Materials

5.5.1

5.5.2

5.5.3

Findings of Fact are:

1. The structure is a contributing resource in the *Tight Weave* development pattern;
2. The project is within the Secondary AVC;
3. All but the shutters of the proposed design, components, and materials meet the requirements of the Guidelines;

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4. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly;

5. Other than the shutters, the project is not incongruous with the Guidelines.

Approval includes the following conditions:

- The Zoning issues be resolved to the satisfaction of the Zoning Administrator and the HPA be notified and a site plan provided when this is done.
- The shutters either be fitted with the appropriate hardware or be removed.

Chair Cox asked if all Commissioners understood the motion. No discussion.
Commissioner Evans seconded the motion.

Motion passed: Unanimously

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

Motion passed: Unanimously

E. 508 Johnson St. – to include replacing rear porch steps with wood landing, steps, and railing, removing a portion of screening and all vinyl ceiling on the upper porch, adding new screening and screen doors on both the lower and upper porches in the Tertiary AVC.

Staff Overview of the Application

Staff Schelly provided a review of the application and internal review documents. The applicant's representative, Ms. Afflerbach, clarified that the application includes a new gas lamp in the Primary AVC. 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. Afflerbach indicated they had no additional comments.

Proponents' and Opponents' Comments

Chair Cox noted there is nobody in the audience, so there are no proponents, opponents, rebuttals, others with standing, or comments from the government.

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:

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Utilities

2.3.6

Modifications

3.2.1

3.2.2

3.2.3

3.2.4

3.2.5

Entrances

4.4.5

Wood

5.2.1

5.2.2

Paint

5.4.1

5.4.2

5.4.3

5.4.4

Contemporary Materials

5.5.4

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 Primary 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.

Staff recommends the Commission approve this application to include replacing the rear porch steps with wood landing, steps, and railing, removing a portion of screening and all vinyl ceiling on the upper porch, replacing all vinyl railing with wood railing, and adding new screening and screen doors on both the lower and upper porches in the Tertiary AVC.

Commissioners' Questions and Comments

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

MOTION by Vice Chair Eure 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:

Utilities

2.3.6

Modifications

3.2.1

DRAFT

DRAFT

3.2.2

3.2.3

3.2.4

3.2.5

Entrances

4.4.5

Wood

5.2.1

5.2.2

Paint

5.4.1

5.4.2

5.4.3

5.4.4

Contemporary Materials

5.5.4

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

1. The structure is in the *Tight Weave* development pattern;
2. The lamp post is within the Primary AVC and the majority of the work is in 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.

Commissioner Bisbee seconded the motion.

Motion passed unanimously.

Chair Cox asked if there were any questions at this point. None were heard.

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

Motion passed unanimously.

- F. 509 Broad St.** – to include a new accessibility ramp to the front entrance in the Primary and Secondary AVCs.

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.

Applicant Comment

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

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Proponents' and Opponents' Comments

Chair Cox noted there is nobody in the audience, so there are no proponents, opponents, rebuttals, others with standing, or comments from the government.

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:

Modifications

3.2.1

3.2.2

Entrances

4.4.1

Accessibility and Life Safety

4.7.1

4.7.2

4.7.3

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

1. The structure is a contributing resource;
2. The project is within the Primary 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.

Staff recommends the Commission approve this application to include a new accessibility ramp to the front entrance in the Primary and Secondary AVCs with the following condition:

- The applicants shall provide a landscape plan that meets the requirements of the Guidelines to the HPC Administrator prior to completion of the construction and the approved landscaping will be installed after October 1, 2021, but before March 30, 2022.

Applicant's Comments

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

Commissioners' Questions and Comments

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

Commissioner Bisbee questioned about the existing metal columns and handrails when the porch is raised. Afflerbach replied that the columns will be cut and a base placed on them and that the handrails will be removed and then reinstalled.

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Vice Chair Eure asked about replacing the front steps. Afflerbach replied that they will be replaced in order to adjust for the new porch height.

Commissioner Brake asked Schelly why the landscaping is not to be installed until after October 1. Schelly replied that we generally recommend that in order to avoid the heat of the summer. He recommended the condition that a landscape plan be provided.

Commissioner Stone asked for more information about the handrail for the ramp.

Afflerbach indicated it would be round metal, like the other handrails. The pickets have to extend to the surface of the ramp. She also explained other details about the dimensions of the ramp and platforms. She has been working with the Chief Building Inspector to ensure their approval.

MOTION by Commissioner Bisbee 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:

Modifications

3.2.1

3.2.2

Entrances

4.4.1

Accessibility and Life Safety

4.7.1

4.7.2

4.7.3

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

1. The structure is a contributing resource;
2. The project is within the Primary 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.

Vice Chair Eure seconded the motion.

Commissioner Bisbee amended his motion to add the following condition:

- The applicants shall provide a landscape plan that meets the requirements of the Guidelines to the HPC Administrator prior to completion of the construction and the approved landscaping will be installed after October 1, 2021, but before March 30, 2022.

Vice Chair Eure amended his second for the amended motion.

Motion passed unanimously.

MOTION by Commissioner Klotz to issue the CoA; Second by Commissioner Bisbee;
Motion passed unanimously.

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G. 808 E. Front St. – to include the following changes to the approved CoA in all of the AVCs: change the foundation to a solid brick foundation with flood vents, add a third floor front balcony, increase the height of the side walls, remove the roof dormers, change single columns at the rear porches to triple columns.

Staff Overview of the Application

Staff Schelly discovered the Owner's Authorization is not for the project being presented.

MOTION by Commissioner Stone to continue the application to the next HPC Regular Meeting on June 16, 2021, at 5:30 pm, in the Development Services Conference Room, due to the absence of authorization for Ms. Afflerbach to represent the owner.

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

Second by Commissioner Klotz.

Motion passed unanimously.

Chair Cox returned to item B, which was moved to the end of the hearings.

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 had still not yet joined the meeting remotely. However, Schelly requested a short recess to contact the applicant by phone due to the fact that the computer was offline for 30 to 45 minutes and the applicant may have attempted to join the meeting during that time period.

After the recess, Schelly indicated that he could not reach the applicant. A discussion ensued about how to proceed. Since the most recent application was dated in January 2021, the following motion was made:

MOTION by Commissioner Bisbee to continue the application to the next HPC Regular Meeting on June 16, 2021, at 5:30 pm, in the Development Services Conference Room, due to the absence of the applicant.

Second by Vice Chair Eure.

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

Motion passed unanimously.

5. OLD BUSINESS (non-hearing items tabled or continued from a previous meeting)

A. 221 E. Front St. – update on this Demolition by Neglect (DBN) case

A walk-through of the property was conducted on May 3, 2021. The walk-through included the owner, Chair Cox, Vice Chair Eure, Tim Thompson and John Young of the Preservation Foundation, the City Attorney, the Assistant City Attorney, and John Wood of the State Historic Preservation Office.

A meeting of this group, without the owner and plus Schelly, was announced to be held the next day to discuss the observations and compare those with the list created by the PDBN Work Group from their site visit the previous month. This all to create a list and timeline to send to the owner for DBN items to repair.

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B. 104 Johnson St. – update on this Demolition by Neglect (DBN) case

Schelly reported that he met the previous month at the site with the owner's cousin, David French, who has the power of attorney, along with a family friend, Jennifer Knight. Schelly toured the exterior of the property and discussed with them the process for DBN. French indicated they are in the ReBuild NC program to repair the house for damages due to Hurricane Florence. They indicated to Schelly that the program was scheduled to send inspectors to the site over the next few months. We need to send French the list of repairs required from us.

Commissioner Broadway asked how this would affect our guidelines. Schelly replied that the ReBuild NC is new and probably less than a year old with little to no track record on how long their projects can take. Changes to the New Bern Historic District Guidelines are not necessary. We will just need to be patient. Almost all of the damage is on the inside.

6. GENERAL PUBLIC COMMENTS

None

7. NEW BUSINESS

None

8. HPC ADMINISTRATOR'S REPORT

A. Report on CoAs Issued 4/14/2021 – 5/10/2021

Chair Cox referred to the list in the agenda (below).

MAJORS and AMENDMENTS:

1. 308 Metcalf St. – many various modifications in all AVCs
2. 611 E. Front St. – new roofed wood trellis in the Tertiary AVC
3. 617 E. Front St. – remove rear stoop and roof, construct a new screened porch, brick outdoor kitchen, brick patio paving, and a wood outdoor shower enclosure, in the Secondary and Tertiary AVCs
4. 802 E. Front St. – new 2½ story infill house
5. 811 E. Front St. – amendment to COA to change metal roofing to composite shingles

MINORS:

1. 602 Middle St. – parking paving expansion
2. 221 E Front St. – tree replacements
3. 508 Johnson St. – tree replacement
4. 601 Hancock St. – drainage slot
5. 717 Pollock St. – garage door replacement
6. 317 Pollock St. – sign
7. 901 Broad St. – HVAC unit on roof

B. Report on CoA Extensions Issued since the Prior Regular Meeting

None

C. Other Items and Updates

Schelly reported he contacted the owner of the **Bear Town Market beer garden fence**, as directed by the HPC, but was only able to leave a message.

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Schelly reported that we have been recertified as a **Certified Local Government (CLG)**, which is a historic preservation designation. This is important because it provides us with multiple benefits, including free use of John Wood, free trainings and resources, and allows us to apply for grants for the community. This is done every year. They commended us for several things we initiated last year: two extra work groups – the Awards Work Group and the Historic Property Owners Support (HiP) Work Group.

9. **COMMISSIONERS' COMMENTS:**

Chair Cox asked about how far up the chain of command the **awards proposal** has progressed. Schelly reported he handed it to his superior, Jeff Ruggieri, who asked if it was discussed with Alderman Bengel. Chair Cox confirmed that it was, plus with the City Attorney twice. Cox then asked to be informed when it comes to the Aldermen so that someone can make a presentation. Some discussion about a small budget request, which would need to be approved by the Aldermen.

Commissioner Evans asked about the replacement **retaining wall** on the corner of Broad and George Streets. Schelly reported that he has seen it, that they seem to have stopped construction, and that he needs to call them about it.

Commissioner Broadway asked about the house at **715 E. Front St.** Schelly reported on status of the construction of the approved project. Chair Cox asked if the PDBN Work Group would take this up.

Vice Chair Eure reported that Commissioner Klotz has drafted up some suggestions for improving the **Demolition by Neglect procedures** and the Guidelines Updates Work Group will be working on these in the coming months.

Commissioner Klotz discussed the **end of his term and the importance of the HPC** to preserve the heritage and the existence of this city. He added the **need for more staff for this function and better communication among departments**, both of which he blames for the extreme length of time it had taken to resolve many of the DBN cases in a reasonable length of time, not 18 to 30 years. Schelly indicated his proposal in the budget for a computer program that will answer many of the questions from the public, freeing up staff time. Vice Chair Eure mentioned that HPC members have talked to the Ward 1 Alderman, previous and current, about the need for more staffing.

10. **ADJOURN:**

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

Motion passed: Unanimously

The meeting was adjourned at 7:42 pm.

Minutes approved: August 18, 2021

Dr. Ruth Cox, Chair

Matthew Schelly, City Planner, Secretary

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**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.

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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 a 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

DRAFT

DRAFT

3.1.1

3.1.2

3.1.3

3.1.4

3.1.5

Infill Construction

3.4.1

3.4.2

3.4.3

3.4.4

Foundations

4.1.3

4.1.4

Walls, Trim and Ornamentation

4.2.4

Windows, Doors and Openings

4.3.3

Entrances

4.4.4

Roofs

4.5.4

Decks and Patios

4.6.2

Masonry

5.1.3

5.1.5

5.1.6

Metals

5.3.3

5.3.4

Paint

5.4.2

5.4.3

5.4.4

5.4.6

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

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

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

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Evidence from City, County, or other Government Agencies

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

Applicant Comment

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

Commissioners' Questions and Comments

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

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

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

MOTION by Commissioner Klotz 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:

Development Pattern

2.1.1

2.1.2

2.1.3

Design Principles

3.1.1

3.1.2

3.1.3

3.1.4

3.1.5

Infill Construction

3.4.1

3.4.2

3.4.3

3.4.4

Foundations

4.1.3

4.1.4

Walls, Trim and Ornamentation

4.2.4

Windows, Doors and Openings

DRAFT

DRAFT

4.3.3

Entrances

4.4.4

Roofs

4.5.4

Decks and Patios

4.6.2

Masonry

5.1.3

5.1.5

5.1.6

Metals

5.3.3

5.3.4

Paint

5.4.2

5.4.3

5.4.4

5.4.6

Findings of Fact:

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

Condition:

Page one of the application shall be changed to reflect the ownership of the property by Scott Davidson.

Commissioner Brake seconded the motion.

Motion passed unanimously.

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

Motion passed unanimously.

D. 211 Johnson St. – amendment to approved CoA: to include the elevation of a portion of the existing house in the Tertiary AVC.

Staff Schelly requested removing this from the agenda for the reason that it was improperly listed as a hearing item.

Chair Cox clarified with the Assistant City Attorney that a motion to remove this from the agenda was not required.

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

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Staff Overview

Staff Schelly provided a review of the application and internal review documents. The Zoning and Inspections Form was reviewed, including a comment from the Zoning Administrator that the setback for the structure is required to be 5 feet. Schelly added that the applicants have revised the design to comply with this requirement. Also, a Building Permit will be required. 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. Afflerbach indicated they had no additional comments.

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

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

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:

Accessory Structures

2.6.1

2.6.2

2.6.3

Additions

3.3.1

3.3.2

3.3.3

Walls, Trim and Ornamentation

4.2.1

Roofs

4.5.1

4.5.2

4.5.3

4.5.4

Wood

5.2.1

DRAFT

DRAFT

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. Clarificatino 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

DRAFT

DRAFT

3.3.1

3.3.2

3.3.3

Walls, Trim and Ornamentation

4.2.1

Roofs

4.5.1

4.5.2

4.5.3

4.5.4

Wood

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.

Commissioner Evans seconded the motion.

Motion passed: Unanimously

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

Motion passed: Unanimously

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.

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.

DRAFT

DRAFT

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 the applicants, who were present, if they had any additional comments. They indicated they had no additional comments.

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

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

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:

Landscaping

2.4.7

Accessory Structures

2.6.1

2.6.3

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

DRAFT

DRAFT

4.2.1

4.2.4

Windows, Doors and Openings

4.3.1

4.3.2

Entrances

4.4.1

4.4.4

4.4.5

Roofs

4.5.4

Masonry

5.1.1

5.1.2

5.1.3

Wood

5.2.1

5.2.2

Metals

5.3.2

Paint

5.4.2

5.4.3

5.4.4

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 and Secondary 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.

Staff recommends the Commission approve this application 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 or without a fireplace, brick patio paving, and a wood, outdoor shower enclosure, all in the Secondary and Tertiary AVCs.

Commissioners' Questions and Comments

Chair Cox asked the applicants where the **outdoor shower** is located. The shower is to be located to the east of the column for the carport, constructed as a 3-foot by 3-foot area enclosed with pressure-treated walls and opaque-stained or painted to match the lattice on the fence.

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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

DRAFT

DRAFT

4.3.1

4.3.2

Entrances

4.4.1

4.4.4

4.4.5

Roofs

4.5.4

Masonry

5.1.1

5.1.2

5.1.3

Wood

5.2.1

5.2.2

Metals

5.3.2

Paint

5.4.2

5.4.3

5.4.4

Findings of Fact:

1. The structure is a contributing resource in the *Tight Weave* development pattern;
2. The project is within the Tertiary and Secondary 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.

Conditions:

1. A rendering of the proposed shower be given to the HPC Administrator for approval consistent with the discussion of the meeting.
2. Construction of a fireplace is not included in this motion.

Commissioner Evans seconded the motion.

Motion passed with Commissioner Klotz opposed.

MOTION by Commissioner Sheridan to issue the CoA; Second by Commissioner Evans;
Motion passed with Commissioner Klotz opposed.

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

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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

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DRAFT

570 4.1.3
571 4.1.4
572 **Walls, Trim and Ornamentation**

573 4.2.1
574 4.2.4
575 **Windows, Doors and Openings**

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 **Entrances**

583 4.4.1
584 4.4.2
585 4.4.4
586 4.4.5

587 **Masonry**

588 5.1.1
589 5.1.2
590 5.1.3
591 5.1.4

592 **Wood**

593 5.2.1
594 5.2.2

595 **Metals**

596 5.3.2

597 **Paint**

598 5.4.1
599 5.4.2
600 5.4.3
601 5.4.4

602 **Contemporary Materials**

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 *Tight Weave* 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.

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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

DRAFT

DRAFT

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.

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Reseating Recused Commissioners

MOTION by Commissioner Klotz to reseal Chair Cox; Second by Commissioner Evans.

Motion passed unanimously. Chair Cox returned to the table.

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

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

5. GENERAL PUBLIC COMMENTS

None

6. NEW BUSINESS

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

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

7. HPC ADMINISTRATOR’S REPORT

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

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

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

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

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

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

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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

FEE SCHEDULE (office use only)
☐ \$22 Standard Application (minor)
☒ \$107 Standard Application (major)



HPC Administrator
HPAdmin@newbern-nc.org
Work: (252) 639-7583
Fax: (252) 636-2146

Application for a Certificate of Appropriateness
(For Alterations to Properties in Locally Designated Historic Districts)

For assistance see "CoA Instructions", as well as "Historic District Guidelines", available online at:
<http://www.newbern-nc.org/departments/development/historic-preservation/historic-preservation-guidlines/>

Type of Project: ☐ Exterior Alteration ☐ Addition ☒ Infill ☐ Site Work ☐ Other

I. Applicant/Owner Information:			
Property Address (Include year built, if known): 416-418 Broad Street (undeveloped)			
Property Owner Name(s): Broad Street Ventures, LLC S&T Land, LLC	Owner Mailing Address: P.O. Box 1575 New Bern, NC 28563	Phone #'s: 252-514-5198	Email: stewartsmith@coldwellbanker.com
Applicant Name (if different): Sarah Afflerbach, AIA GO Architectural Design, PLLC	Applicant Mailing Address: 1202A Pollock Street New Bern, NC 28560	Phone #'s: 252-633-0322	Email: sarah@goarchdesign.com

II. Project Information: (See "CoA Instructions" & "Historic Guidelines" for help in completing this section)
<p>1. Provide a detailed description of work to be conducted on site: (Attach additional sheets if needed)</p> <p>Build 8 new townhouses; 4 along Broad Street, and 4 perpendicular to Broad Street. All units are 3 stories of brick masonry construction with ground faced concrete masonry base, composite columns and trim, concrete walk and step to recessed front entry with fiberglass doors, vinyl windows with 3D grilles inside and out, and aluminum railings and walk up roof access of painted hardie board and metal roofing. The 4 units facing Broad Street have recessed, colonnaded, covered front entry doors at the street with rear facing garage entry doors and recessed 2nd floor recessed covered porches. The 4 Off Broad Street units have the recessed, colonnaded, covered front entry doors, garage doors, and 2nd floor recessed covered porches facing the common driveway area. See attached drawings and renderings.</p> <p align="right">Continued on additional sheet or attached brochure <input type="checkbox"/></p>
<p>2. Reference the specific Guideline(s) in the "Historic District Guidelines" which you believe apply to this project: (page and guideline number):</p> <p>2.1.1-3, 2.3.1-7, 2.4.3-4, 2.7.1-5, 3.1.1-5, 3.4.1-4, 4.1.3, 4.3.1, 4.3.3, 4.4.1, 4.4.3-4, 4.5.1, 5.1.4-6, 5.3.3, 5.4.2, 5.5.1-6</p> <p align="right">Continued on additional sheet or attached brochure <input type="checkbox"/></p>
<p>3. Provide a detailed description of materials to be used (copies of brochures, texture, etc.):</p> <p>Reference the specific Guidelines in the Historic District Guidelines for the proposed material(s). Standard brick masonry, ground faced concrete masonry, vinyl windows and doors with 3D grilles inside and out, fiberglass doors, aluminum garage doors, composite columns and trim, smooth faced painted hardie board at roof stair access with standing seam metal roofing, concrete curb and driveway, concrete walk and step, aluminum railing.</p> <p align="right">Continued on additional sheet or attached brochure <input type="checkbox"/></p>

III. Additional Information Provided: (See "CoA Instructions" for more detail)

Plan(s) of Work, with: (please check all of those which are included with this application)

- ☒ Site plan (with annotated notes showing existing site and requested work)
- ☒ Photographs of the building and location where the proposed work will be completed
- ☒ Annotated notes or photos of materials to be used (samples may also be submitted)
- ☒ Floor plan with dimensions (for additions)
- ☒ Elevations with dimensions (for exterior additions or renovations)
- ☒ Supporting materials (brochures, photos of similar New Bern projects, estimates, etc.)
- ☒ Letter from owner acknowledging this application, in the case of submission by an applicant or lessee.

Please see Development Services Staff (Staff) prior to submittal for initial review of the application and advisement if additional information will be required before consideration at a Historic Preservation Commission hearing.

Please read the following statements. Your signature below acknowledges that you have read the statements and attest to their accuracy:

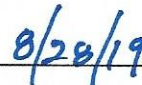
Check one:

- ☐ I am the owner of the Property, or
- ☒ I am acting on behalf of the owner of the property and I have attached a letter from the owner(s) indicating their knowledge of this application.

- ◆ I understand that submittal of this application does not constitute approval of proposed alterations.
- ◆ I understand that the approval of this application by City Staff or the New Bern Historic Preservation Commission (HPC) does not constitute approval of other federal, state, or local permit applications.
- ◆ I understand that I (or my representative) will need to attend the Hearing of this Application by HPC. No Applications shall be heard without a representative present and all applicable fees paid in full.
- ◆ I have reviewed the City of New Bern's "Historic District Guidelines" in preparing this Application.
- ◆ I understand that the property referenced by this Certificate of Appropriateness (CoA) application is in one of New Bern's local historic districts and that it represents a part of New Bern's historic fabric. If a CoA is approved by HPC or Staff, I agree to implement all changes as specified in the approved CoA, including any conditions. I understand that I am responsible for contacting Staff if I have any questions regarding the allowed changes specified in the approved CoA.
- ◆ I understand that ANY unapproved alterations are enforceable as a violation of City Ordinance and must be brought into compliance by removal or through the CoA process.
- ◆ I affirm that all the information included in this application is true to the best of my knowledge.
- ◆ I understand that incomplete applications cannot be considered.



Signature of Applicant/Owner

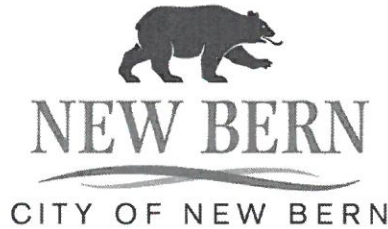


Date

APPLICATION SHOULD BE SUBMITTED TO THE DEVELOPMENT SERVICES MAIN OFFICE AT 303 FIRST ST. NO LESS THAN 2 WEEKS PRIOR TO UPCOMING MEETING. FOR FURTHER INFORMATION, CONTACT THE ADMINISTRATOR OF THE HISTORIC PRESERVATION COMMISSION AT (252) 639-7583.

Aldermen

Sabrina Bengel
Jameesha S. Harris
Robert V. Aster
Johnnie Ray Kinsey
Barbara J. Best
Jeffrey T. Odham



300 Pollock Street, P.O. Box 1129
New Bern, NC 28563-1129
(252) 636-4000

Dana E. Outlaw
Mayor

Mark A. Stephens
City Manager

Petitioners requesting City of New Bern Historic Preservation Commission action on property not owned by them must have this form completed by the owner of the property.

CERTIFICATE OF APPROPRIATENESS OWNERS AUTHORIZATION

Dear Sir or Madame:

I am the owner of the property located at:

416-418 BROAD ST., NEW BERN, NC 28560
(address, city, zip code)

I hereby authorize GO Architectural Design, PLLC to appear with my consent, before the City of New Bern Historic Preservation Commissioner in order to request a Certificate of Appropriateness for the property referenced above.

I authorize you to present this matter on my/our behalf as the owner(s) of the property.

If there are any questions, please contact me at the following address and phone number:

115 MIDDLE ST., NEW BERN, NC Phone 252-514-5198

BROAD ST. VENTURE, LLC
S&T LAND, LLC

Stewart H. Smith, member/mgr.
Owner's Signature

STEWART H. SMITH
Print Name

8-28-19
Date

Sworn to and subscribed before me this 28th day of August, 2019.

Lindsay A. Best
Notary Public:

My commission expires: march 20, 2024



BROAD STREET TOWNHOMES



CONCEPTUAL RENDERING

KEYS & SYMBOLS

DOOR & WINDOW SIZE KEY
= 2'-6" WIDE (ASSUME STANDARD DOOR
HEIGHT OF 6'-8" UNLESS NOTED)

2060 = 2'-0" WIDE X 6'-0" HIGH

DRAWING NUMBER
SHEET NUMBER
ROOM NAME
CEILING HEIGHT AND
SQUARE FOOTAGE
DRAWING NUMBER
SHEET NUMBER
ELEVATION HEIGHT

FIRST FLOOR PLAN
Scale: 1/4" = 1'-0"

- ELECTRICAL LEGEND
- RECEPTACLE
 - FLOOR RECEPTACLE
 - GFCI RECEPTACLE
 - WATER PROOF RECEPTACLE
 - SWITCH
 - 3 WAY SWITCH
 - FAN / LIGHT
 - SECURITY LIGHT
 - CEILING MOUNT
 - WALL SCONCE
 - CEILING PENDANT
 - FAN / LIGHT
 - 6" RECESSED CAN
 - DIRECTIONAL PIN LIGHT
 - FLUORESCENT
 - UNDER-COUNTER
 - INDIRECT TRAY LIGHT
 - CABLE
 - GARAGE DOOR OPENER W/ LIGHT

SHEET SCHEDULE

- G-101 TITLE SHEET
- C-101 SITE PLAN
- A-101 FIRST FLOOR PLAN - BROAD ST
- A-102 SECOND FLOOR PLAN - BROAD ST
- A-103 THIRD FLOOR PLAN - BROAD ST
- A-104 ROOF FLOOR - BROAD ST
- A-105 FIRST FLOOR PLAN - OFF BROAD
- A-106 SECOND FLOOR PLAN - OFF BROAD
- A-107 THIRD FLOOR PLAN - OFF BROAD
- A-108 ROOF PLAN - OFF BROAD
- A-201 FRONT ELEVATION - BROAD ST.
- A-202 SIDE ELEVATIONS - BROAD ST.
- A-203 REAR ELEVATION - BROAD ST.
- A-204 FRONT ELEVATION - OFF BROAD
- A-205 SIDE ELEVATIONS - OFF BROAD
- A-206 REAR ELEVATION - OFF BROAD
- A-401 BROAD STREET RENDERINGS
- A-402 BROAD STREET UNITS RENDERINGS
- A-403 OFF BROAD ST UNITS RENDERINGS

IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR
BUILDER TO CONFIRM TO ALL STANDARDS, PROVISIONS,
REQUIREMENTS, METHODS OF CONSTRUCTION AND USES OF
MATERIALS PROVIDED IN BUILDINGS AND/OR STRUCTURES AS
REQUIRED BY N.C. UNIFORM BUILDING CODE, LOCAL AGENCIES AND
IN ACCORDANCE WITH GOOD ENGINEERING PRACTICE. VERIFY ALL
DIMENSIONS PRIOR TO CONSTRUCTION. VERIFY ALL COLOR AND
MATERIAL CHOICES WITH OWNER PRIOR TO ORDERING OR
INSTALLING.



BLOCK LOCATION - SCALE: 1/64" = 1'-0"



1202-A Pollock Street
New Bern, NC 28560
252-633-0322
www.goarchdesign.com

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ANY FAILURE TO OBTAIN SUCH CONSENT IS A VIOLATION
OF LAW, AND MAY BE SUBJECT TO CIVIL AND CRIMINAL
PROSECUTION AND PENALTIES.

Date: 09.18.2019

Revisions:

BROAD STREET TOWNHOUSES

416 & 418 BROAD STREET, NEW BERN, NC 28560

G-101

TOWNHOUSES

12 X 18 SHEETS ARE HALF SIZE



PHOTO 01 - 107 LF



PHOTO 02 - 107 LF



PHOTO 03



PHOTO 04

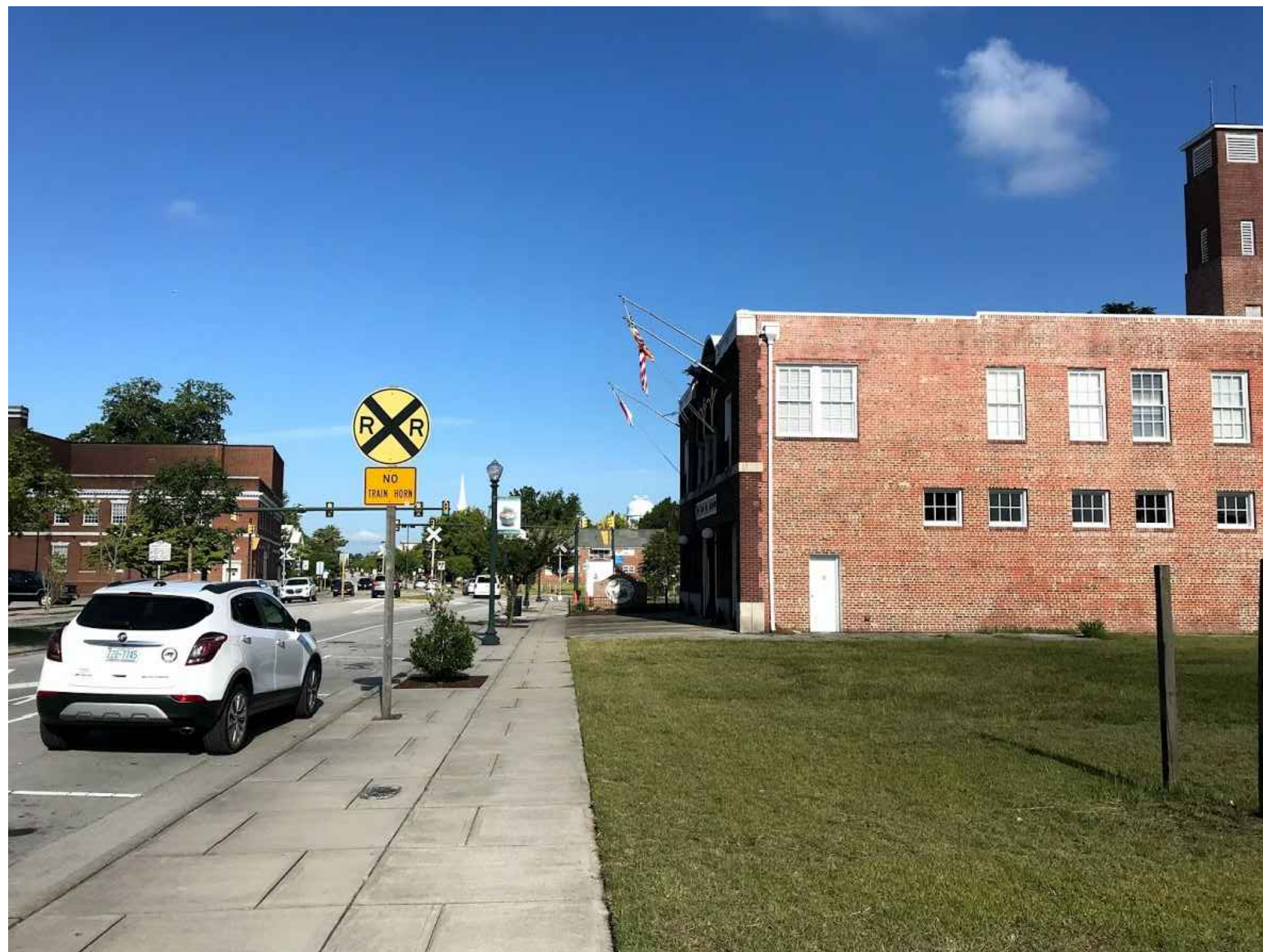


PHOTO 05



PHOTO 06



PHOTO 07



PHOTO 08



PHOTO 09



PHOTO 10



PHOTO 11



PHOTO 07



PHOTO 08



PHOTO 09



PHOTO 10



PHOTO 11



PHOTO 12



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BROAD STREET TOWNHOUSES

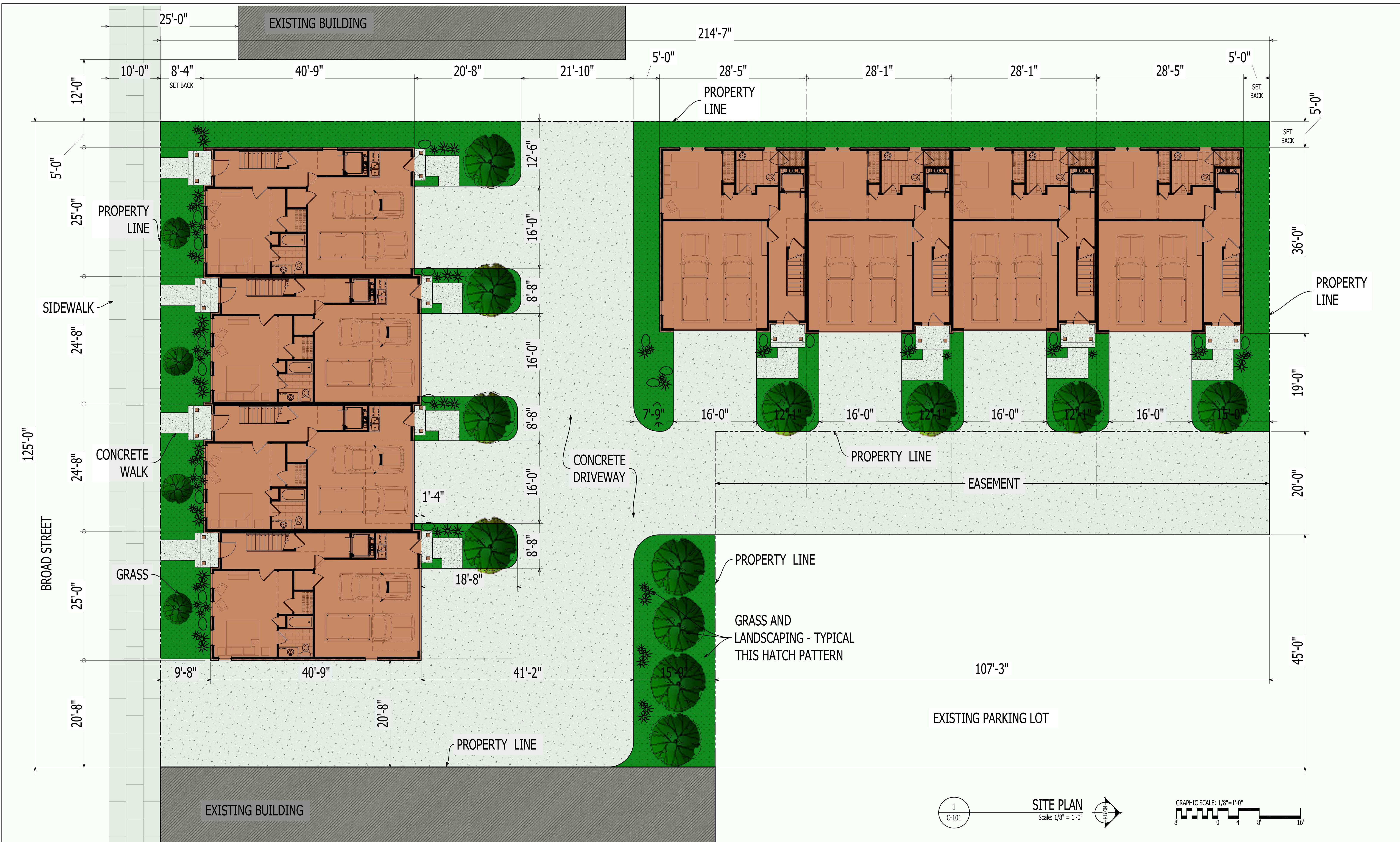
416 & 418 BROAD STREET, NEW BERN, NC 28560

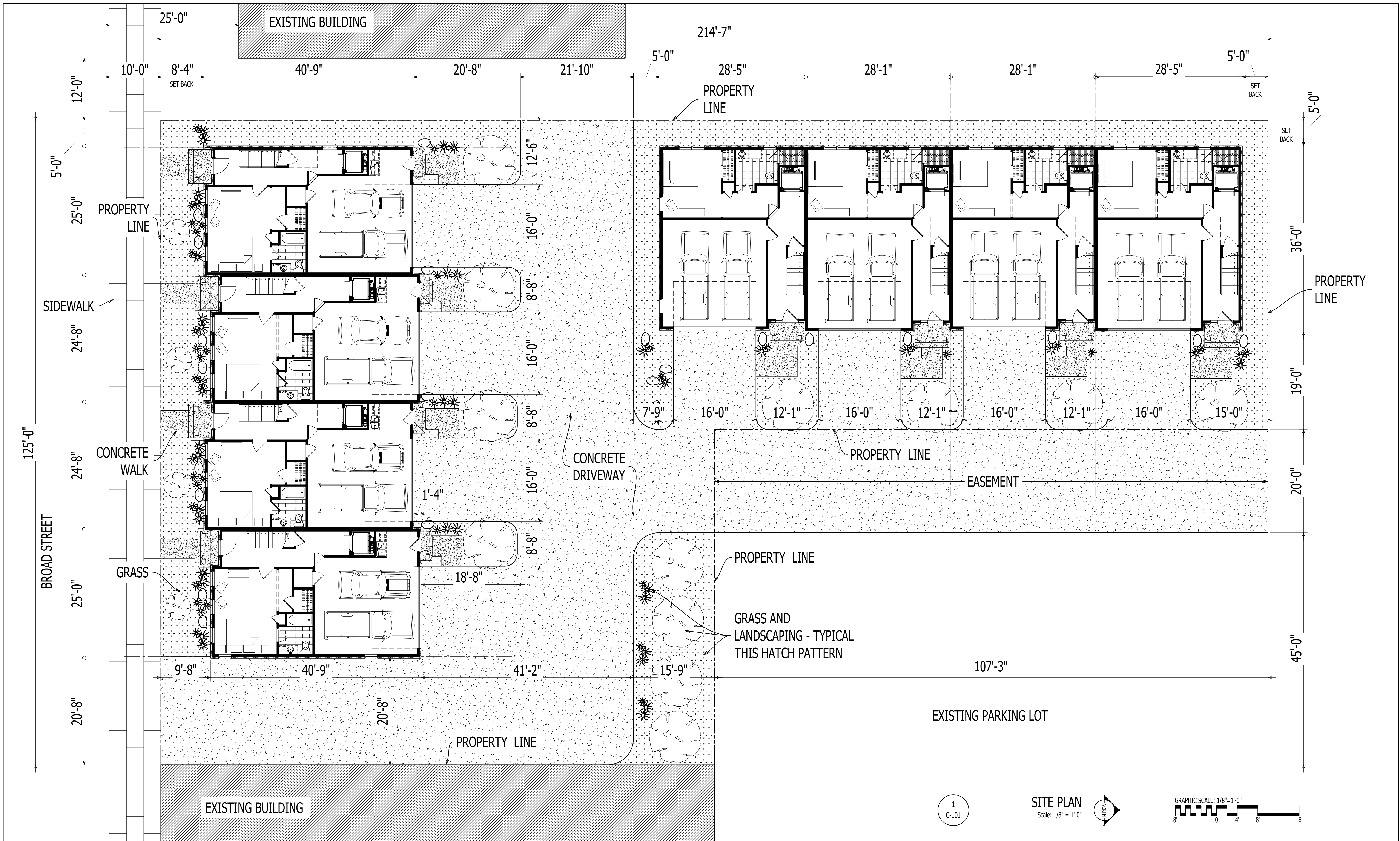
Date: 09.18.2019

Revisions:

PHOTO

12 X 18 SHEETS ARE HALF SIZE





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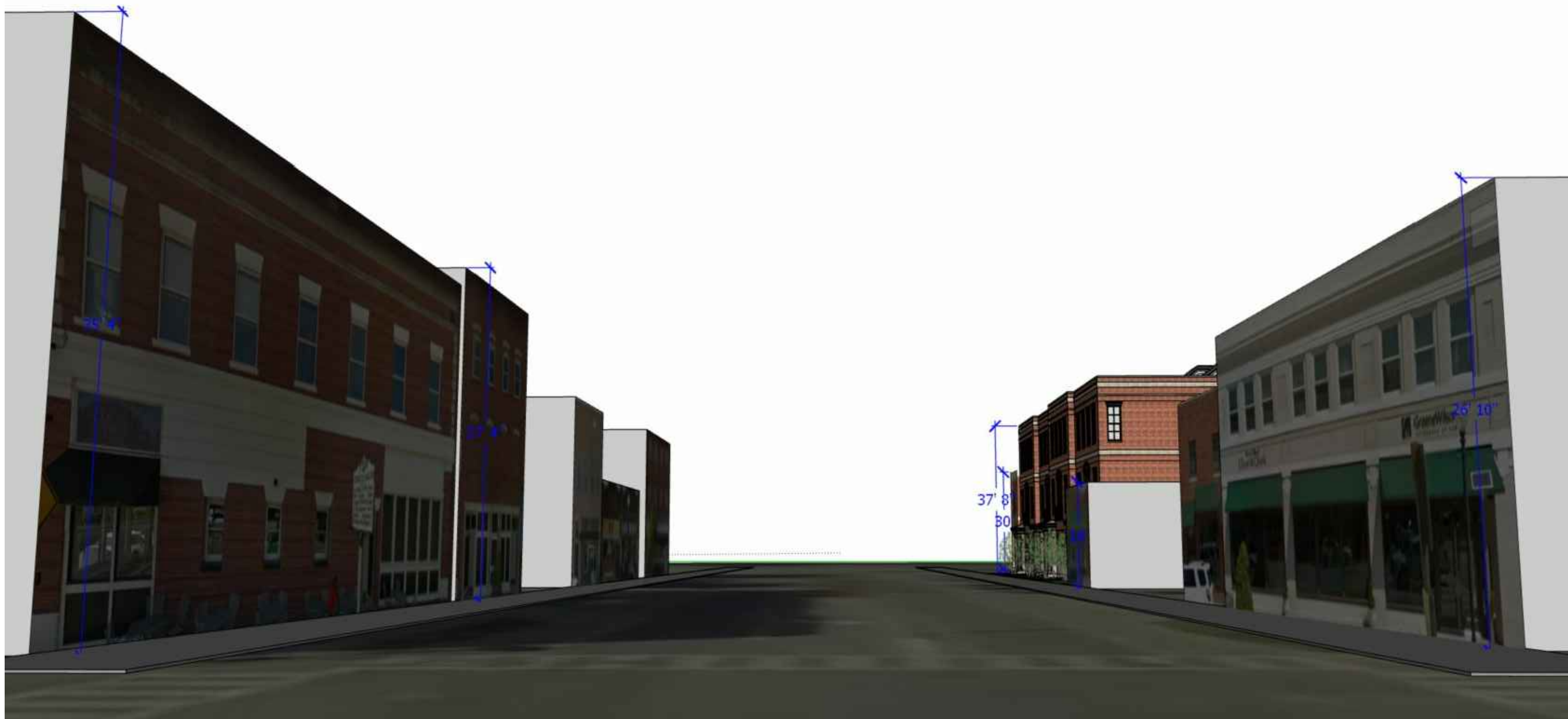
BROAD STREET TOWNHOUSES

416 & 418 BROAD STREET, NEW BERN, NC 28560

C-101

FLOOR PLAN

12 X 18 SHEETS ARE HALF SIZE



BROAD STREET VIEW



BROAD STREET VIEW



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Date: 09.18.2019

Revisions:

BROAD STREET TOWNHOUSES 416 & 418 BROAD STREET, NEW BERN, NC 28560

A-401

RENDERINGS

12 X 18 SHEETS ARE HALF SIZE



BROAD STREET BIRDS EYE VIEW



BROAD STREET EYE LEVEL



SINGLE UNIT CLOSE-UP



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BROAD STREET TOWNHOUSES

416 & 418 BROAD STREET, NEW BERN, NC 28560

A-402
BROAD STREET UNITS
RENDERINGS
12 X 18 SHEETS ARE HALF SIZE



BROAD STREET BIRDS EYE VIEW



BROAD STREET EYE LEVEL



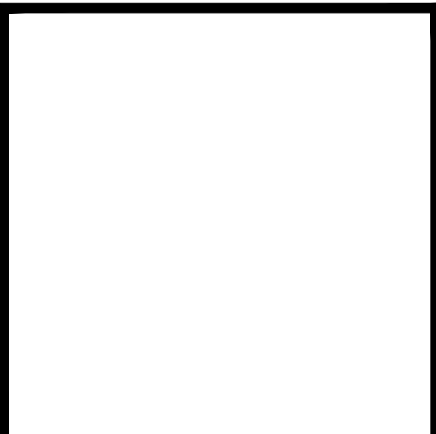
SINGLE UNIT CLOSE-UP



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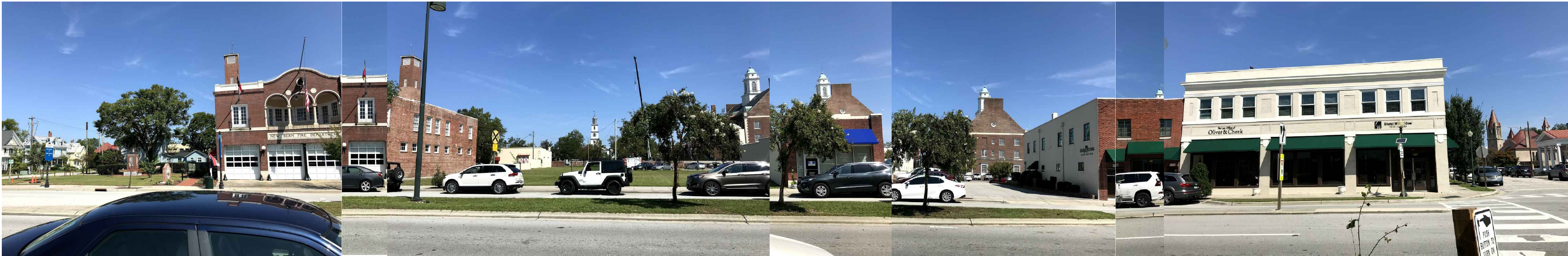
BROAD STREET TOWNHOUSES

416 & 418 BROAD STREET, NEW BERN, NC 28560

A-403

OFF BROAD STREET UNITS
RENDERINGS

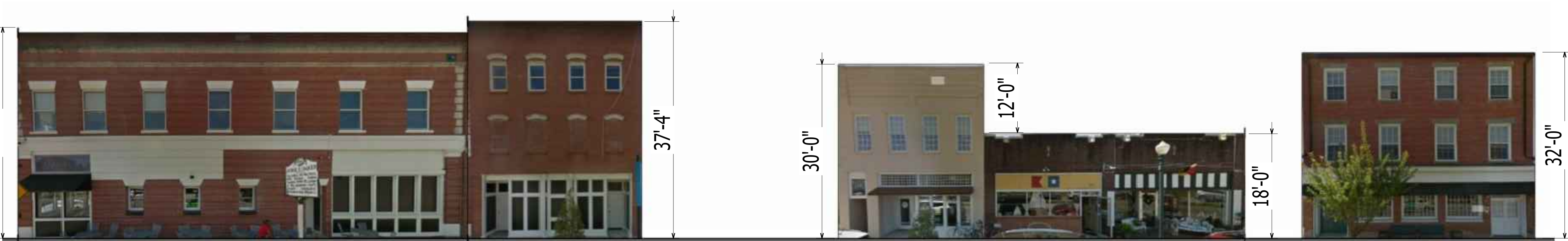
12 X 18 SHEETS ARE HALF SIZE



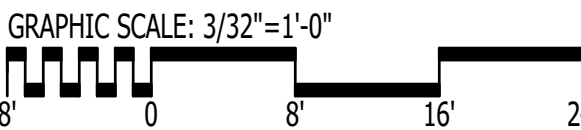
STREET SCAPE PHOTO



1 BROAD STREET ELEVATION (NORTH)
Scale: 3/32" = 1'-0"



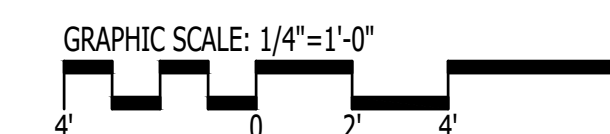
2 BROAD STREET ELEVATION (SOUTH)
Scale: 3/32" = 1'-0"





1
A-101
FIRST FLOOR PLANS
BROAD STREET
Scale: 1/4" = 1'-0"

BROAD STREET UNITS	
HEATED/COOLED SPACE	
1ST FLOOR	475 SF
2ND FLOOR	829 SF
3RD FLOOR	827 SF
TOTAL	2,131 SF
GARAGE	428 SF
PORCH	80 SF
DECK	267 SF



IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR BUILDER TO CONFIRM TO ALL STANDARDS, PROVISIONS, REQUIREMENTS, METHODS OF CONSTRUCTION AND USES OF MATERIALS PROVIDED IN BUILDINGS AND/OR STRUCTURES AS REQUIRED BY N.C. UNIFORM BUILDING CODE, LOCAL AGENCIES AND IN ACCORDANCE WITH GOOD ENGINEERING PRACTICE. VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION. VERIFY ALL COLOR AND MATERIAL CHOICES WITH OWNER PRIOR TO ORDERING OR INSTALLING.



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A-101

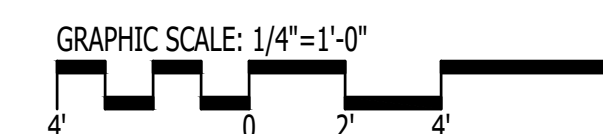
BROAD STREET UNITS
FIRST FLOOR PLANS

12 X 18 SHEETS ARE HALF SIZE



1
A-102 SECOND FLOOR PLANS
BROAD STREET Scale: 1/4" = 1'-0"

BROAD STREET UNITS	
HEATED/COOLED SPACE	
1ST FLOOR	475 SF
2ND FLOOR	829 SF
3RD FLOOR	827 SF
TOTAL	2,131 SF
GARAGE	428 SF
PORCH	80 SF
DECK	267 SF



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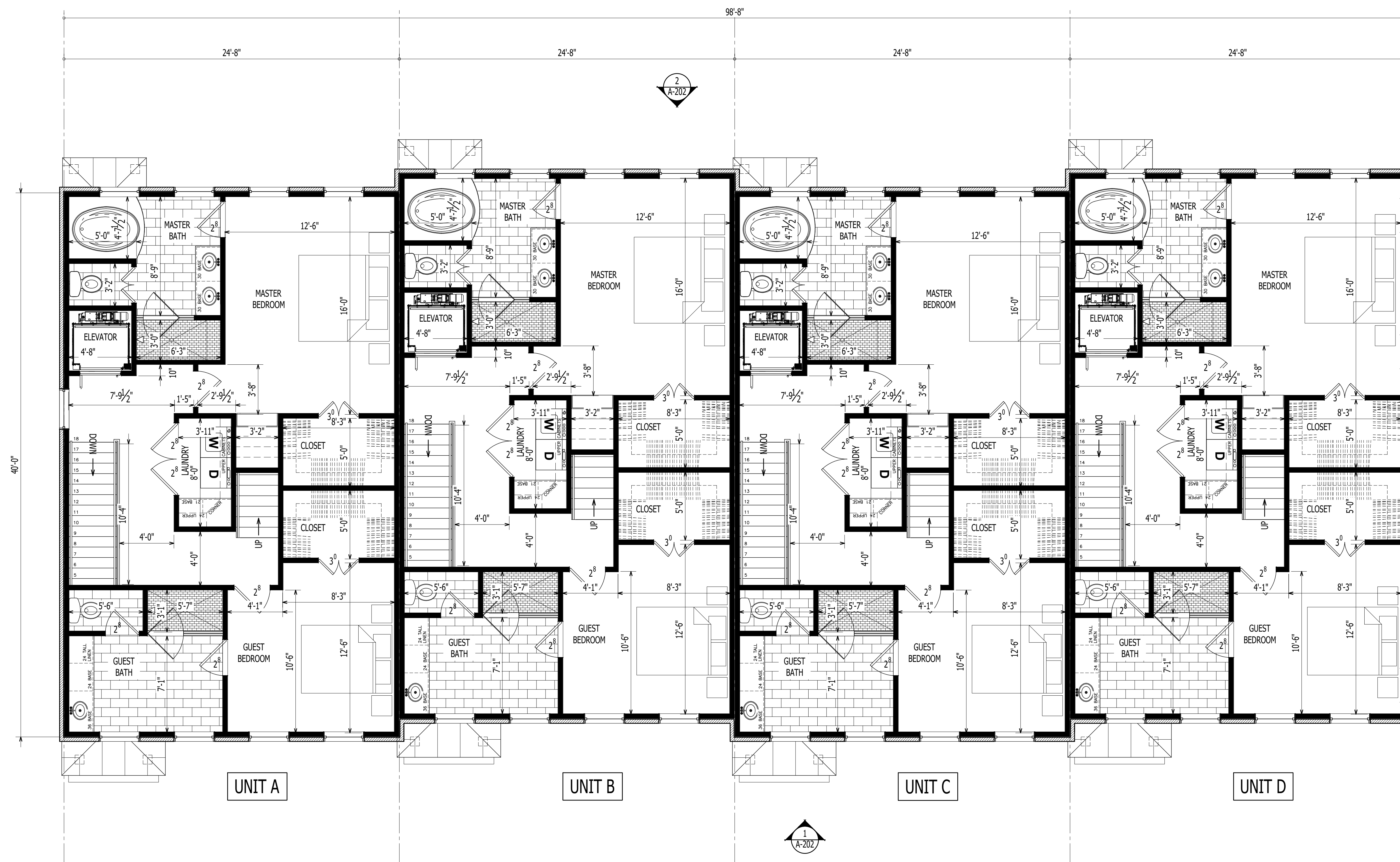
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A-102

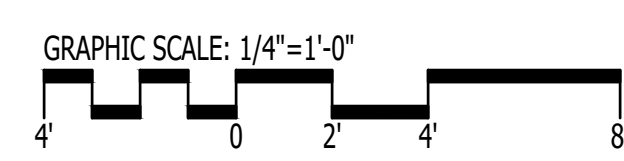
BROAD STREET UNITS
SECOND FLOOR PLANS

12 X 18 SHEETS ARE HALF SIZE



1
A-103
THIRD FLOOR PLANS
BROAD STREET
Scale: 1/4" = 1'-0"

BROAD STREET UNITS	
HEATED/COOLED SPACE	
1ST FLOOR	475 SF
2ND FLOOR	829 SF
3RD FLOOR	827 SF
TOTAL	2,131 SF
GARAGE	428 SF
PORCH	80 SF
DECK	267 SF



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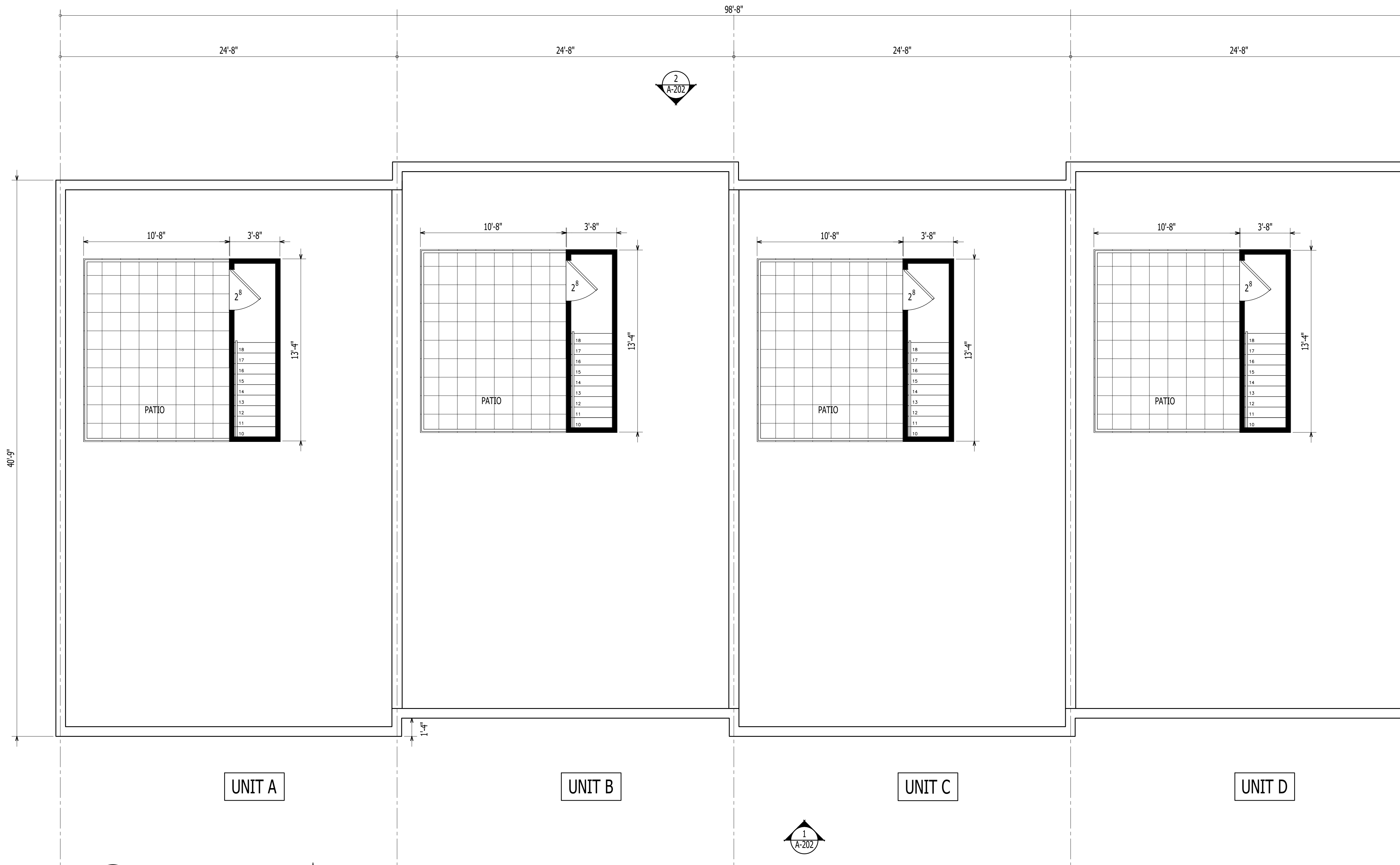
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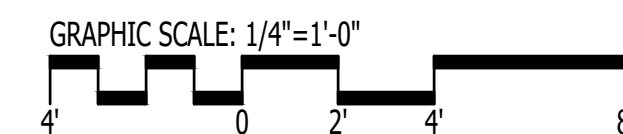
A-103

BROAD STREET UNITS
THIRD FLOOR PLANS

12 X 18 SHEETS ARE HALF SIZE



1
A-104 BROAD STREET
Scale: 1/4" = 1'-0"



BROAD STREET UNITS	
HEATED/COOLED SPACE	
1ST FLOOR	475 SF
2ND FLOOR	829 SF
3RD FLOOR	827 SF
TOTAL	2,131 SF
GARAGE	428 SF
PORCH	80 SF
DECK	267 SF

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A-104

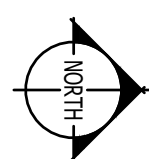
BROAD STREET UNITS
ROOF PLANS

12 X 18 SHEETS ARE HALF SIZE

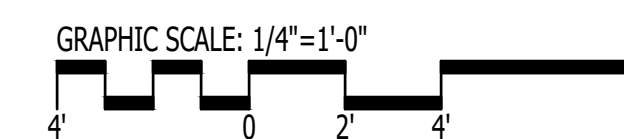


1
A-105 OFF BROAD STREET Scale: 1/4" = 1'-0"

FIRST FLOOR PLAN



OFF BROAD STREET UNITS	
HEATED/COOLED SPACE	
1ST FLOOR	433 SF
2ND FLOOR	823 SF
3RD FLOOR	875 SF
TOTAL	2,131 SF
GARAGE	416 SF
PORCH	92 SF
ROOF DECK	256 SF



IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR BUILDER TO CONFIRM TO ALL STANDARDS, PROVISIONS, REQUIREMENTS, METHODS OF CONSTRUCTION AND USES OF MATERIALS PROVIDED IN BUILDINGS AND/OR STRUCTURES AS REQUIRED BY N.C. UNIFORM BUILDING CODE, LOCAL AGENCIES AND IN ACCORDANCE WITH GOOD ENGINEERING PRACTICE. VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION. VERIFY ALL COLOR AND MATERIAL CHOICES WITH OWNER PRIOR TO ORDERING OR INSTALLING.



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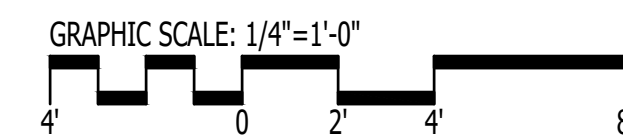
A-105

OFF BROAD UNITS
FIRST FLOOR PLANS

12 X 18 SHEETS ARE HALF SIZE



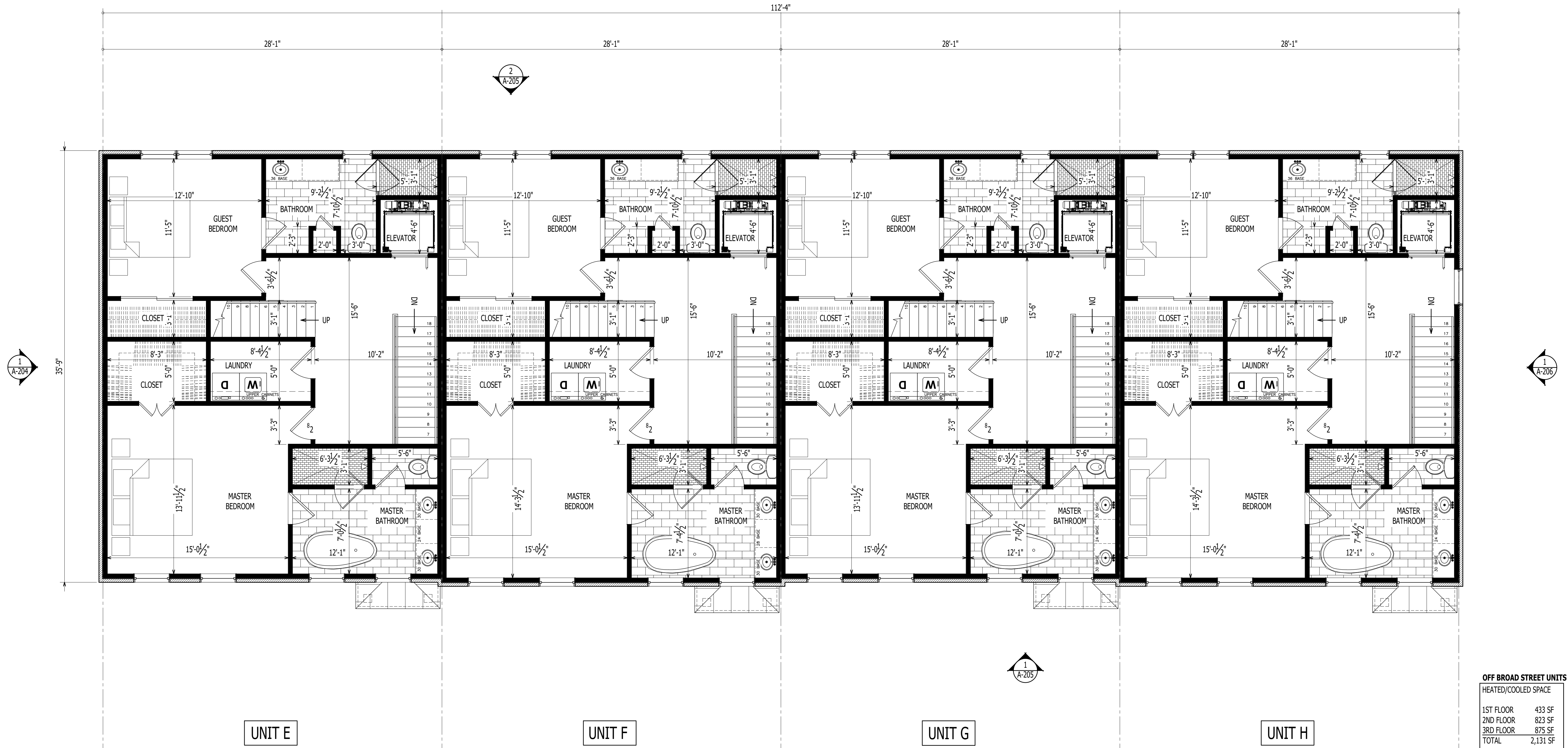
1
A-106
SECOND FLOOR PLAN
OFF BROAD STREET
Scale: 1/4" = 1'-0"



OFF BROAD STREET UNITS

HEATED/COOLED SPACE	
1ST FLOOR	433 SF
2ND FLOOR	823 SF
3RD FLOOR	875 SF
TOTAL	2,131 SF
GARAGE 416 SF	
PORCH 92 SF	
ROOF DECK 256 SF	

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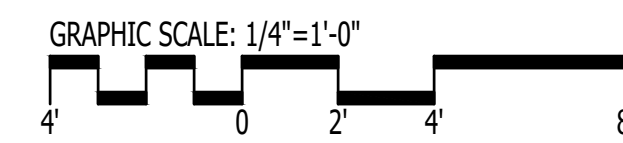


1
A-107
THIRD FLOOR PLAN
OFF BROAD STREET
Scale: 1/4" = 1'-0"

OFF BROAD STREET UNITS

HEATED/COOLED SPACE	
1ST FLOOR	433 SF
2ND FLOOR	823 SF
3RD FLOOR	875 SF
TOTAL	2,131 SF

GARAGE	416 SF
PORCH	92 SF
ROOF DECK	256 SF



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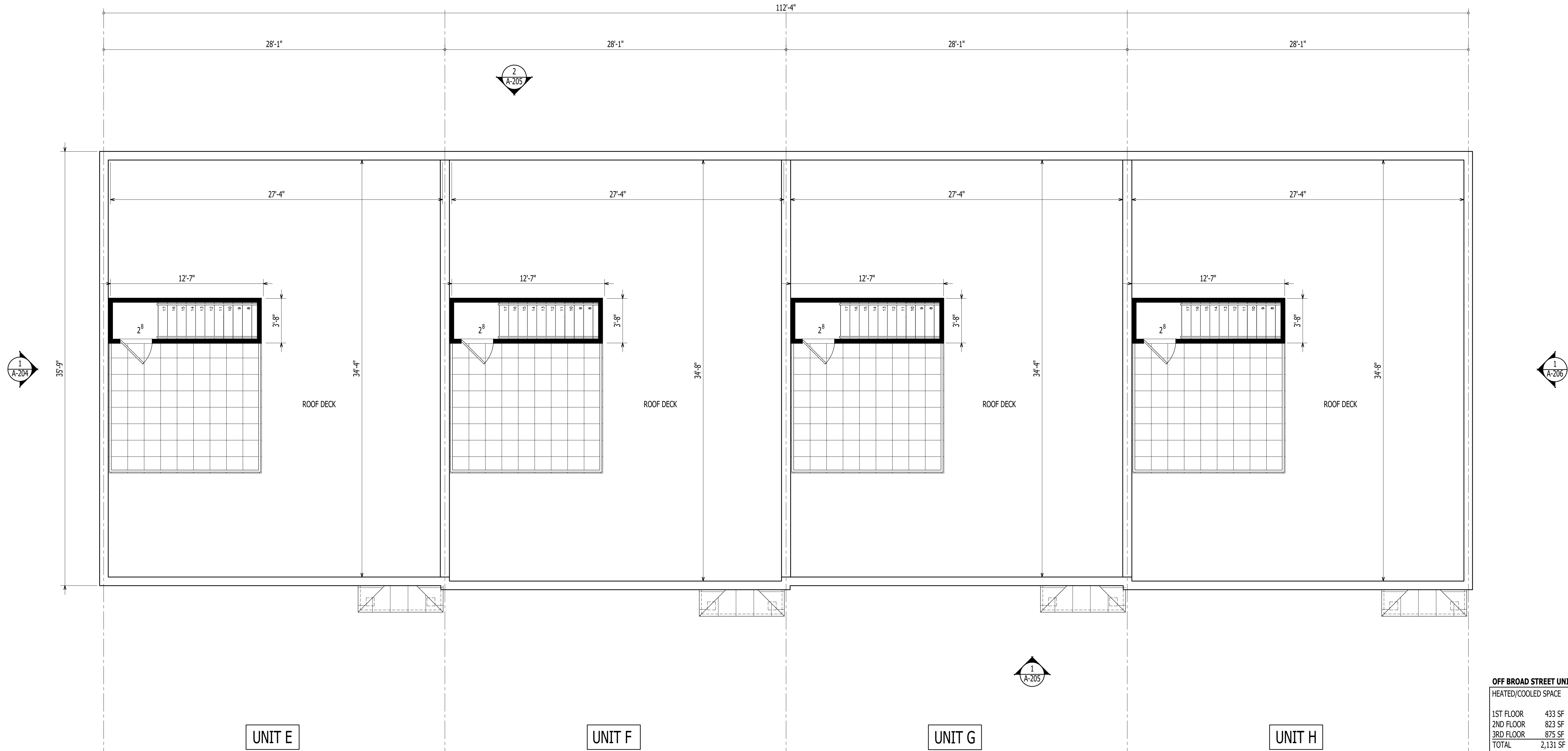
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BROAD STREET TOWNHOUSES

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A-107
OFF BROAD UNITS
THIRD FLOOR PLANS
12 X 18 SHEETS ARE HALF SIZE

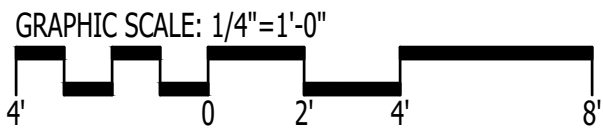


1
A-108 OFF BROAD STREET

ROOF PLAN

Scale: 1/4" = 1'-0"

OFF BROAD STREET UNITS	
HEATED/COOLED SPACE	
1ST FLOOR	433 SF
2ND FLOOR	823 SF
3RD FLOOR	875 SF
TOTAL	2,131 SF
GARAGE	416 SF
PORCH	92 SF
ROOF DECK	256 SF



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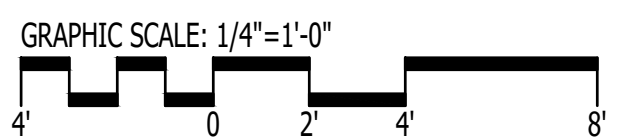
A-108

OFF BROAD UNITS
ROOF PLANS

12 X 18 SHEETS ARE HALF SIZE



1
A-201
FRONT ELEVATION
Scale: 1/4" = 1'-0"



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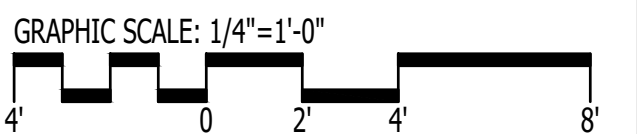
A-201

BROAD STREET UNITS
ELEVATIONS

12 X 18 SHEETS ARE HALF SIZE



1
A-201
FRONT ELEVATION
Scale: 1/4" = 1'-0"



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Date: 09.18.2019

Revisions:

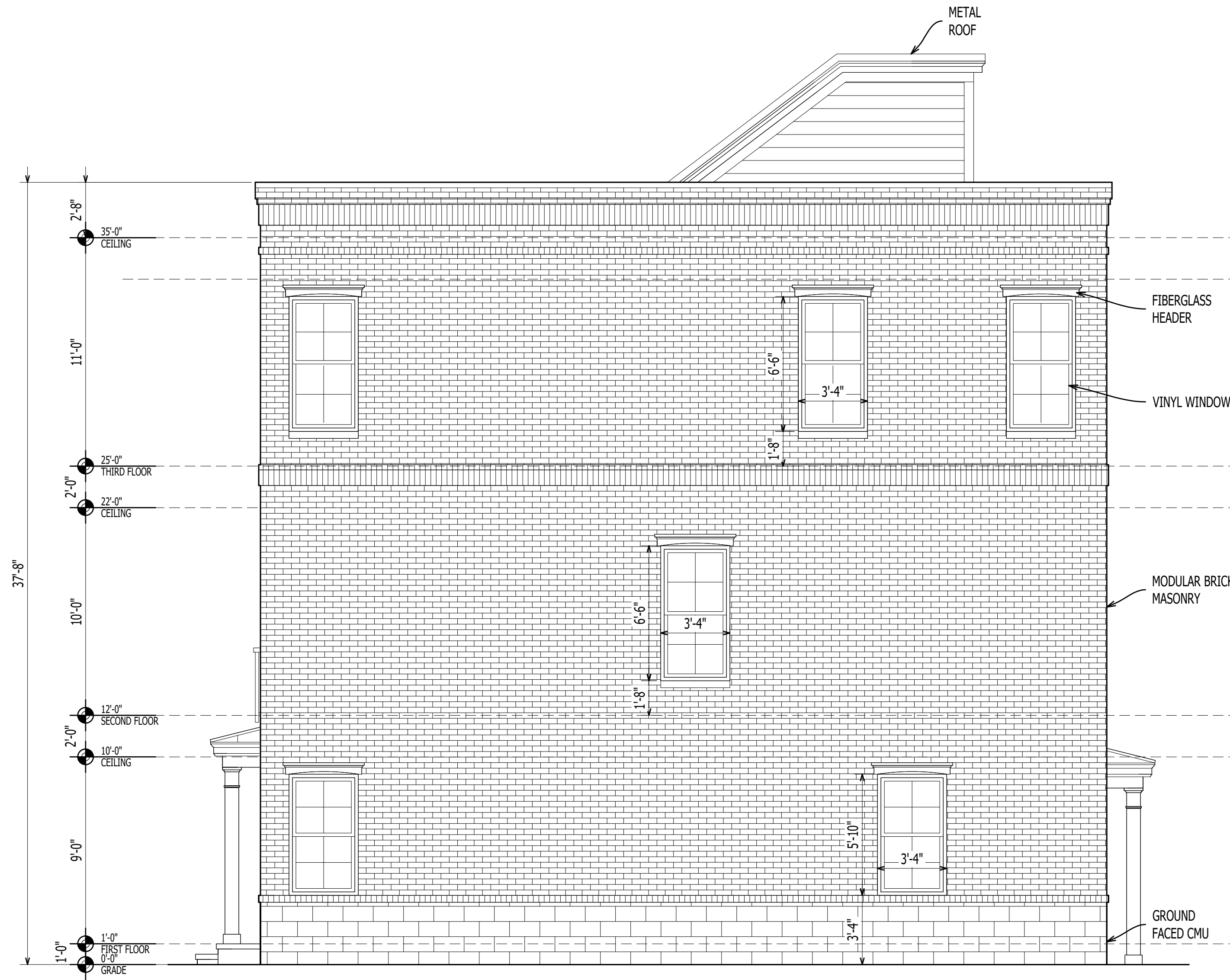
BROAD STREET TOWNHOUSES

416 & 418 BROAD STREET, NEW BERN, NC 28560

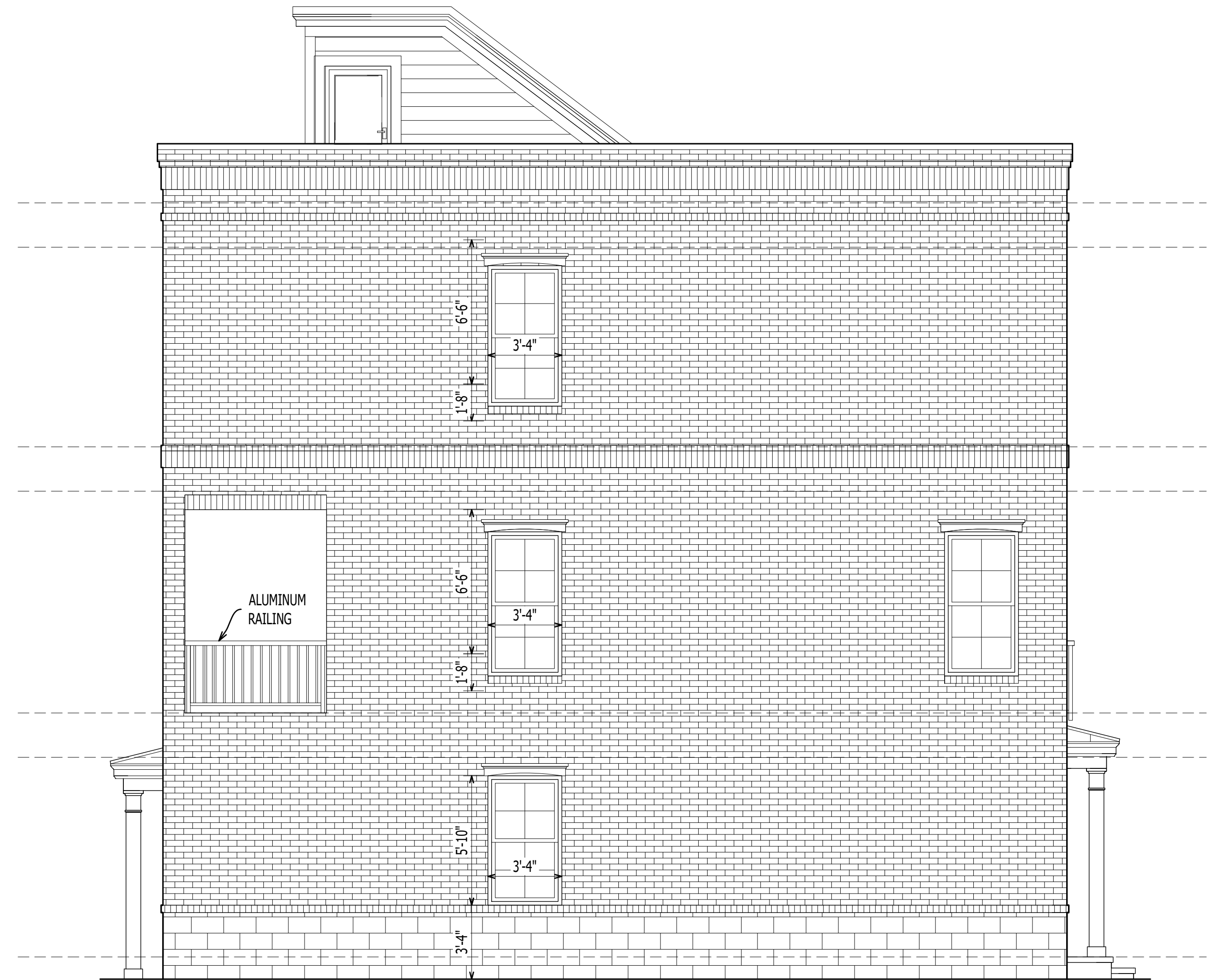
A-201A

BROAD STREET UNITS
ELEVATIONS

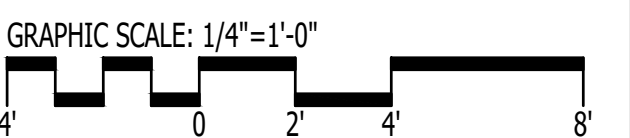
12 X 18 SHEETS ARE HALF SIZE



1
A-202
SIDE ELEVATION
Scale: 1/4" = 1'-0"



2
A-202
SIDE ELEVATION
Scale: 1/4" = 1'-0"



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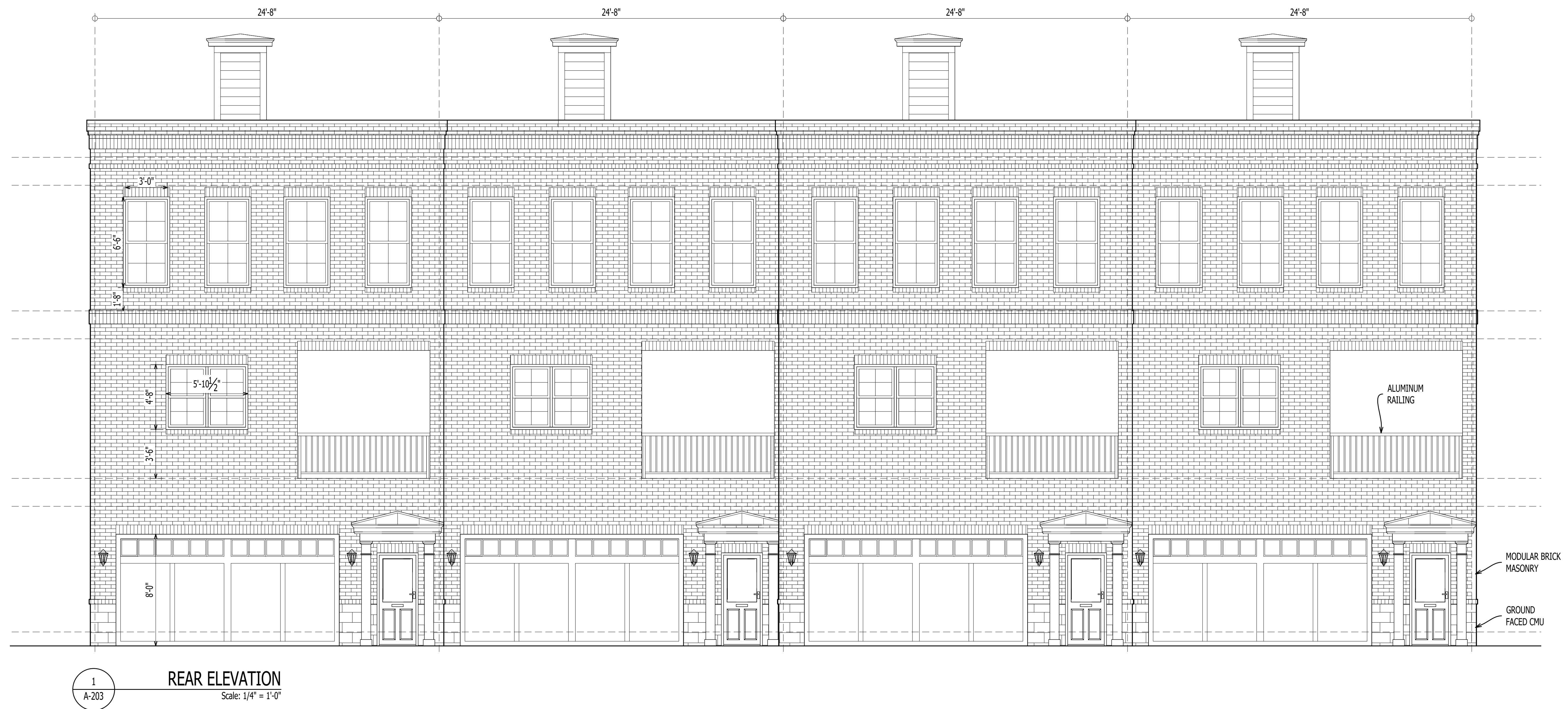
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A-202

BROAD STREET UNITS
ELEVATIONS

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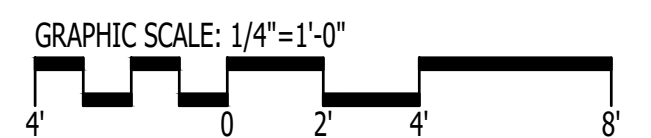
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A-203
BROAD UNITS
ELEVATIONS
12 X 18 SHEETS ARE HALF SIZE



1
A-204
FRONT ELEVATION
Scale: 1/4" = 1'-0"



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A-204

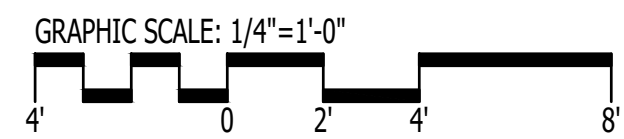
OFF BROAD UNITS
ELEVATIONS

12 X 18 SHEETS ARE HALF SIZE



1
A-204

FRONT ELEVATION
Scale: 1/4" = 1'-0"



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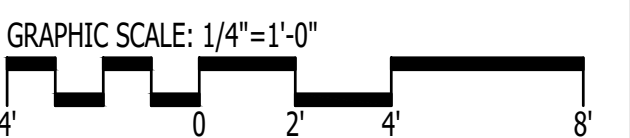
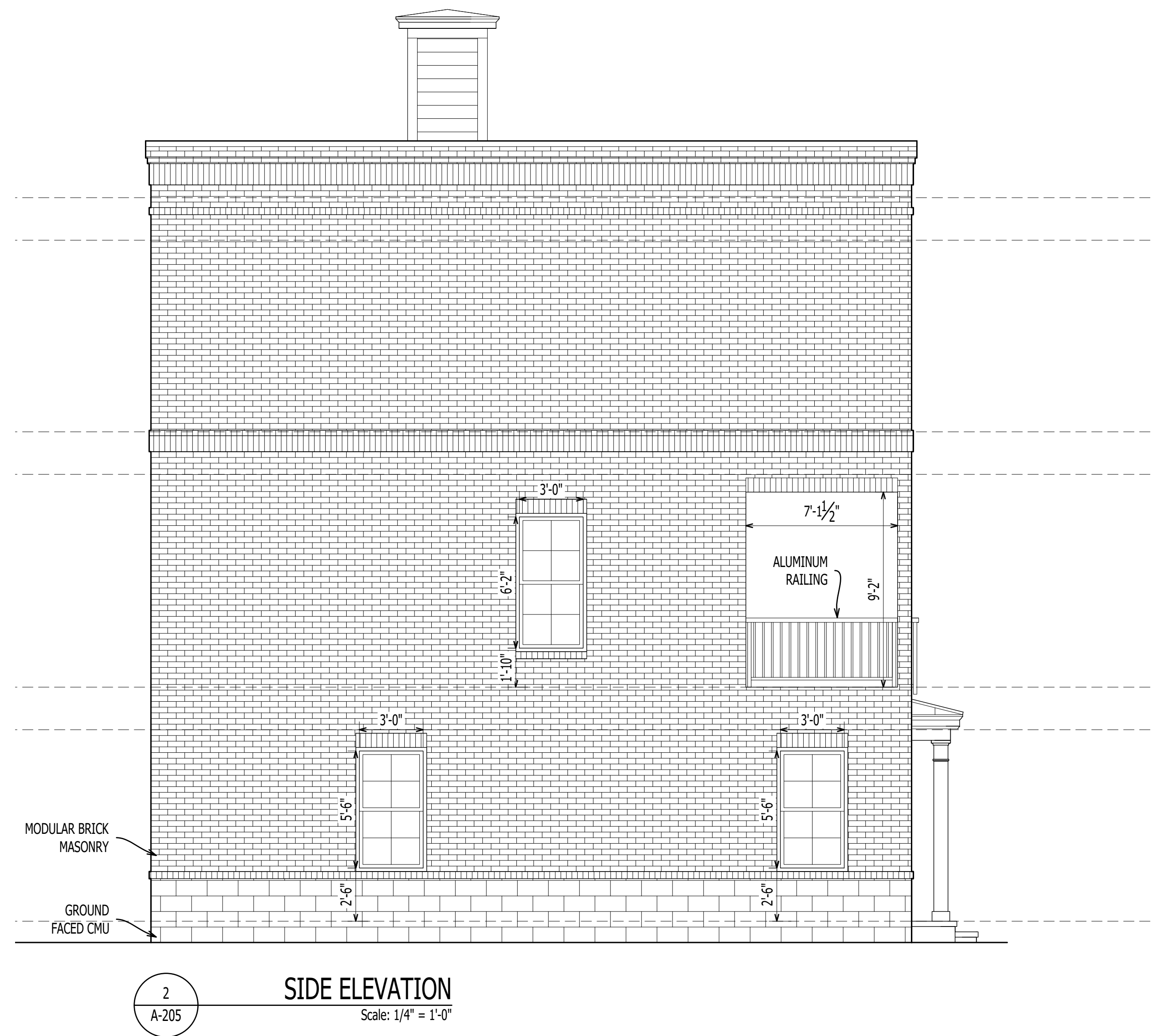
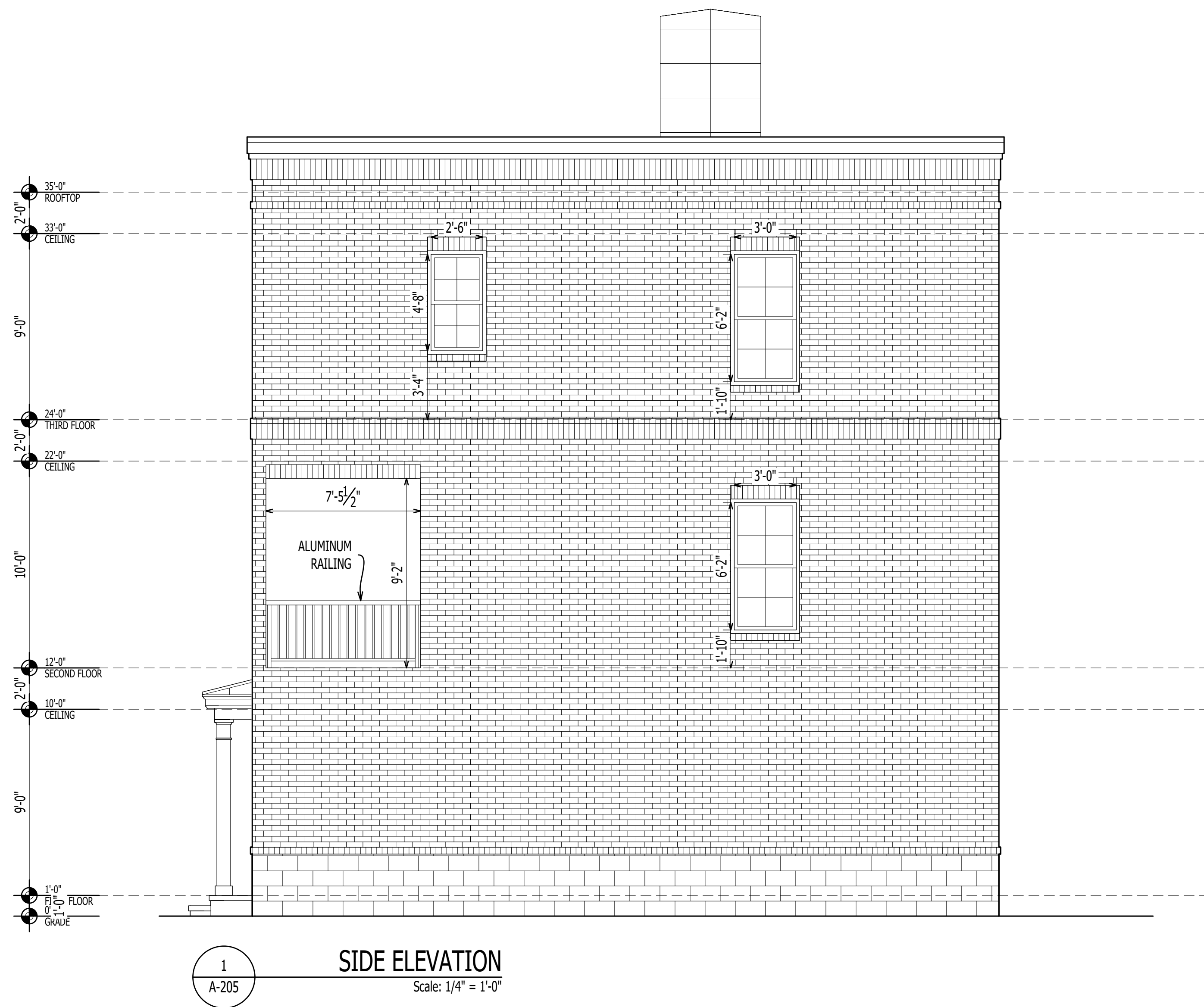
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A-204A

OFF BROAD UNITS
ELEVATIONS

12 X 18 SHEETS ARE HALF SIZE

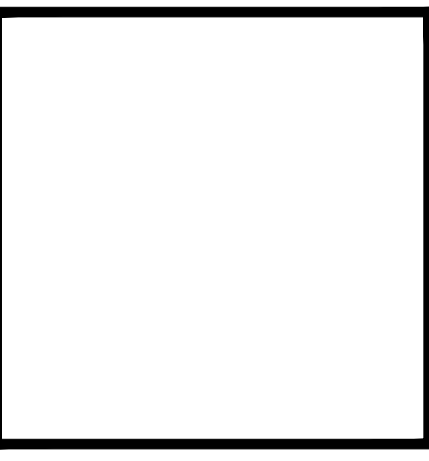


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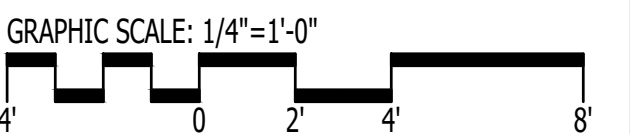


Date: 09.18.2019
Revisions:

BROAD STREET TOWNHOUSES

416 & 418 BROAD STREET, NEW BERN, NC 28560

A-205
OFF BROAD UNITS
ELEVATIONS
12 X 18 SHEETS ARE HALF-SIZE



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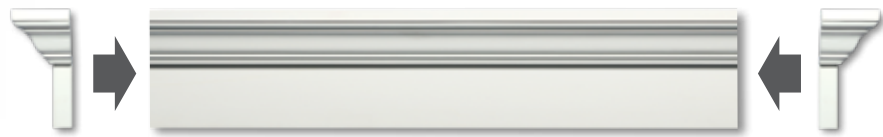
BROAD STREET TOWNHOUSES

416 & 418 BROAD STREET, NEW BERN, NC 28560

A-206

BROAD UNITS
ELEVATIONS

12 X 18 SHEETS ARE HALF SIZE



How to Order

- 1

Determine height.
- 2

Determine breast board width of Crosshead.
- 3

Select End Cap width. End Cap widths should coordinate with Pilaster or Moulding on either side of door / window. If no Moulding is used, then any End Cap can be selected.
- 4

Calculate Trimmable Crosshead; account for End Cap. Crosshead breast board width - (End Cap Back Surface X 2) = Trimmable Crosshead
- 5

Select Trimmable Crosshead.
- 6

Optional: Select Accessory Moulding / Keystone.

Example

6" high
36" width

CHC4X6 (Coordinating over 3 1/2" Flat Trim)

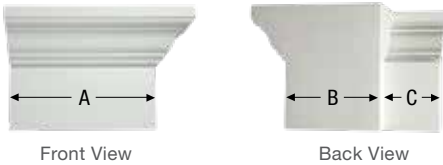
36" - (2.5" x 2) = 31" required*

CHT36X6
K6M and MLD716-12




*End Cap Back Surface

End Cap	End Cap Breast Width (A)	End Cap Back Surface (B)	Rabbet Width (C)
CHC2	1 1/2"	1"	1/2"
CHC4	3 1/2"	2 1/2"	1"
CHC7	7"	3"	4"
CHC11	11"	7"	4"

Note: Rabbet width overlaps Crosshead.



Distinction Accessories

Accessory	6" Height	9" Height
	Keystone K6M	K9M
	Dentil MLD357-8	MLD358-8
	Bottom Trim MLD716-12	MLD758-12

Trimmable

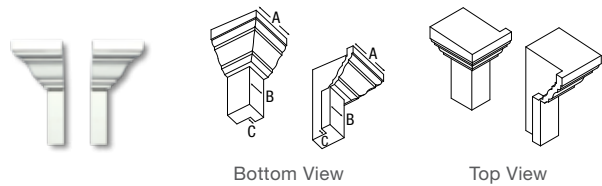
- Distinction Trimmable Crossheads are available in heights measuring 6" and 9", and widths measuring 36", 48", 144" and 216".
 - 36" and 48" widths allow for ease of handling and quick installation.
 - 144" and 216" widths can be cut to any length, minimizing waste in the field.
- End Cap overlaps the Trimmable Crosshead.
- End Cap may be routed.

6" Distinction Crosshead & End Caps

Trimmable



Part Number	Overall Width
CHT36X6	36"
CHT48X6	48"
CHT144X6	144 3/8"
CHT216X6	216 5/8"



Part Number	Overall Width (A)	Width (B)	Rabbet Width (C)
CHC2X6	3 1/4"	1 1/2"	1/2"
CHC2X6-5*			
CHC4X6	5 1/4"	3 1/2"	1"
CHC4X6-5*			
CHC7X6^	8 3/4"	7"	4"
CHC7X6-5*^			
CHC11X6^	12 3/4"	11"	4"
CHC11X6-5*^			

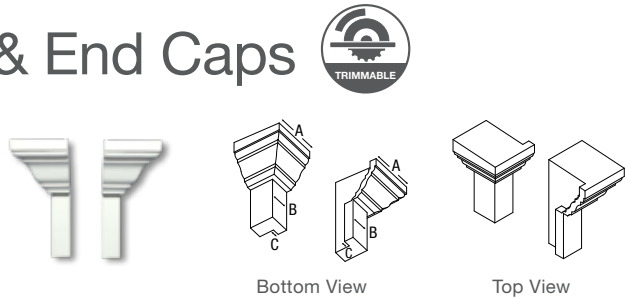
Note: Sold in pairs. *Pack quantity of 5 pair. ^ Trimmable up to 3 1/2".

9" Distinction Crosshead & End Caps

Trimmable



Part Number	Overall Width
CHT36X9	36"
CHT48X9	48"
CHT144X9	144 3/8"
CHT216X9	216 5/8"



Part Number	Overall Width (A)	Width (B)	Rabbet Width (C)
CHC2X9	4 1/4"	1 1/2"	1/2"
CHC2X9-5*			
CHC4X9	6 1/4"	3 1/2"	1"
CHC4X9-5*			
CHC7X9^	9 3/4"	7"	4"
CHC7X9-5*^			
CHC11X9^	13 3/4"	11"	4"
CHC11X9-5*^			

Note: Sold in pairs. *Pack quantity of 5 pair. ^ Trimmable up to 3 1/2".



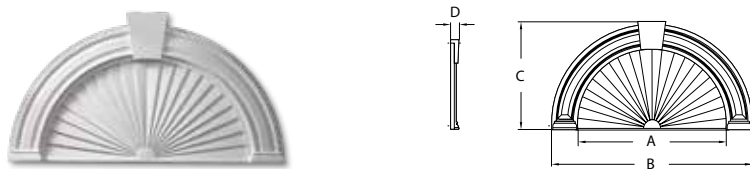
Deluxe Victorian Pediment



Part Number	Inside Width (A)	Inside Height	Overall Width (B)	Radius	Pitch (C)	Accessories
DVP40	40"	24 1/2"	67 1/4"	20"	7 / 12	PIL8X90P, PIL8X108P SWDH40X20

7" Panel Arch

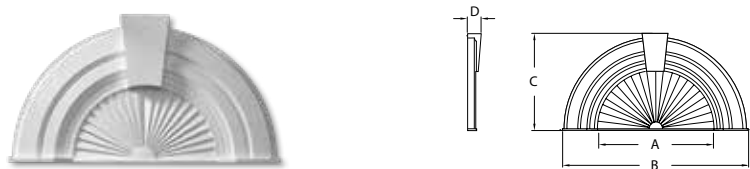
with Sunburst & Keystone



Part Number	Sunburst Width (A)	Overall Width (B)	Height (C)	Radius	Keystone Projection (D)	Pilaster
AR40X54PSK	40"	54"	29"	20"	2 5/8"	PIL7X90DP^

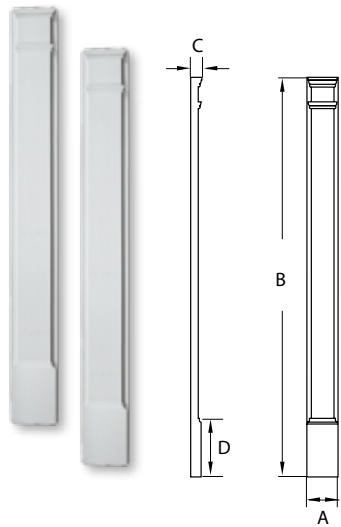
^ PIL7X90DP matches this arch profile only.

10" Decorative Arch



Part Number	Sunburst Width (A)	Overall Width (B)	Height (C)	Radius	Keystone Projection (D)	Pilaster
AR36X10SK	36"	56"	30 1/8"	2 1/8"	4"	PIL10X96A^ PIL10X192A^

^ This arch matches PIL10X96A and PIL10X192A only.

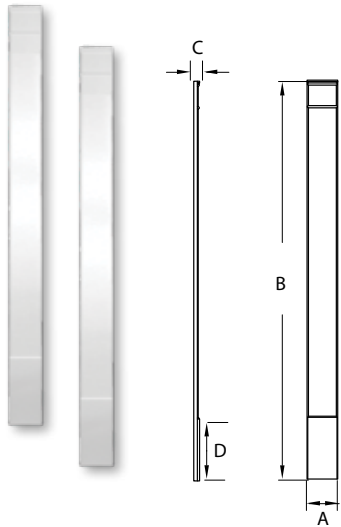


Plain Pilaster

Moulded with Plinth

Part Number	Width (A)	Height (B)	Projection (C)	Plinth Block Height (D)
PIL5X90P	5 1/4"	90"	1 5/8"	10 1/8"
PIL6X90P	6"	90"	2 1/2"	13 1/4"
PIL7X90P	7"	90"	2 1/2"	13 1/4"
PIL8X90P	8"	90"	2 1/2"	13 1/4"
PIL9X90P	9"	90"	3"	14 1/2"
PIL11X90P	11"	90"	3 1/2"	13 1/4"

Note: Sold in pairs. Pilaster may be routed for J-Channel.



Plain Economy Pilaster

Moulded with Plinth

Part Number	Width (A)	Height (B)	Projection (C)	Plinth Block Height (D)
PIL7X90PE	7"	90"	1 1/4"	14 1/4"

Note: Sold in pairs. Pilaster may be routed for J-Channel.



Parts may be required to ship LTL (less than truckload) based on size and overall dimensions.



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: August 11, 2021
RE: Regular Meeting, **5:30 PM, Wednesday, August 18, 2021, in the Courtroom, Second Floor, City Hall, 303 Pollock 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. Presentation of Certificates of Appreciation (Brake, Klotz)
3. Approval of Minutes of Previous Meeting(s)
 - A. July 21, 2021
 - B. May 19, 2021
 - C. April 21, 2021
4. Hearings on Certificates of Appropriateness: None this month
5. Old Business (non-hearing items tabled or continued from a previous meeting): None
6. General Public Comments
7. New Business:
 - A. 416-418 Broad St. – extension of CoA for infill construction of 8 new townhouse units in 2 new, 3-story buildings; parking and internal garages to be located and accessed from the rear of the buildings.
8. HPC Administrator's Report
 - A. Report on CoAs Issued 7/12/2021 – 8/10/2021
MAJORS and AMENDMENTS:
 - 211 Pollock St. – terrace lined by 4-foot-high brick garden walls in the Primary AVC.
 - 221 S. Front St. (Harvey Mansion) – restoration of two chimneys, the removal of two modern balconies, the addition of 4 new balconies, and the reconfiguration of doors and windows for the balcony changes, all in the Tertiary AVC.
 - 809 E. Front St. – new infill house on a vacant parcel.

MINORS:

600 Edgerton - new fencing
219 New St. – reroofing accessory building
513 Metcalf St. – minor landscaping
309 New St. – replacement playset
420 Broad St. - sculpture

B. Report on CoA Extensions Issued since the Prior Regular Meeting: None

C. Other Items and Updates

9. Commissioners' Comments

10. Adjourn

613 Broad St. - George St. retaining wall 2019







FEE SCHEDULE (office use only)
 [] \$22 Standard Application (minor)
 [] \$107 Standard Application (major)



HPC Administrator
 HPCadmin@newbern-nc.org
 Work: (252) 639-7583
 Fax: (252) 636-2146

Application for a Certificate of Appropriateness
 (For Alterations to Properties in Locally Designated Historic Districts)

For assistance see "CoA Instructions", as well as "Historic District Guidelines", available online at:
<http://www.newbern-nc.org/departments/development/historic-preservation/historic-preservation-guidelines/>

Type of Project: ☐ Exterior Alteration ☐ Addition ☐ Infill ☒ Site Work ☐ Other

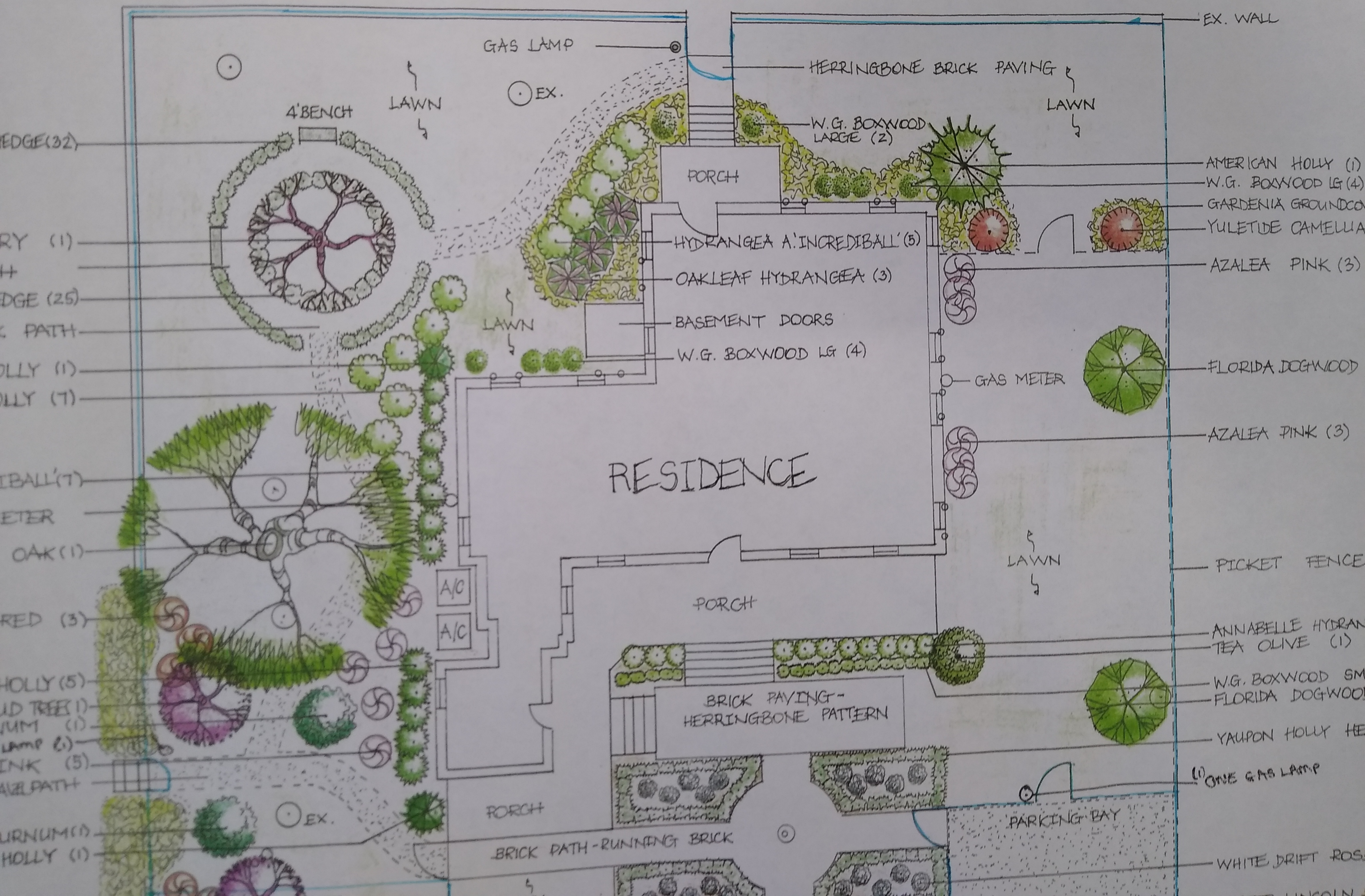
I. Applicant/Owner Information:			
Property Address (Include year built, if known): <i>613 BROAD STREET, NEW BERN, NC</i>			
Property Owner Name(s): <i>William H Cobb</i> <i>Rachel B Hall</i>	Owner Mailing Address: <i>306 ARMOUR ST.</i> <i>DAVIDSON, NC 28036</i>	Phone #'s: <i>704-858-0428</i> <i>704-604-7875</i>	Email: <i>hcobb@stjohncobb.com</i> <i>rbrownhall@gmail.com</i>
Applicant Name (if different):	Applicant Mailing Address:	Phone #'s:	Email:

II. Project Information: (See "CoA Instructions" & "Historic Guidelines" for help in completing this section)
1. Provide a detailed description of work to be conducted on site: (Attach additional sheets if needed) <i>- Removal of 2 Pine trees</i> <i>- Approval of landscape design</i> <i>- Restore/Build historic fence</i> <i>- Repair existing retaining wall</i> <i>- see attached</i> <div align="right">Continued on additional sheet or attached brochure <input type="checkbox"/></div>
2. Reference the specific Guideline(s) in the "Historic District Guidelines" which you believe apply to this project: (page and guideline number): <i>see attached materials</i> <div align="right">Continued on additional sheet or attached brochure <input type="checkbox"/></div>
3. Provide a detailed description of materials to be used (copies of brochures, texture, etc.): Reference the specific Guidelines in the Historic District Guidelines for the proposed material(s). <i>see attached materials</i> <div align="right">Continued on additional sheet or attached brochure <input type="checkbox"/></div>

HPC Guidelines; and Guidelines for Landscaping 2.4.5. In particular, Pine trees have a greater propensity to sheer and fall, threatening the structures (house and retaining walls) if they fall during a storm.

- e. Tree removal and replacement is consistent with "Minor Works" and Guidelines for Landscaping 2.4.1.
- 2. Normal repointing, maintenance and repair of brick retaining wall (p. 1-9 of HPC Guidelines and consistent with Masonry Maintenance Guidelines 5.1.1 through 5.1.6 and 6.1.1 through 6.1.4):
 - a. The bricks are in disrepair and slightly tilted outward. Restoration of the drains through the wall is needed to prevent further deterioration and address water build up in the lot and basement of the house. Repairs will use existing bricks and period appropriate mortar (lime) consistent with historic preservation guidelines. If additional bricks are required because the existing brick is not salvageable (crumbled or broken), replacement bricks will be consistent with age of house
 - b. Repair is necessary to restore drainage of lot and to convey water away from foundations by restoring drain outlets in walls
- 3. Restoration/Building of Historic Fence consistent with Civil War Photos (consistent with Guidelines for Fences and Garden Walls 2.5.1 through 2.5.6):
 - a. Attached as Exhibit 4 is a photo depicting men in front of the house and the proposed fence
 - b. Attached as Exhibit 5 is the proposed foot print of the fence on the site plan drawn in Royal Blue.
- 4. Approval of Landscape Design and planting plan set forth in Exhibits 3 and 5. Both set forth the proposed plan for removal and replacement of shrubbery. Other than the removal of the Pine Trees as described above, the homeowners do not anticipate removal of additional mature trees. All proposals meet Guidelines for Landscaping in Guidelines 2.4.1 through 2.4.8; Guidelines for Prevention of Demolition by Neglect 6.2 (Slope grades to convey water away from foundations); and Guidelines for Utilities 2.3.1 through 2.3.7):
 - a. The landscaping plan for 613 Broad St. Plan will include re-grading the lot and return the site to a traditional landscape without the

BROAD STREET



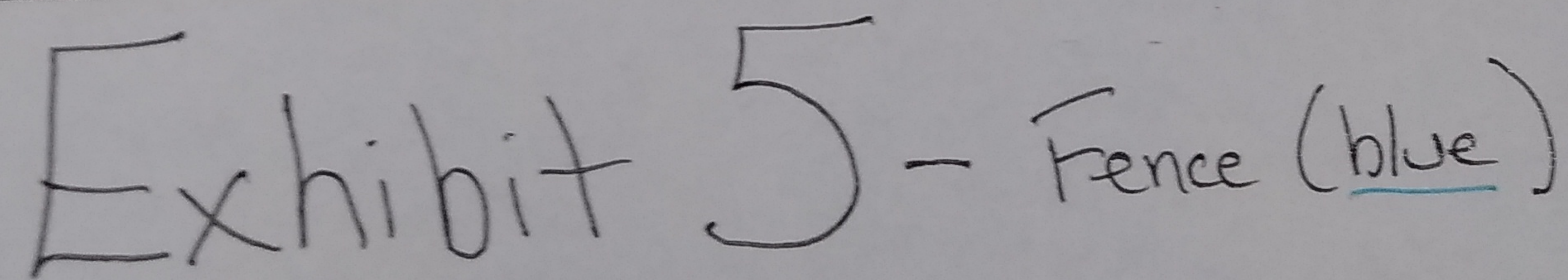


Exhibit 5 - Fence (blue)

Exhibit 4

