



Development Services Department  
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**TO:** New Bern Historic Preservation Commission  
**FROM:** Matt Schelly, AICP, City Planner  
**DATE:** August 30, 2021  
**RE:** Design Review Meeting, **5:30 PM, Wednesday, September 1**, 2021, in the Development Services Conference Room, 303 First St.

**DESIGN REVIEW AGENDA – 5:30 PM**

- I. Welcome to and Introduction of New HPC Members** (Blackwelder, Sullivan)
- II. Informal Design Review** – Discussions with potential applicants prior to submitting a formal application. Potential applicants may show up with nothing more than a verbal description, however photos and other information are more helpful.
- A. 300 Pollock St.** (City Hall) – elevator and stairway addition
- III. Application Design Review** - Consider certificate of appropriateness applications for proposed major exterior alterations:
- A. 504 S. Front St.** – fencing, landscaping, and stage
- B. 218 Change St.** – rear porch roof addition
- C. 215 Pollock St.** – rear egress stairway replacement
- D. 227 E. Front Street** - raising the house and moving it back 4' on the lot and adding new stairs and ramp.
- E. 816 E. Front St** - new infill house on a vacant lot
- F. 100 block of Craven St.** – new electric vehicle chargers and equipment
- G. 221 S. Front St.** – modifications to approved CoA
- IV. Informal Board Discussion Items** -
- A. Fencing height guidelines** – discussion with City Attorney
- B. Prevention of Demolition by Neglect Work Group** – report
- 1. 217 Hancock St.** - Completed review of CBI and HPA files; found reference to compliance with DBN order, but no other documentation yet
- C. Guidelines Updates Work Group** – report

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

**E. Preservation Awards Work Group** – report

**V. Project Follow-Ups, Updates, and Questions**

**A. CoAs denied** – None

**B. CoAs issued** in August

MAJORS:

416-418 Broad St. – townhouses - Extension

MINORS:

375 E. Front St. - signs

402 Dunn St. – gutters, downspouts

420 Broad St. – sculpture

505 E. Front St. – driveway pavers

513 Metcalf St. – fencing, rear pavers

630 Edgerton Dr. – tree replacement

724 Pollock St. – landscaping, front steps, handrails

**C. Resiliency Plan:** report on latest meeting

**VI. Enforcements** - Old and **New** since last DR meeting

**A. Ongoing, Formal:**

215 Pollock St. – modern metal roofing – City Attorney pausing for owner to sue contractor

221 E. Front St. – long-time DBN case – “221 Team” mtg. with owner 6/11, site visit 6/15

**B. Preliminary, Informal:**

214 Pollock ROW – replacement tree – reminded Horton

311 Hancock St. – repointing w/o CoA - inspection and photos, discussion with contractor in 2020

319-323 Middle St. – painting previously unpainted brick – discussed with HPC; no new action since late 2020

711 Pollock St. – paint removal – no new action since early 2020; met with owner

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

**C. Remaining to begin contact/enforcement:**

306 Metcalf St. – new gate w/o CoA

408 Avenue A – reroofing w/o CoA or consent as RiK; repaving driveway apron

411 Johnson St. – incorrect standing seam metal roof (w/ or w/o a CoA?)

508 C St. – porch revision w/o CoA

509 Craven – follow up on 2018 violation, porch columns

510 C St. – shed w/o CoA

511 Middle St. – fence w/o CoA

525 Queen St. – repair to soffit unfinished; contractor contacted by HPA

601 Broad St. – reroofing w/o CoA or consent as RiK

605 Hancock St. – mech unit w/o CoA for screening

624 E. Front St. – installation of fencing not according to CoA or Guidelines

702 E. Front St. – landscaping required as condition of CoA not yet installed

707 Craven St. – post removed w/o CoA

715 Craven St. – new shed w/o CoA

809 N. Craven St. – replacement of siding and window trim w/o consent or CoA; owner to contact HPA

812 Queen St. – building demolition w/o CoA

813 N. Cool Ave. – mech unit needs screening, porch expansion w/o CoA

911 Broad St. – porch revision w/o CoA

1117 N. Craven St. – installation of driveway and tree removal w/o COA; met with owner

**VII. Staff and Board:**

**A. Training:**

1. **SHPO Video** – TBD – flooding topic

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

**B. Board:** term expirations and vacancies

**VIII. Requests by Commission Members for Future Work Session Items**

**IX. Adjourn**