



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: September 8, 2021
RE: Regular Meeting, 5:30 PM, Wednesday, September 15, 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 Certificate of Appreciation (Klotz)
3. Election of Officers
4. Approval of Minutes of Previous Meeting(s)
5. Hearings on Certificates of Appropriateness:
 - A. Hearings: Introduction, Swearing-In, Summary of Process
 - Introduction of Hearings and Rules of Procedure
 - Swearing-In of Speakers
 - Summary of the Hearing Process
 - Applications:
 - B. **227 E. Front Street** – to include elevating the building 3 feet, moving it back 4 feet on the lot, revising the front stairs in the Primary and Secondary AVCs, removing the existing ramp in the Secondary AVC, removing the existing rear porch and stairs, adding a second story door, and adding a new ramp and two-story stairs in the Tertiary AVC.
 - C. **221 S. Front St.** – to include modifying the approved CoA with two new windows instead of four new windows on the Tertiary AVC.
- *Please note that applications for these projects, including proposed plans, are available for review during normal business hours in the Development Services Department (303 First St.).*
5. Old Business (non-hearing items tabled or continued from a previous meeting): none
6. General Public Comments
7. New Business: none

8. HPC Administrator's Report

A. Report on CoAs Issued 8/11/2021 – 9/7/2021

MAJORS and AMENDMENTS:

None

MINORS:

100 Block Craven St. – electric vehicle charging station

375 S. Front St. – signs

402 Dunn St. – gutters, downspouts

505 E. Front St. – driveway pavers

513 Metcalf St. – fencing, rear pavers

630 Edgerton Dr. – tree removal

724 Pollock St. – landscaping, front steps, handrails

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

416-418 Broad St. – extension of CoA for infill construction of 8 new townhouse units.

C. Other Items and Updates

9. Commissioners' Comments

10. Adjourn

DRAFT



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

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

HPC members in attendance:

Ruth Cox, Chair

Tripp Eure, Vice Chair

Peggy Broadway

Annette Stone

John Blackwelder

Candace Sullivan – remote via Teams and phone

HPC members excused: Ellen Sheridan

HPC members absent: Jim Bisbee

Staff: HPA Matt Schelly

City Attorney: excused, Jaimee Mosley

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

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

II. Informal Design Review – Discussions with potential applicants prior to submitting a formal application. Potential applicants may show up with nothing more than a verbal description, however photos and other information are more helpful.

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

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

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

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

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

B. 218 Change St. – rear porch roof addition

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

C. 215 Pollock St. – rear egress stairway replacement

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

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

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

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

This item was removed from the agenda by the applicant.

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

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

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

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

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

IV. Informal Board Discussion Items -

A. Fencing height guidelines – discussion with City Attorney

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

B. Prevention of Demolition by Neglect Work Group – report

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

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

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

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

E. Preservation Awards Work Group – report

Chair Cox reported she is continuing to work with others.

V. Project Follow-Ups, Updates, and Questions

A. CoAs denied – None

B. CoAs issued in August

MAJORS:

416-418 Broad St. – townhouses - Extension

MINORS:

375 E. Front St. - signs

402 Dunn St. – gutters, downspouts

420 Broad St. – sculpture

505 E. Front St. – driveway pavers

513 Metcalf St. – fencing, rear pavers

630 Edgerton Dr. – tree replacement

724 Pollock St. – landscaping, front steps, handrails

C. Resiliency Plan: report on latest meeting

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

VI. Enforcements - Old and New since last DR meeting

A. Ongoing, Formal:

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

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

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

B. Preliminary, Informal:

214 Pollock ROW – replacement tree – reminded Horton

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

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

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

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

C. Remaining to begin contact/enforcement:

306 Metcalf St. – new gate w/o CoA

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

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

508 C St. – porch revision w/o CoA

509 Craven – follow up on 2018 violation, porch columns

510 C St. – shed w/o CoA

511 Middle St. – fence w/o CoA
525 Queen St. – repair to soffit unfinished; contractor contacted by HPA
601 Broad St. – reroofing w/o CoA or consent as RiK
605 Hancock St. – mech unit w/o CoA for screening
624 E. Front St. – installation of fencing not according to CoA or Guidelines
702 E. Front St. – landscaping required as condition of CoA not yet installed
707 Craven St. – post removed w/o CoA
715 Craven St. – new shed w/o CoA
809 N. Craven St. – replacement of siding and window trim w/o consent or CoA; owner to contact HPA
812 Queen St. – building demolition w/o CoA
813 N. Cool Ave. – mech unit needs screening, porch expansion w/o CoA
911 Broad St. – porch revision w/o CoA
1117 N. Craven St. – installation of driveway and tree removal w/o COA; met with owner

VII. Staff and Board:

A. Training:

1. SHPO Video – TBD – flooding topic

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

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

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

B. Board: term expirations and vacancies

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

VIII. Requests by Commission Members for Future Work Session Items

None were proposed.

IX. Adjourn

The meeting was adjourned at 8:26 pm.

Minutes approved: September 15, 2021

Dr. Ruth Cox, Chair

Matthew Schelly, City Planner, HPC Secretary

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): 227 E. Front Street - 1814

Property Owner Name(s): UHF Office - Hubie Tolson	Owner Mailing Address: 227 E. Front Street New Bern, NC 28560	Phone #'s: 252-638-4215	Email: hubie@uhfdevelopmentgroup.com
Applicant Name (if different): GO Architectural Design, PLLC Sarah Afflerbach, AIA	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)*

1. Provide a detailed description of work to be conducted on site: (Attach additional sheets if needed)

Raise the building 3' above current grade and move 4' back on the site to accommodate steps toward the sidewalk. New brick masonry low planter wall to indicate current location of existing front foundation wall. New brick masonry steps toward the sidewalk. New painted preservative treated wood ramp and rear steps with wood post and metal pickets. SHPO has suggested the most minimal railing possible.

Continued on additional sheet or attached brochure ☒

2. Reference the specific Guideline(s) in the "Historic District Guidelines" which you believe apply to this project: (page and guideline number):

2.1.1, 2.1.2, 2.1.3, 2.5.1-2, 3.2.1-5, 4.1.1, 4.1.2, 4.1.3, 4.1.4, 4.2.1, 4.2.2, 4.2.3, 4.2.4,
 4.3.1-4.3.7, 4.4.1-4.4.5, 4.5.1-4.5.6, 4.6.1-4.6.3

Continued on additional sheet or attached brochure ☐

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).

Brick masonry, painted wood decking and ramp with wood post and metal pickets.

Continued on additional sheet or attached brochure ☒

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

8.30.21

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



NEW BERN
CITY OF NEW BERN

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:


227 E. Front Street, 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:

Hubert G. Tolson, III Phone 252-638-4215


Owner's Signature

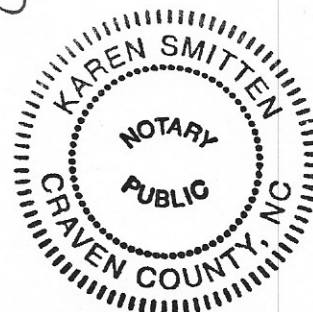
Hubert G. Tolson, III
Print Name

8/26/2021
Date

Sworn to and subscribed before me this 26th day of August, 2021.

Karen Smitten
Notary Public:

My commission expires: 9/6/2024



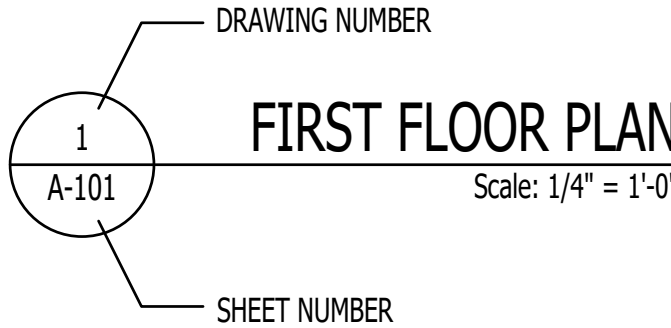
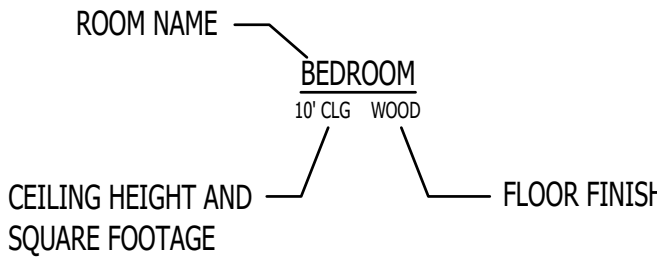
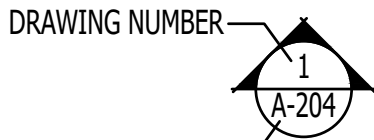
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KEYS & SYMBOLS

DOOR & WINDOW SIZE KEY
2⁶ = 2'-6" WIDE (ASSUME STANDARD DOOR
HEIGHT OF 6'-8" UNLESS NOTED)

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



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

FLUORESCENT

UNDER-COUNTER

CABLE

TELEPHONE

SHEET SCHEDULE

G-101 TITLE SHEET
PHOTOS
AD-101 DEMO FIRST FLOOR PLAN
AD-102 DEMO SECOND FLOOR PLAN
A-101 FIRST FLOOR PLAN
A-101A FIRST FLOOR PLAN OPTION
A-102 SECOND FLOOR PLAN
AD-201 DEMO ELEVATIONS
AD-201 DEMO ELEVATIONS
A-201 NEW ELEVATIONS
A-202 NEW ELEVATIONS

NET SQUARE FOOTAGE



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227 E. FRONT STREET, NEW BERN, NC 28560

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G-101

TITLE SHEET

08.30.2021
UHF - 227 E. FRONT ST.



PHOTO 01



PHOTO 02



PHOTO 03



PHOTO 04



PHOTO 05



PHOTO 06 - PREVIOUS REAR STAIR



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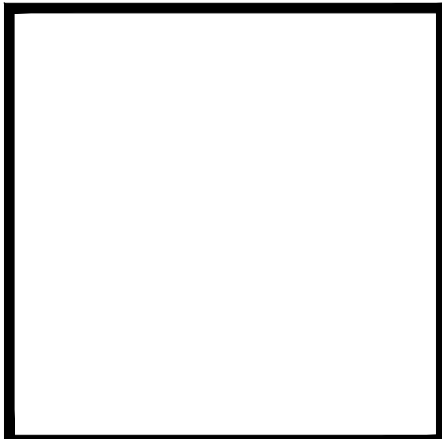
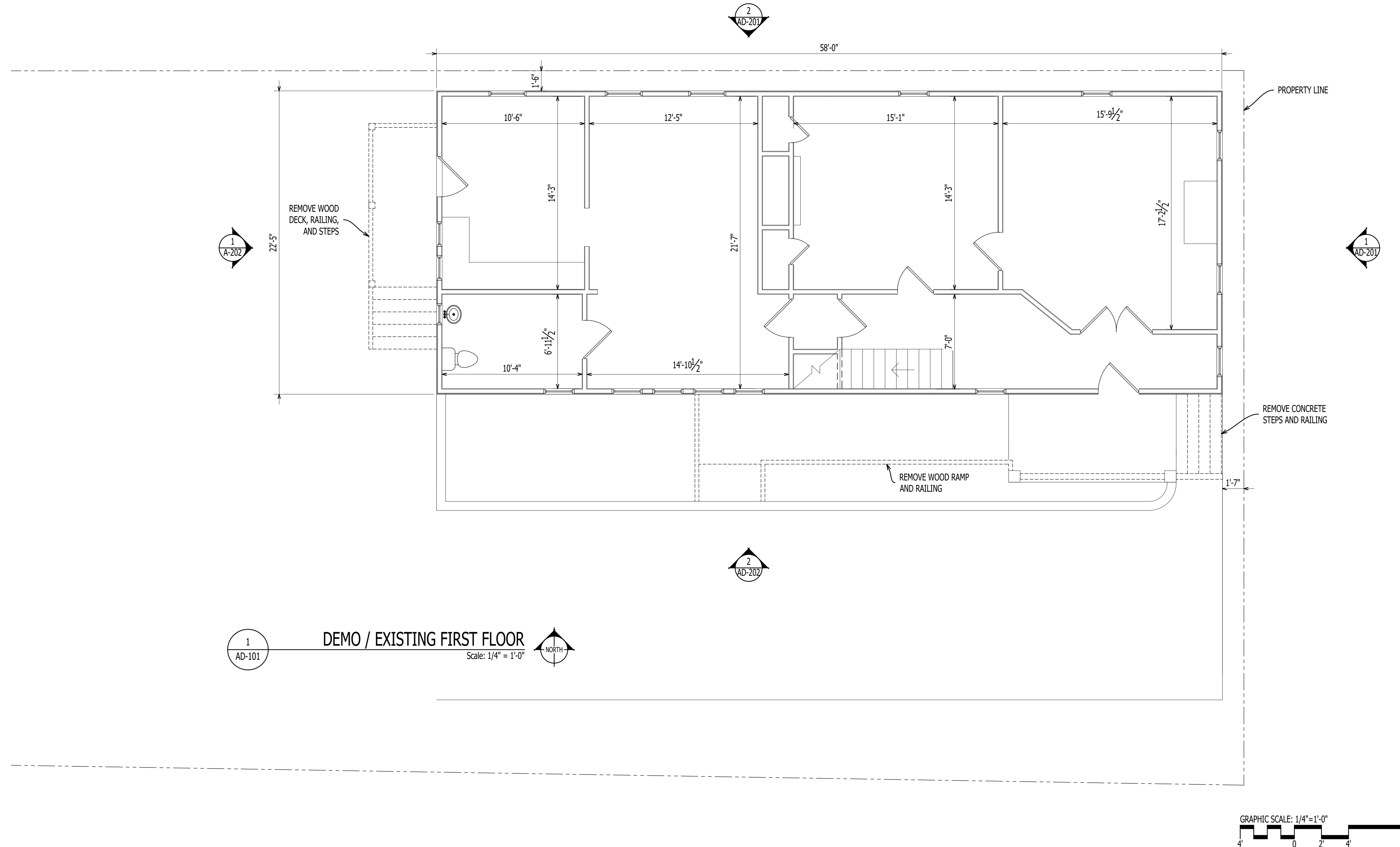


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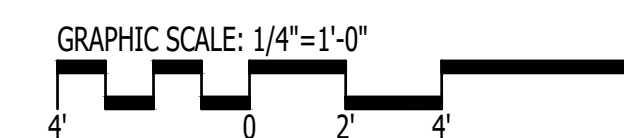
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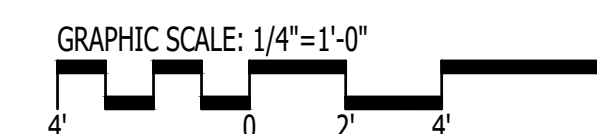
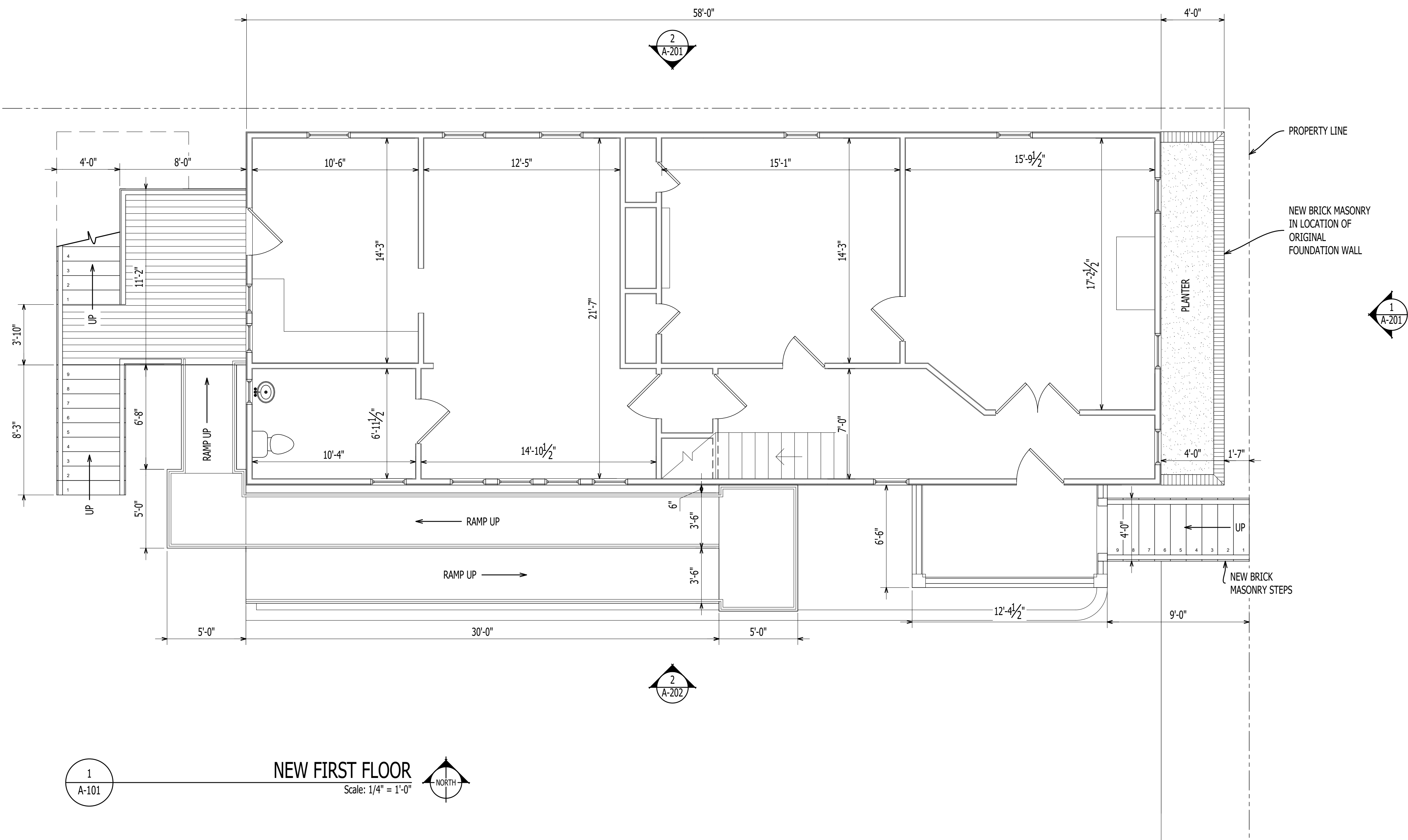
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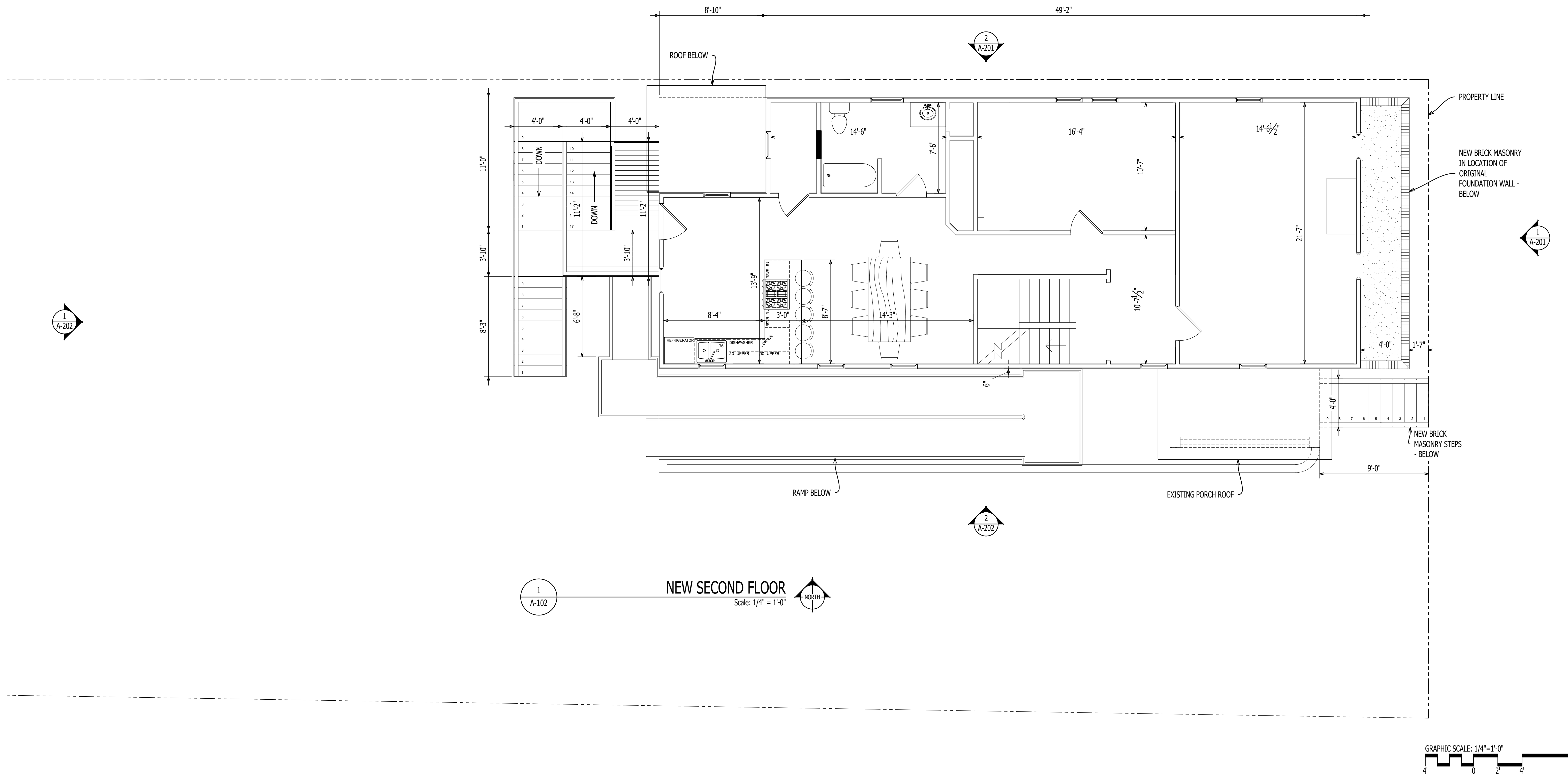
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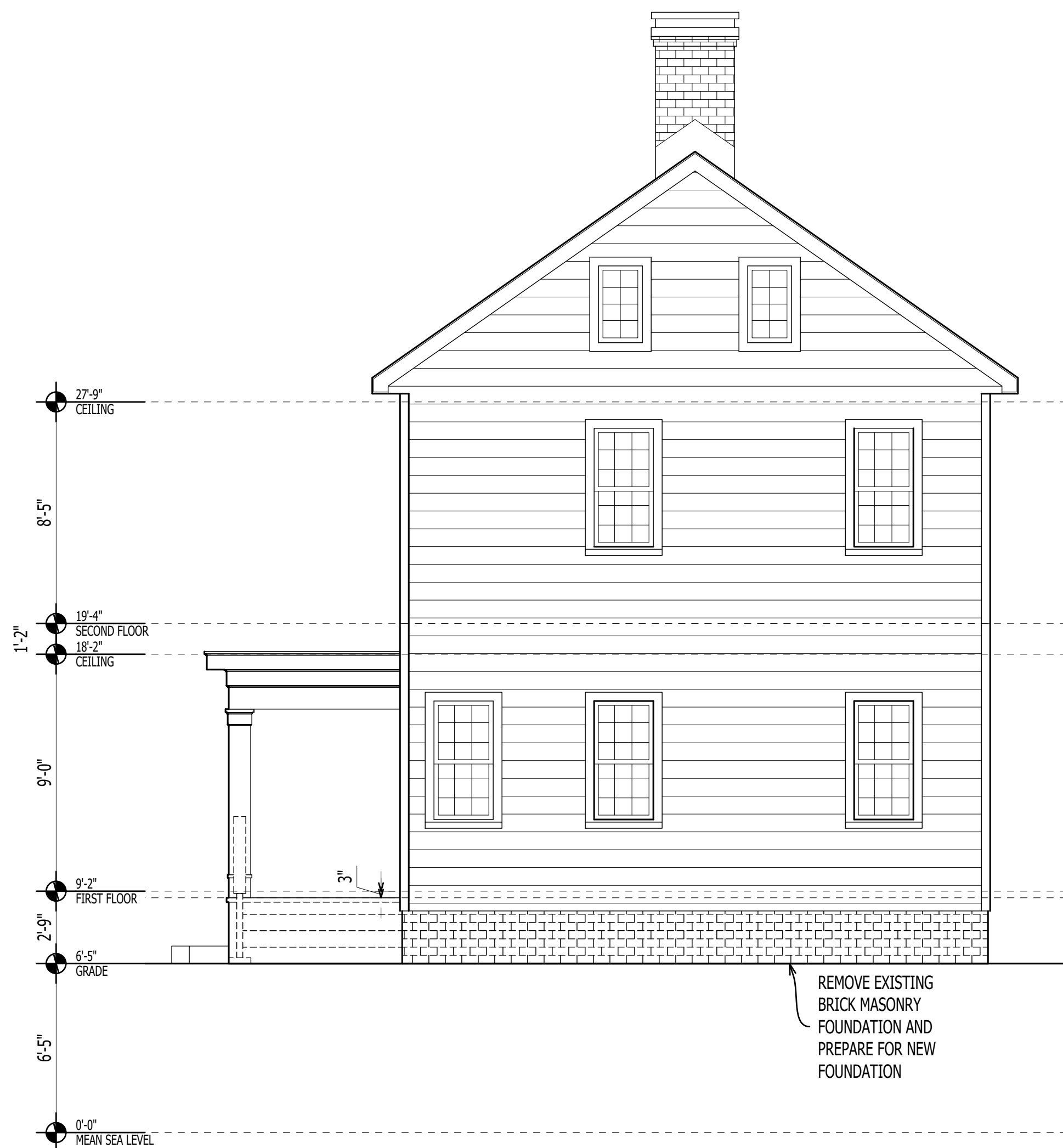
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FIRST FLOOR
08.30.2021
UHF - 227 E. FRONT ST.

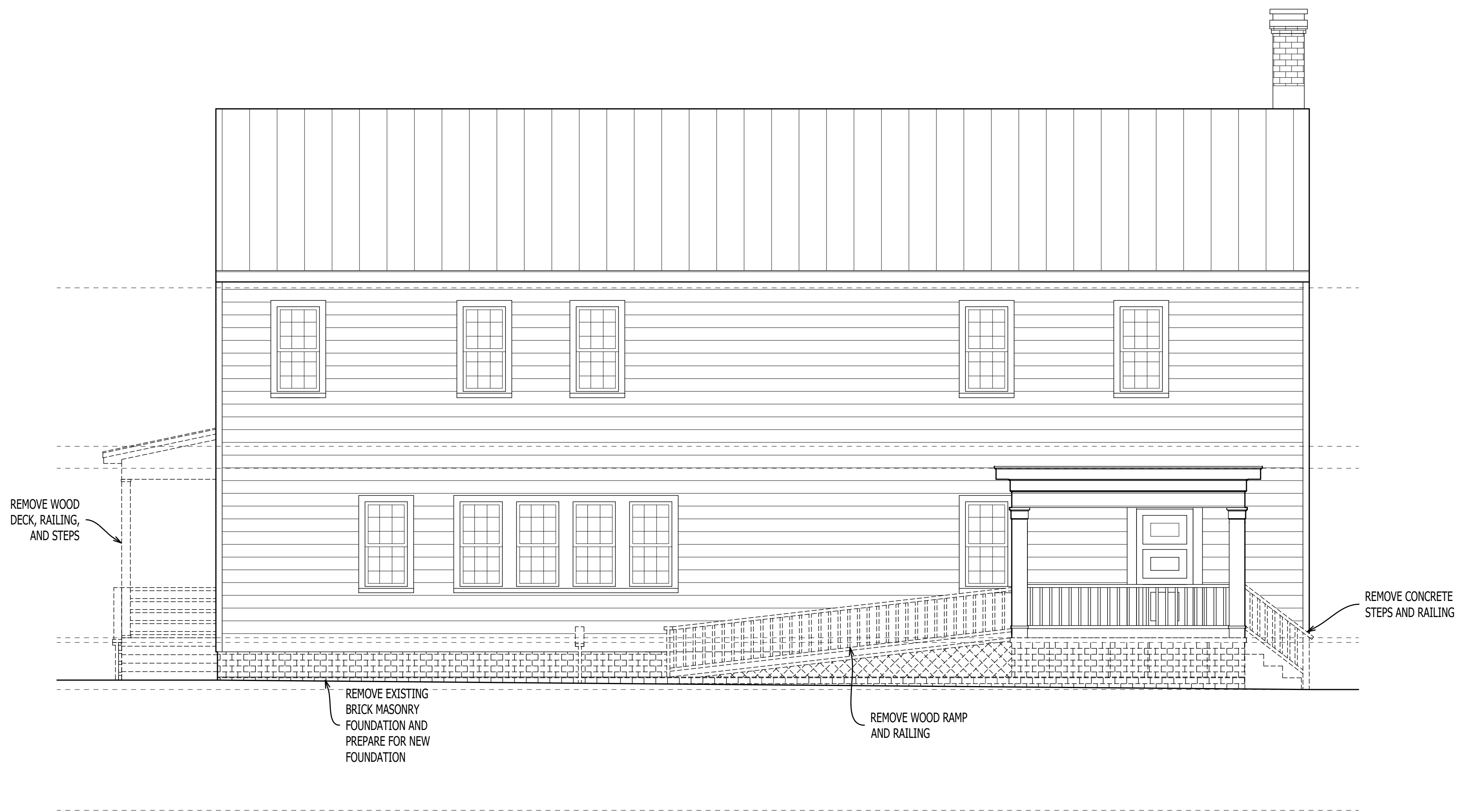




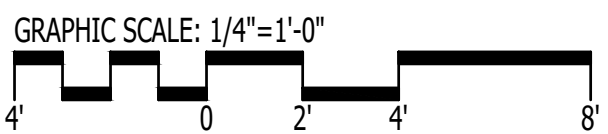




1
AD-201
EXTERIOR ELEVATION
Scale: 1/4" = 1'-0"



2
AD-201
EXTERIOR ELEVATION
Scale: 1/4" = 1'-0"



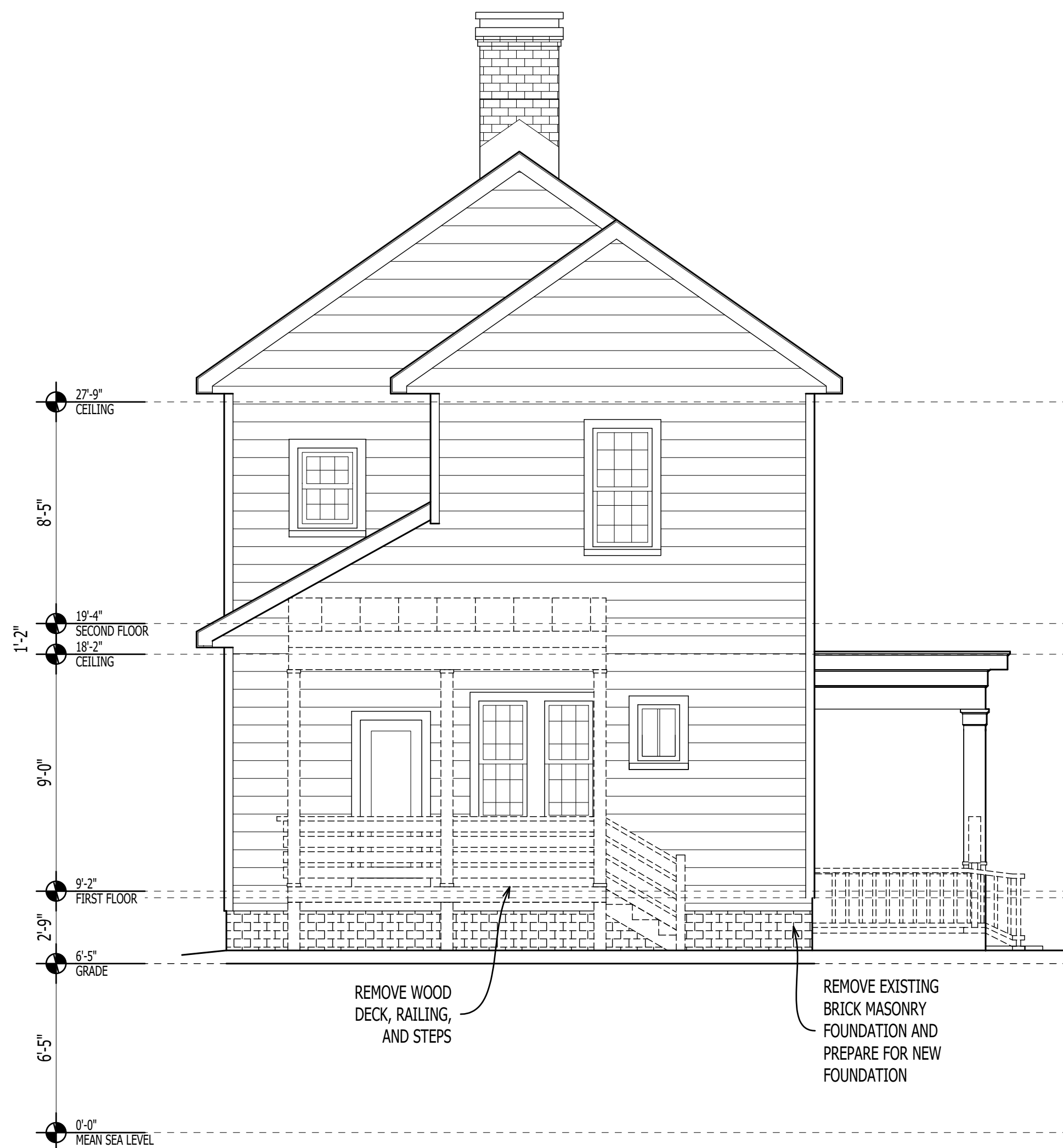
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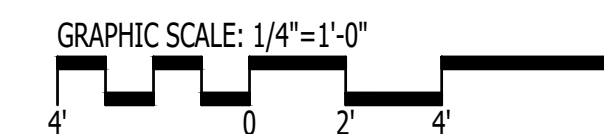
AD-201
EXISTING/DEMO
ELEVATIONS
08.30.2021
UHF - 227 E. FRONT ST.



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



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EXTERIOR ELEVATION
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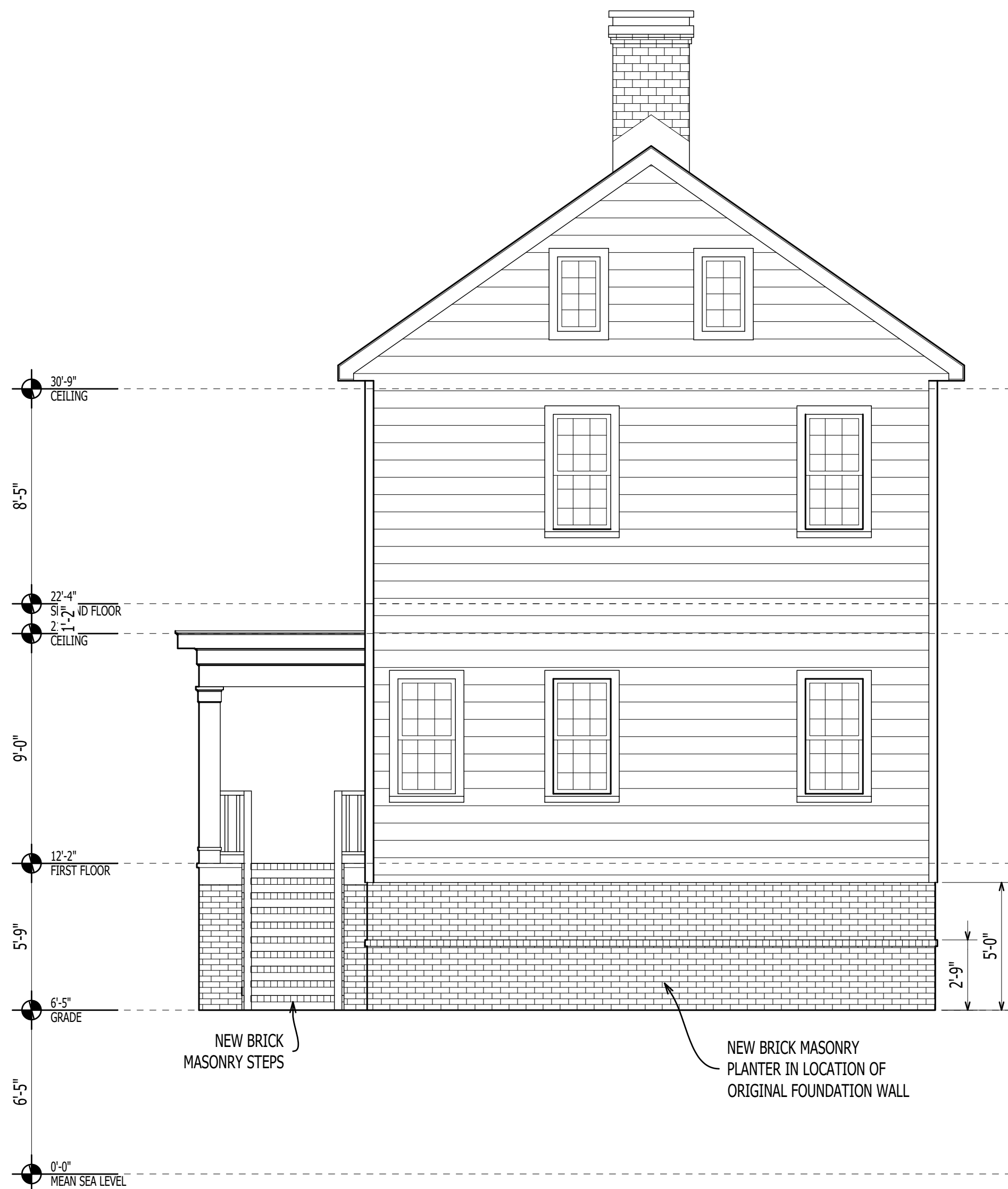
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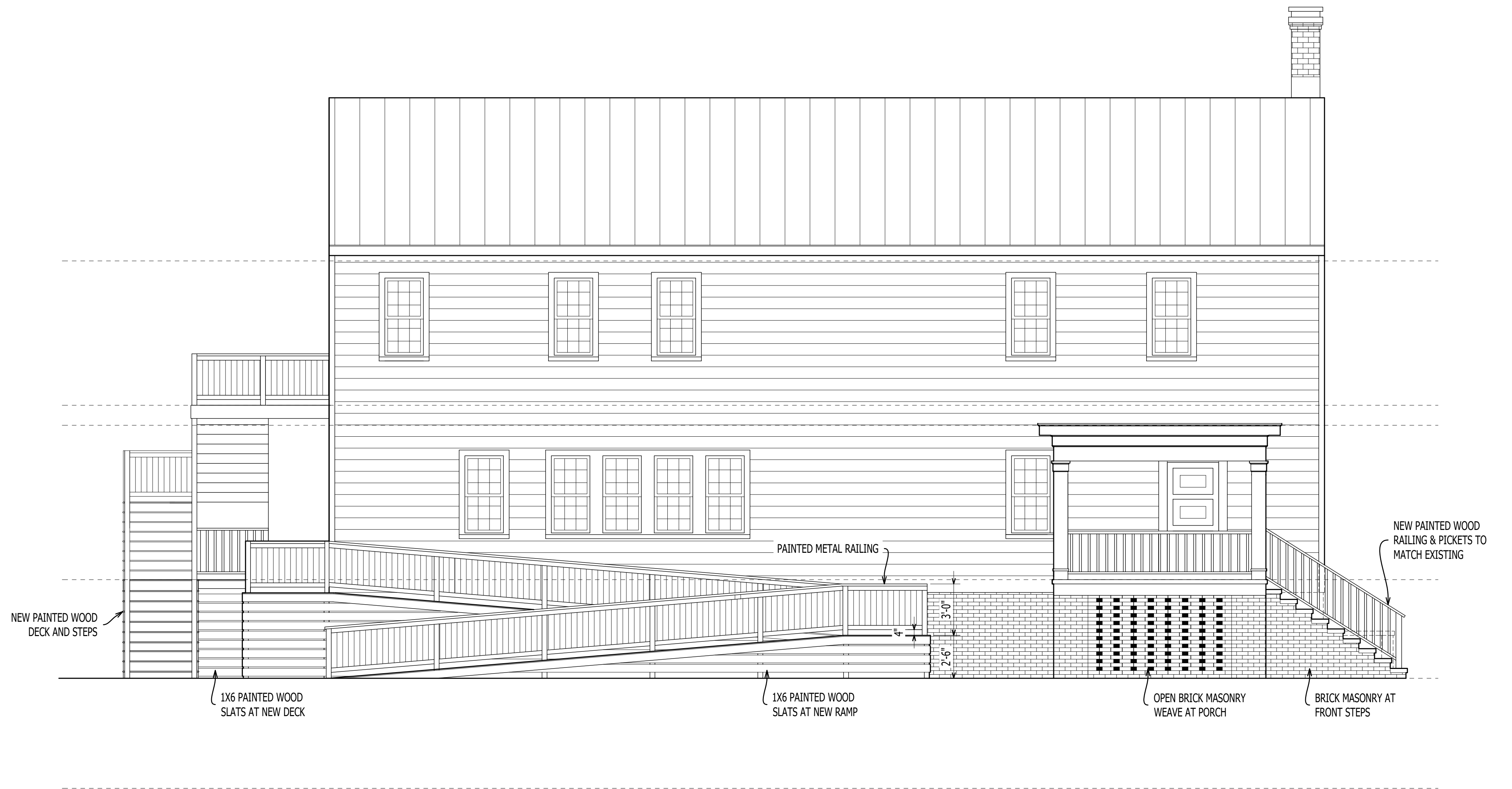
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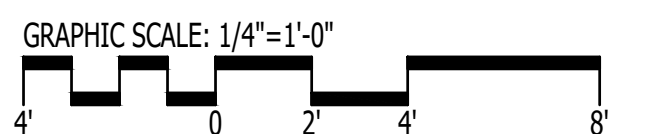
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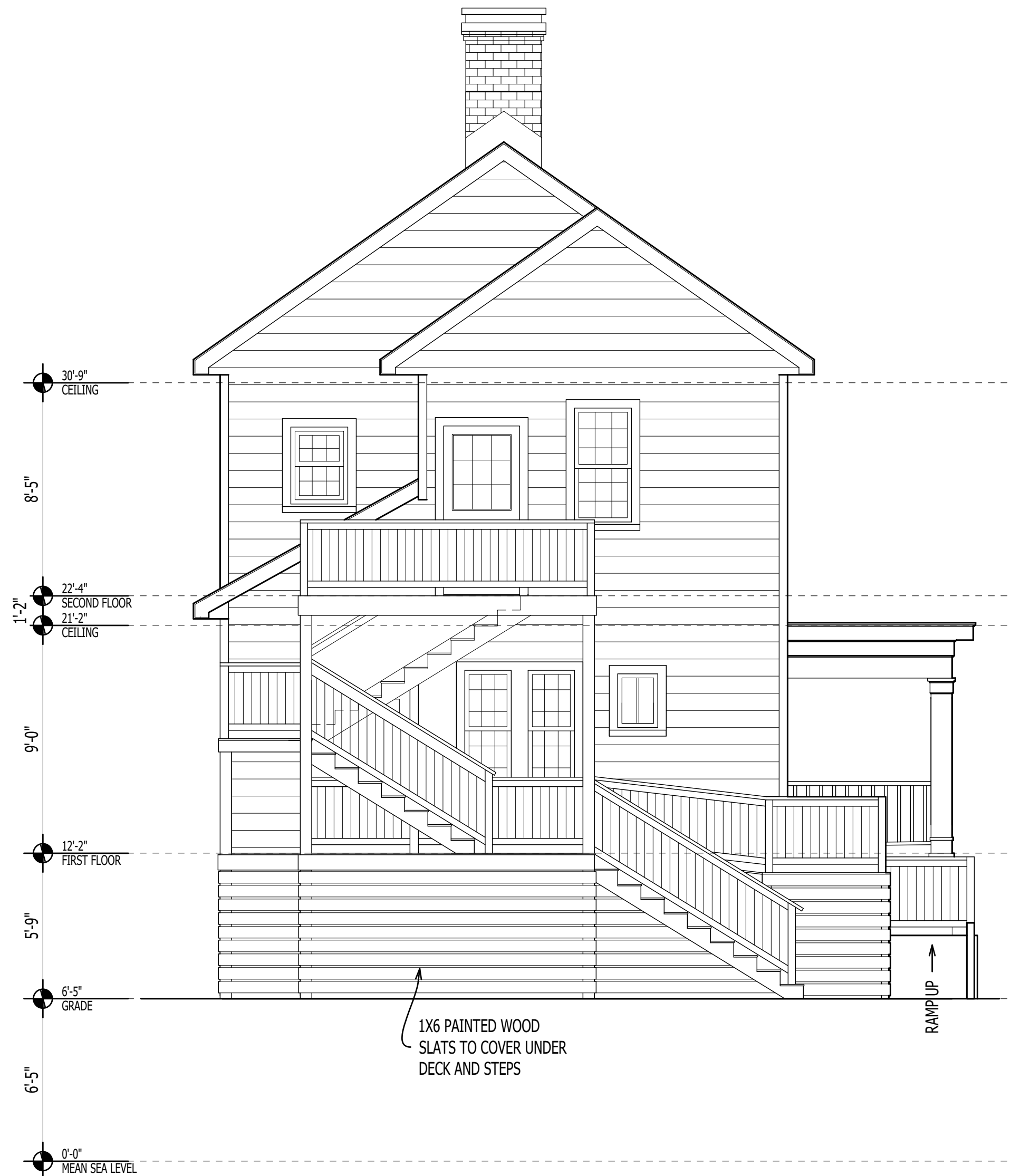
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A-201

NEW ELEVATIONS

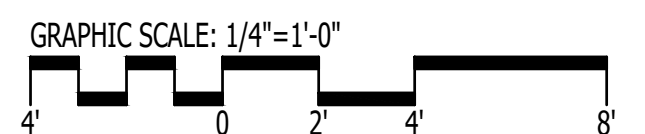
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A-202

NEW ELEVATIONS

08.30.2021
UHF - 227 E. FRONT ST.





Zoning and Inspections Review of

Application for Certificate of Appropriateness for Alterations in Historic District

Initial review of applications for certificates of appropriateness by the Zoning Administrator and Chief Building Inspector is intended to provide the applicant and Historic Preservation Commission with information related to compliance with local land use ordinance and building code. It does not represent a formal approval of a permit by any party and does not bind the decisions of Commission.

Application Address and Description: 227 E. Front Street – to include elevating the building 3 feet, moving it back 4 feet on the lot, revising the front stairs in the Primary and Secondary AVCs, removing the existing ramp in the Secondary AVC, removing the existing rear porch and stairs, adding a second story door, and adding a new ramp and two-story stairs in the Tertiary AVC.

Zoning Administrator please review the application and fill out all applicable items

Zoning District:

Required Setbacks (primary structure): Front Side Rear

Accessory Setbacks: From Nearest Structure Side Rear

Maximum Lot Coverage for proposed use:

Maximum Height of Structure:

Required Site Improvements: Landscaping Buffer Parking

Other requirements:

I have reviewed the application for proposed alterations to this property and have determined that it Meets ☒ Does Not Meet ☐ the requirements of the Land Use Ordinance.

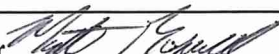
Comments:

 Zoning Administrator 9/19/21

Chief Building Inspector please review the application and include any comments below

The proposed project Will ☒ Will Not ☐ require a building permit(s).

Comments:

_____ Chief Building Inspector  9/10/21

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – September 2021

Applicant: East Front Street, LLC/GO Architectural Design, PLLC

Applicant Address: 1202A Pollock St., New Bern, NC 28560

Project Address: 227 E. Front St., New Bern, NC 28560

Historic Property Name, Date: Matthew A. Outten House, built c. 1846-1850, enlarged c. 1900 and 1940.

Status: **Contributing:** X **Non-contributing:** **Vacant:**

NR Inventory Description (2003): Two-and-a-half stories; two bays wide; entrance in east elevation; gable-front roof; interior front chimney.

Sandbeck Description (1988): "... the unusual transitional Federal-to-Greek Revival form and detailing of this house ... [Outten's original, small front portion of this] house was most likely built for rental and speculative use ... The [original] front door was probably located ... where there is now a single nine-over-six sash; it would have opened directly onto the sidewalk. The surviving interior-end chimney at the front serves the fireplaces in the two front rooms. The Sanborn Insurance maps show the house to have originally had a one-story rear addition which was raised to two stories and given its present configuration between 1898 and 1904. ..."



227 E. Front St. – to include elevating the building 3 feet, moving it back 4 feet on the lot, revising the front stairs in the Primary and Secondary AVCs, removing the existing ramp in the Secondary AVC, removing the existing rear porch and stairs, adding a second story door, and adding a new ramp and two-story stairs in the Tertiary AVC.

Staff submits the following Historic District Guidelines are appropriate to this application:

Utilities

- 2.3.1 Locate equipment in Secondary and Tertiary AVCs and screen items from public view with vegetation, fencing and similar site constructions. It is recommended that utilities be consolidated in common locations.

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – September 2021

- 2.3.2 Paint equipment and exposed utilities to compliment mounting surfaces and reduce their visibility.

Landscaping

- 2.4.3 Use plant materials that are indigenous to the historic districts. It is not appropriate to use contemporary edging materials such as landscaping timbers or plastic borders

Fences and Garden Walls

- 2.5.1 Fences and walls based on historic designs are encouraged. Incorporate materials and configurations that relate to the architecture of the principal structure on the site. Use fences and walls to demarcate property lines and screen private areas.
- 2.5.2 In a Primary AVC, erect low fences and walls with a vertical dimension of four feet or less. Space rectangular wood planks about one inch apart. Space square wood and iron pickets about three inches apart. Orient pickets vertically.

Design Principles

- 3.1.1 Consider the scale, mass and proportion inherent to the surrounding historic development pattern, and design modifications that incorporate these characteristics. Use basic shapes and forms that are common to the historic districts.

Modifications

- 3.2.1 Select materials that are consistent with the structure. Limit the palette to those materials that were available at the time a building was originally constructed.
- 3.2.2 Modifications to a structure should not conceal, damage or remove significant design components or architectural features.

Foundations

- 4.1.1 Adhere to Guidelines for retention of historic fabric when altering foundation components.
- 4.1.2 When infilling between brick piers, recess brick curtain walls 1 to 2 inches to visually delineate piers.
- 4.1.3 Use traditional materials when constructing foundations. Concrete block should receive a veneer of stucco, brick or other appropriate masonry material.
- 4.1.4 Locate foundation features such as vents and access doors in areas that will not detract from the architectural character of the building. Coordinate with other architectural features when possible, such as aligning vents and access doors with windows above or centering them between piers.
- 4.1.5 When elevating a structure in flood zones, limit elevation to the minimum height required by ordinance. When elevating a structure that is not in a flood zone, limit elevation to 2 feet above the current height.
- 4.1.6 Minimize the visual impact of tall foundation walls by introducing a combination of landscaping, grading, and terraced retaining walls.

Walls, Trim and Ornamentation

- 4.2.1 Adhere to Guidelines for retention of historic fabric when altering wall components.
- 4.2.2 It is not appropriate to introduce trim or ornamentation to a contributing structure without documentary evidence that such elements historically existed.
- 4.2.4 Incorporate wood trims and articulate masonry appropriately for the application.

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – September 2021

Windows, Doors and Openings

- 4.3.1 Adhere to Guidelines for retention of historic fabric when altering window, door and opening components.
- 4.3.2 Add window and door openings in Secondary or Tertiary AVCs in locations that do not diminish the original design. In general, openings shall have a vertical orientation or be square.

Entrances

- 4.4.1 Adhere to Guidelines for retention of historic fabric when altering entrance components.
- 4.4.2 Reconstruct entrances and porches based on documentary evidence of the original configuration. Add architectural ornamentation when there is historical evidence of such features.
- 4.4.4 Provide porches, entrance doors, railings, and other ornaments that proportionally relate to the building. Appropriate balustrades often convey a heavier visual appearance. Center balusters between the top and bottom rails and space them about three inches apart.

Accessibility and Life Safety

- 4.7.1 Adhere to Guidelines for retention of historic fabric when altering accessibility and life safety components.
- 4.7.2 Locate ramps, lifts, fire stairs and fire doors in visually unobtrusive areas. Avoid accommodations within a Primary AVC when possible.
- 4.7.3 Make accommodations compatible with the character of the building by replicating balustrade and door opening detailing. Use landscaping to soften the presence of accommodations in a Primary AVC.

Masonry

- 5.1.1 Adhere to Guidelines for retention of historic fabric when altering masonry materials.
- 5.1.2 Match the masonry bond, or pattern, of masonry materials found in adjoining work. In general, new material should be the same size, color, and texture of that existing.
- 5.1.3 The size, color, texture and bond, or pattern, of masonry and mortar creates the intended finished appearance. It is not appropriate to paint masonry that has not been previously painted.
- 5.1.4 Select mortar with appropriate strength properties for masonry units involved. A commonly used mix for softer, historic masonry is one-part portland cement, two parts hydrated lime and nine parts sand.
- 5.1.5 Provide a veneer of brick, stucco, or other appropriate material over concrete masonry units. Architectural concrete masonry units such as rusticated, split face or similar types may be substituted for stone masonry construction.
- 5.1.6 It is not appropriate to use water repellants or sealers on masonry because these treatments often trap moisture and accelerate spalling.

Wood

- 5.2.1 Adhere to Preservation Guidelines for retention of historic fabric when altering wood materials.

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – September 2021

- 5.2.2 Construct wood assemblies similar to that found in adjoining work. In general, new material should be the same dimension and shape of that existing.

Metals

- 5.3.1 Adhere to Guidelines for retention of historic fabric when altering metal materials.
5.3.2 Use metal fabrications found in adjoining work. In general, new material should be the same dimension, shape, and alloy of that existing.
5.3.3 Use full weld iron and steel fabrication techniques. Welds shall be properly dressed, or ground smooth.
5.3.4 Provide aluminum fabrications with welded joints or blind, mechanical connections having concealed fasteners.

Paint

- 5.4.1 Adhere to Guidelines for retention of historic fabric when altering painted materials.
5.4.2 Select paint and sealant coatings that are harmonious with adjoining work. In general, new material shall be a compatible formulation with the substrate of application.
5.4.3 Apply primer coatings to front and back wood surfaces prior to cutting and fitting. Prime end cuts before installation. Apply finish paint coatings to exposed primed surfaces.
5.4.4 Consider using opaque stain in lieu of paint on flooring, fencing, and similar wood surfaces exposed to foot traffic or weather.
5.4.6 It is not appropriate to apply paint, water repellent or sealant coatings to unpainted surfaces such as masonry, stone, copper, and bronze.
5.4.9 It is not appropriate to paint exterior doors that were historically false grained, stained or varnished. It is not appropriate to leave surfaces such as porch flooring, deck flooring or railings unpainted.

Contemporary Materials

- 5.5.1 In general, contemporary material shall match the dimension, shape and texture of their counterparts commonly found in the historic districts.
5.5.2 Use contemporary and nontraditional materials in traditional ways. Apply materials in a traditional manner that conveys the same visual appearance as historic materials.
5.5.3 Contemporary and nontraditional materials should convey appropriate historic material characteristics, and will be evaluated on a case-by-case basis for appearance, dimension, texture, color, sheen, visual weight and similar characteristics.

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 project is located within the Primary, Secondary, and Tertiary AVCs;
3. The structure is a contributing resource;
4. Elevating this structure helps protect it from future damage and potential destruction or demolition;

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – September 2021

5. Moving this structure is necessary in order to accommodate the longer stairway to the sidewalk;
6. The proposed modifications do not conceal, damage, or remove significant design components or architectural features;
7. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly;
8. The project is not incongruous with the Guidelines.

MOTION

Staff recommends the Commission approve this application to include elevating the building 3 feet, moving it back 4 feet on the lot, revising the front stairs in the Primary and Secondary AVCs, removing the existing ramp in the Secondary AVC, removing the existing rear porch and stairs, adding a second story door, and adding a new ramp and two-story stairs in the Tertiary AVC.

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



HPC Administrator
HPCadmin@newbernnc.gov
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:
<https://www.newbernnc.gov> Go to: Departments, Development Services, then:

- For the CoA Instructions: Document Center, Alphabetical Listing, Certificate of Appropriateness – Instructions for COA application
- For the Historic District Guidelines: Historic Preservation, HPC Guidelines, Historic District Guidelines

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

I. Applicant/Owner Information:

Property Address (Include year built, if known):
 221 South Front Street, circa 1797

Property Owner Name(s): John Harvey, LLC	Owner Mailing Address: 4701 Trent River Drive Trent Woods, NC 28562	Phone #s: (252) 876-8687	Email: chcushman@gmail.com
Applicant Name (if different): Darden J. Eure, III, AIA, NCARB, MBF Architects, P.A.	Applicant Mailing Address: 317-C Pollock Street New Bern, NC 28560	Phone #s: (252) 637-6373	Email: eure@mbfarchitects.com

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)

Reconstruction of two masonry chimneys. Removal of two circa 1980 balconies and installation of four balconies in the Tertiary AVC, including removal and installation of appurtenant doors and windows and resultant masonry repairs

Continued on additional sheet or attached brochure ☐

2. Reference the specific Guideline(s) in the "Historic District Guidelines" which you believe apply to this project: (only need the guideline numbers):

4.3.1 for minimizing historic fabric disturbance; 4.3.2 for adding vertical window and door openings in the Tertiary AVC; 4.3.3 for true divided light glazing

Continued on additional sheet or attached brochure ☐

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).

5.1.1 for minimizing historic fabric disturbance; 5.1.2 for matching masonry bond and same size; 5.1.3 for painting masonry patchwork to match; 5.1.4 for using lime mortar; 5.3.3 for metal balusters

Continued on additional sheet or attached brochure ☐

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 have attached the notarized authorization form indicating the owner(s) consent to represent them for 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

DARDEN J. EUSE, III, 414, NCARB

July 8, 2021

Date

APPLICATION SHOULD BE SUBMITTED TO THE DEVELOPMENT SERVICES MAIN OFFICE AT 303 FIRST ST.. FOR A MAJOR PROJECT, SUBMITTAL AND FEE PAYMENT MUST BE NO LESS THAN 2 WEEKS PRIOR TO THE UPCOMING HPC REGULAR MEETING. FOR FURTHER INFORMATION, CONTACT THE HISTORIC PRESERVATION COMMISSION ADMINISTRATOR AT (252) 639-7583.

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:

221 South Front Street, New Bern, NC 28560

(address, city, zip code)

I hereby authorize MBF Architects 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:

4701 Trent River Drive, Trent Woods, NC 28562 Phone 252-876-8687

Ch. J. C.

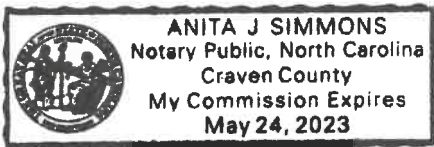
Owner's Signature

John Harvey, LLC - Charles Cushman

Print Name

7/6/2021

Date



Sworn to and subscribed before me this 7th day of July, 2021.

Anita J. Simmons
Notary Public.

My commission expires: May 24, 2023



July 8, 2021

Mr. Matt Schelly
Historic Preservation Administrator
City of New Bern
303 First Street
New Bern, NC 28560

SchellyM@newbernnc.gov

RE: Harvey Mansion Alterations
John Harvey, LLC
New Bern, Craven County
MBFA No: 2028

Dear Matt:

Enclosed herewith please find an Application for a Certificate of Appropriateness for a major work. An electronic file is forwarded for your use under a separate communication.

This package consists of the following:

1. Check No. 16079 in the amount of \$107.00 made payable to the City of New Bern
2. Application for a Certificate of Appropriateness
3. Letter of Representation
4. Drawing A-900 and HPC001 through HPC501, 24 inch by 36 inch format, five sheets

Predominant materials proposed for the project are as follows:

1. Wood doors and windows, true divided light, wood painted
2. Brick masonry patchwork painted to match
3. Metal balcony balustrades, wood decking and wood soffit, metal and wood painted
4. Reconstruct brick masonry chimneys, two each

Please place this item on the agenda for the forthcoming regular meeting of July 21, 2021.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Eure", is written over a blue circular stamp.

Darden J. Eure, III, AIA, NCARB
eure@mbfarchitects.com
MBF Architects, P.A.



317-C Pollock Street | New Bern, NC 28560 | 252.637.6373 | mbfarchitects.com

BB&T
BRANCH BANKING AND TRUST COMPANY
NORTH CAROLINA

66-112/531



16079

07/08/2021

PAY TO THE

ORDER OF City of New Bern

\$ **107.00

One Hundred Seven and 00/100*****

DOLLARS

City of New Bern
300 Pollock Street
New Bern, NC 28560

MEMO

Cert of Appropriateness - 221 South Front Street


AUTHORIZED SIGNATURE

⑈00016079⑈ ⑆053101121⑆0005296027261⑈

Security features. Details on back.



CERTIFICATE OF APPROPRIATENESS

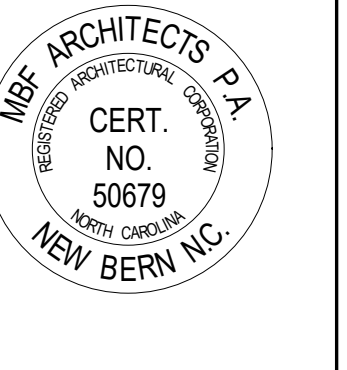
221 SOUTH FRONT STREET

NEW BERN, CRAVEN COUNTY

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[illegible]

15 AUG 2021



TITLE SHEET

SHEET 1 OF 6



A detailed site plan showing the proposed building layout, parking area, and surrounding infrastructure. The plan includes labels for 'SOUTH FRONT STREET' at the top, 'UTILITY COVERS' and 'COMMUNICATION UTILITY' near the street, 'SUMP PUMP' on the right side, 'BUILDING PERIMETER FENCE' along the right and bottom edges, 'DUMPSTER AREA' and 'FENCE DUMPSTER' on the right, 'ELECTRICAL TRANSFORMER' and 'EXTERIOR POLE LIGHTS' near the building, and 'PARKING' at the bottom. The building is shown in grey, and the parking area is indicated by blue lines. A pink dashed line represents the building perimeter fence.

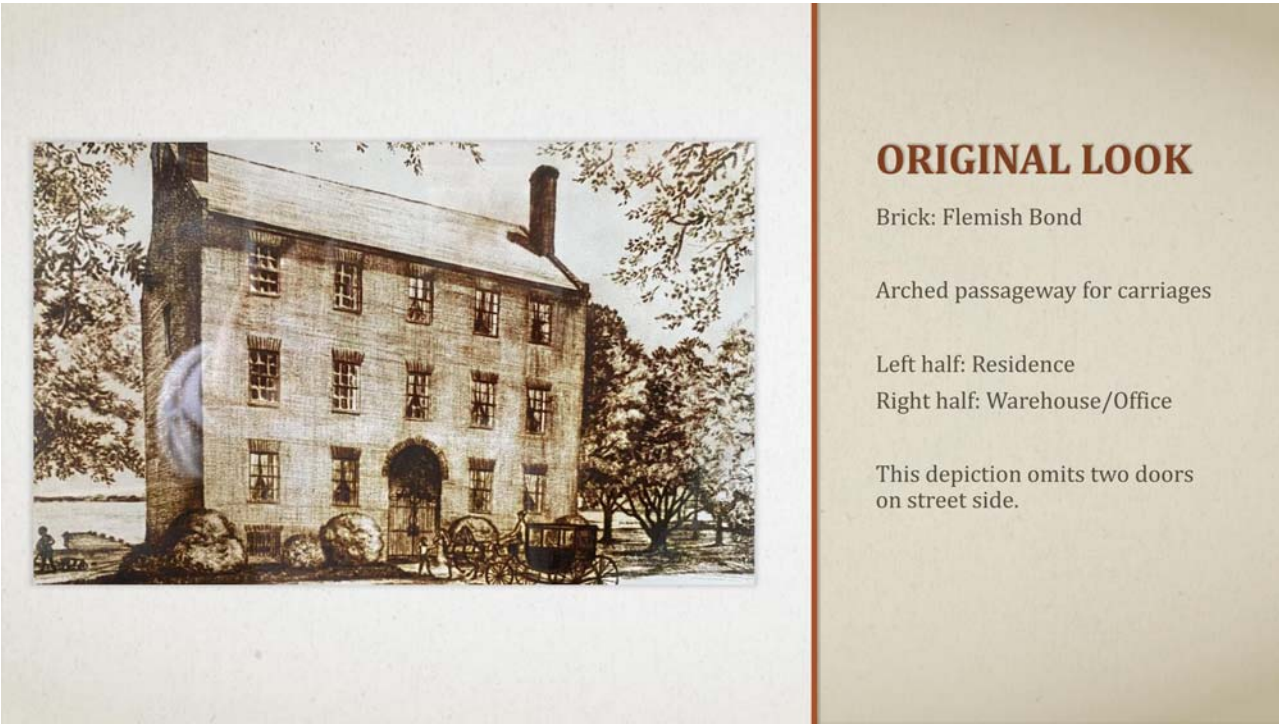
GRAPHIC SCALE: 1"=20'
20' 0 20' 40'

GRAPHIC SCALE: 1"=200'
200' 0 100' 200' 300' 400'

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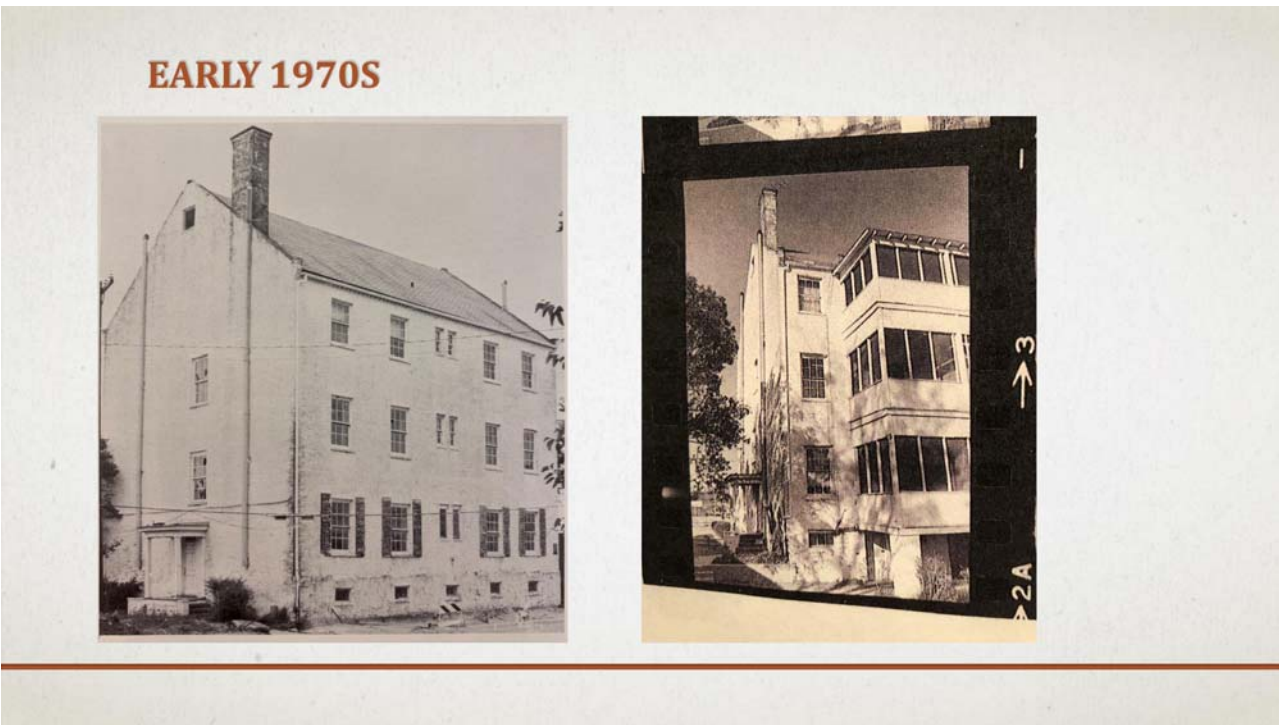
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D



D1 PHOTOGRAPHIC DOCUMENTATION HISTORIC
SCALE: NOT TO SCALE

C



B1 PHOTOGRAPHIC DOCUMENTATION HISTORIC
SCALE: NOT TO SCALE

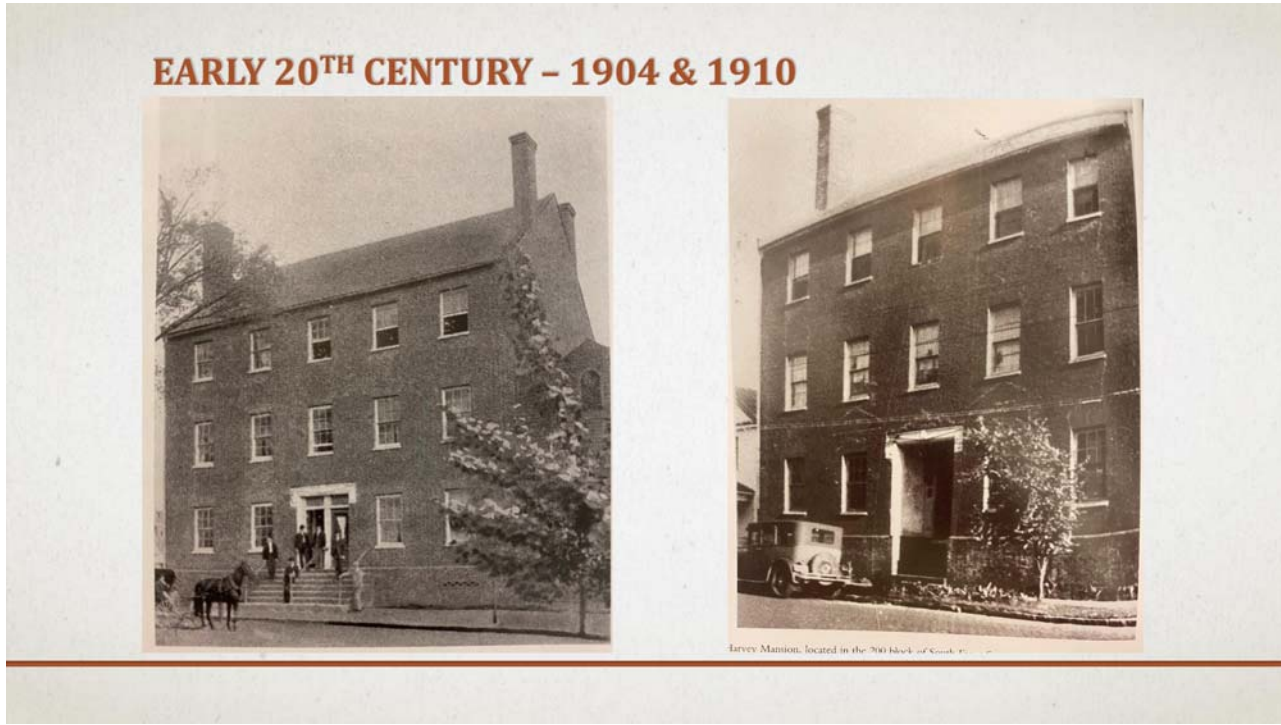
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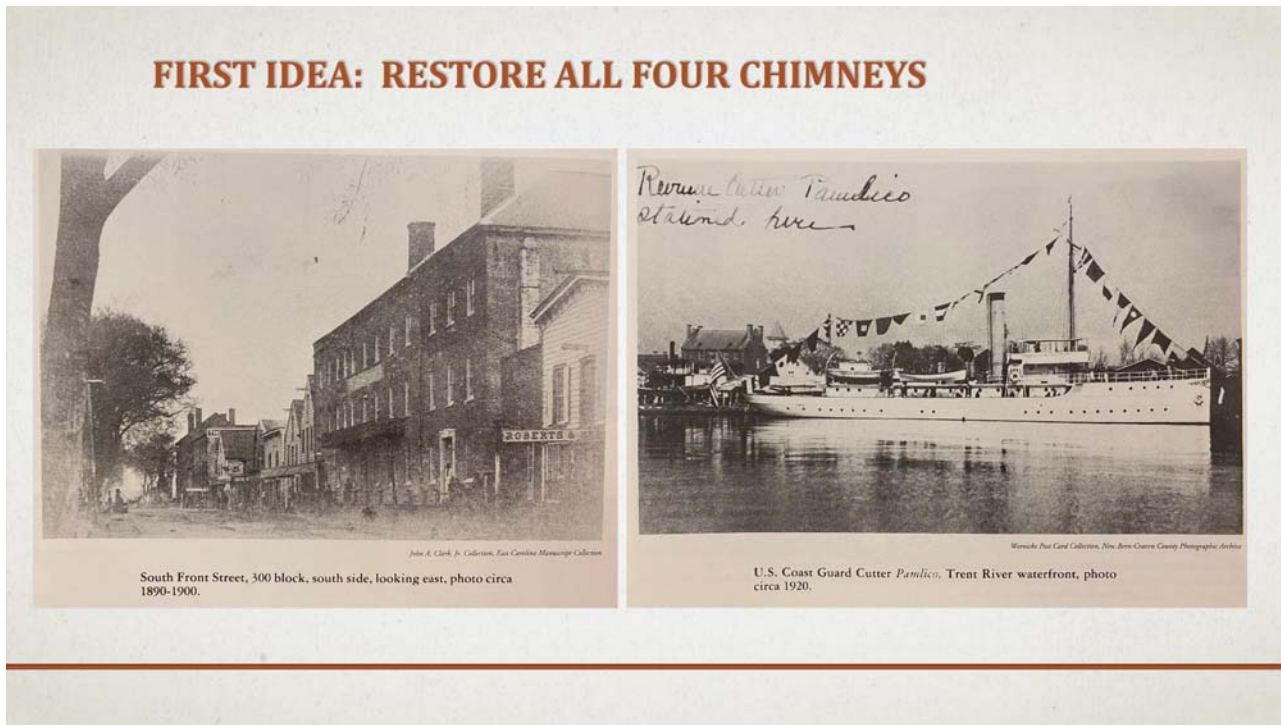
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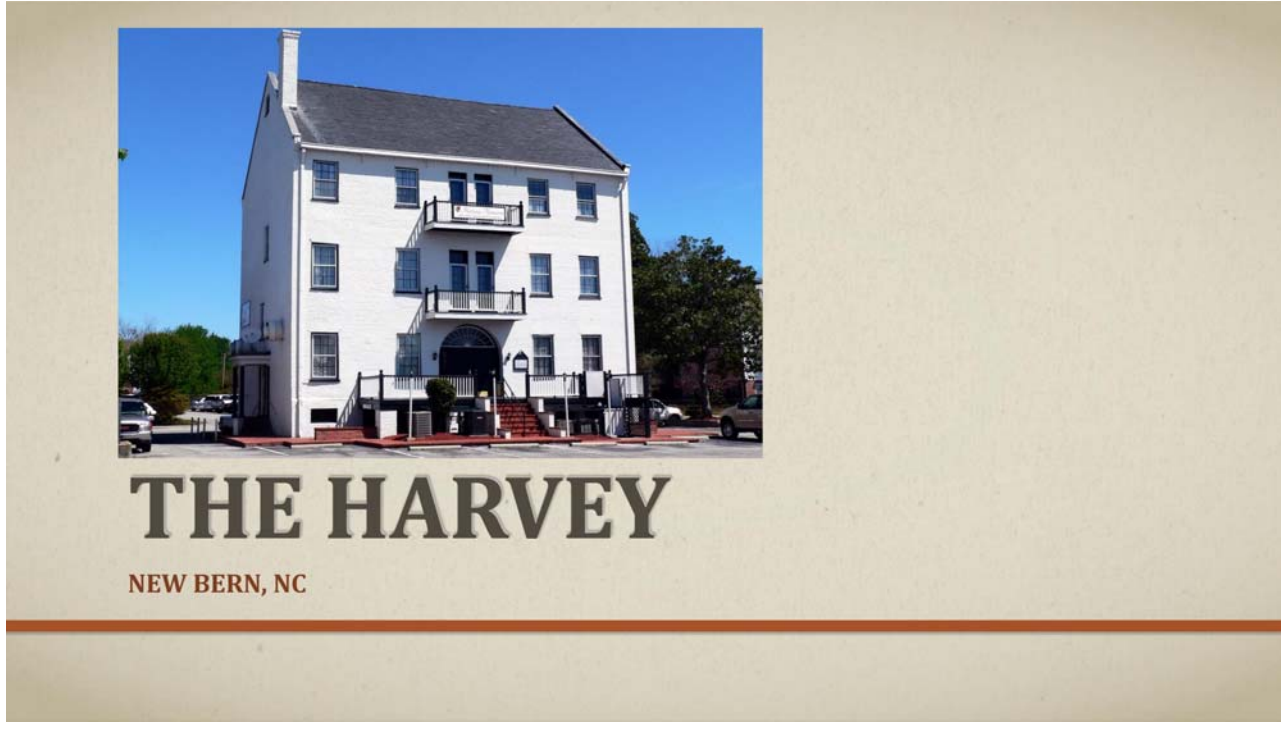
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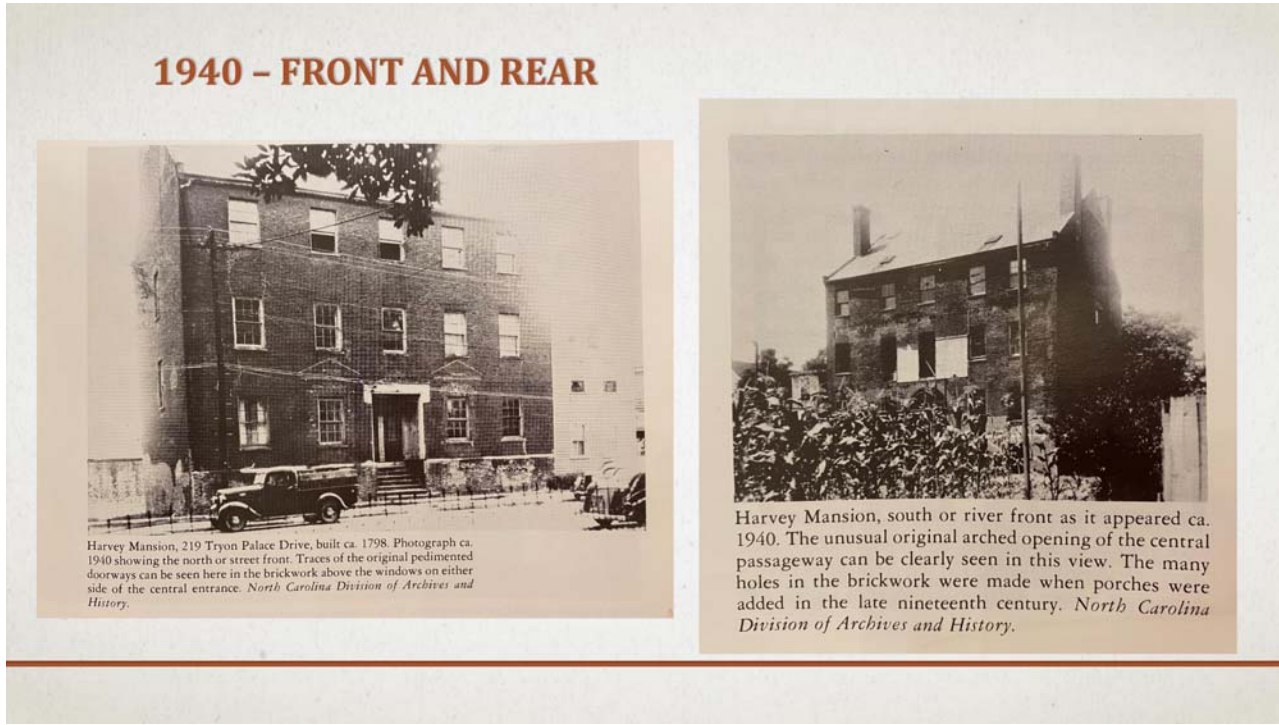
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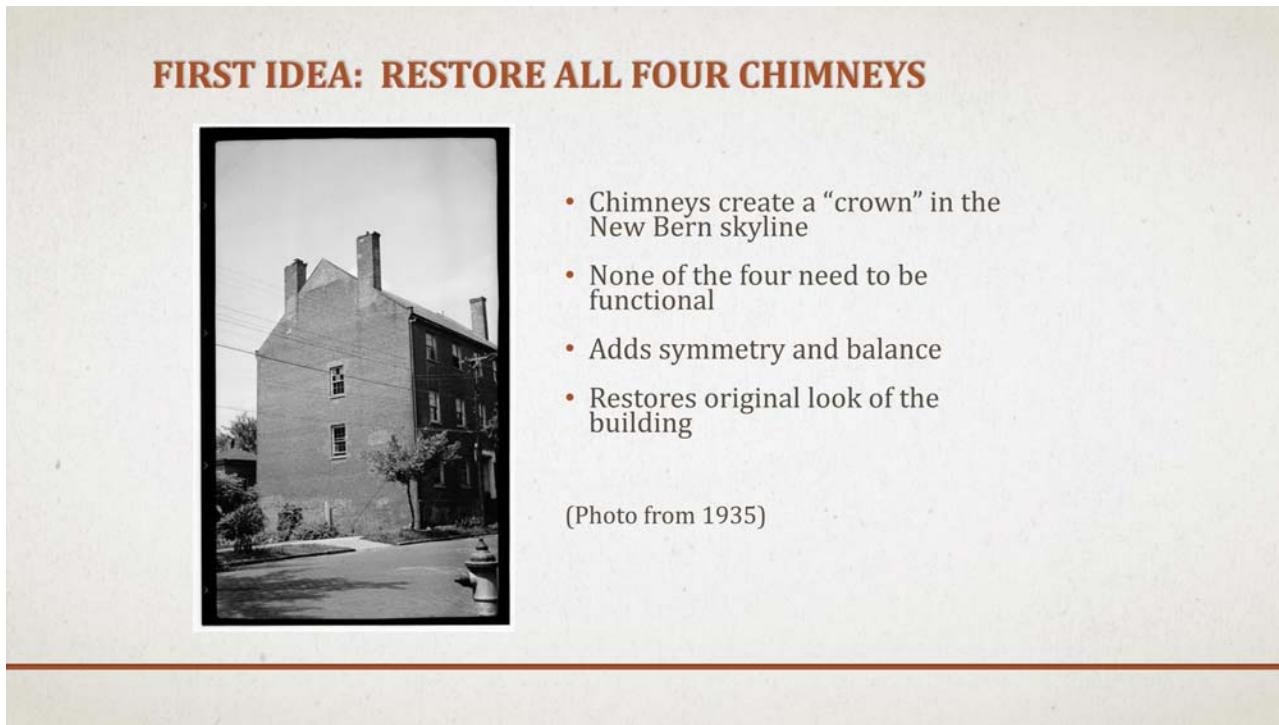
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SCALE: NOT TO SCALE

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D5 PHOTOGRAPHIC DOCUMENTATION HISTORIC
SCALE: NOT TO SCALE



B5 PHOTOGRAPHIC DOCUMENTATION HISTORIC
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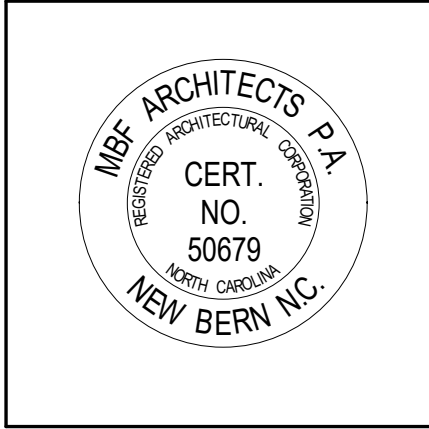
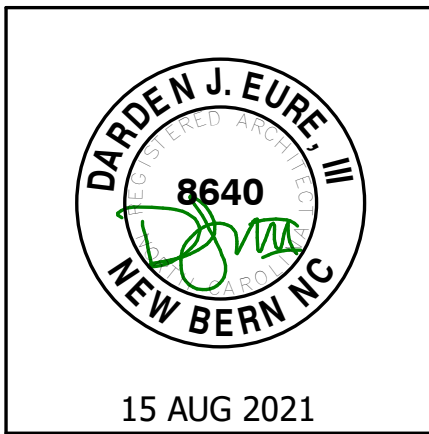


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REVISIONS	DESCRIPTION	
	DATE	
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RELEASE 2



MBFA No: 2028
PHOTOGRAPHIC
HISTORIC

HPC900
SHEET 6 OF 6

1

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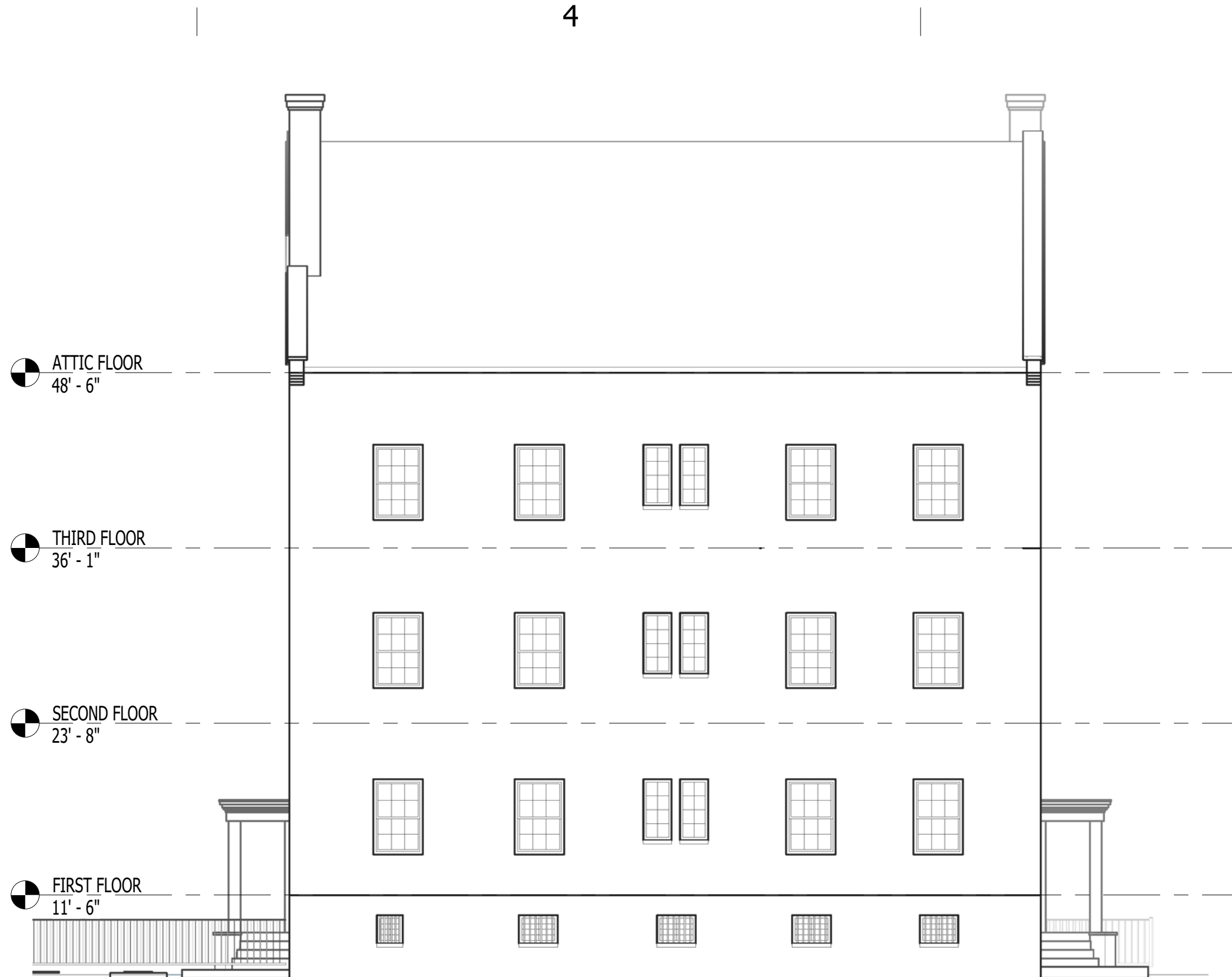
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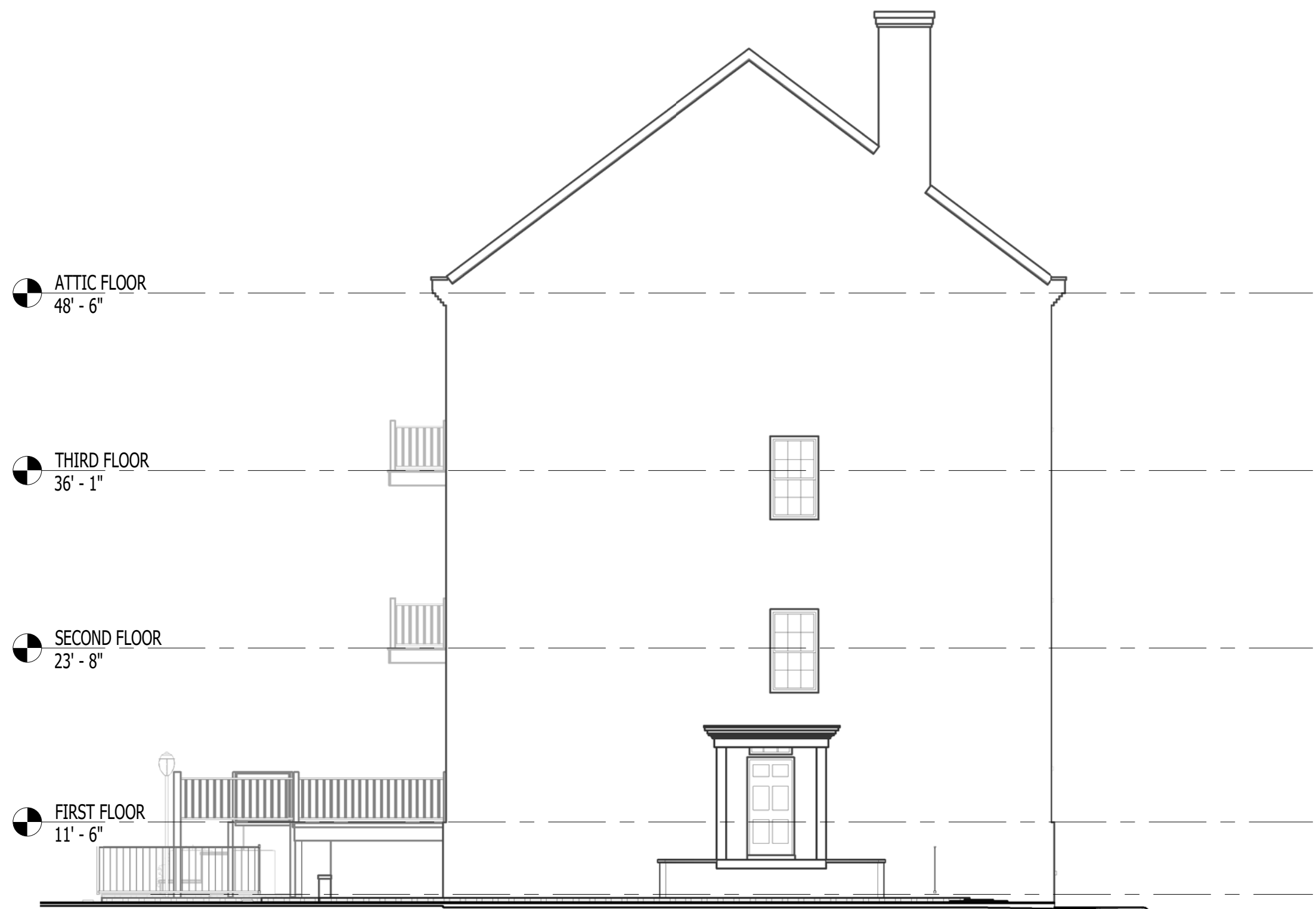
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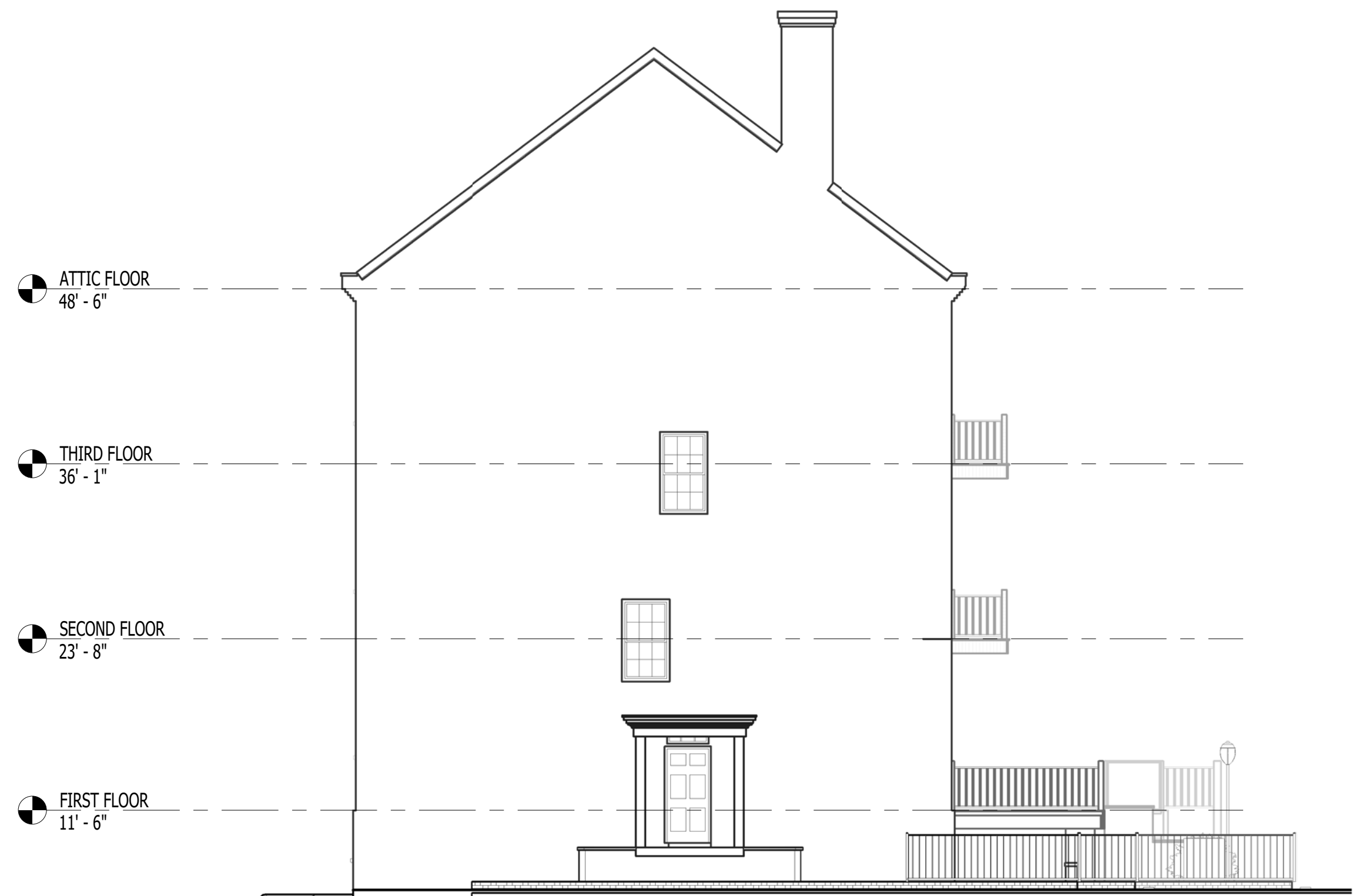
C2 SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



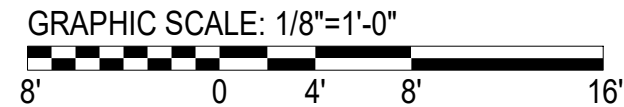
C4 NORTH ELEVATION
SCALE: 1/8" = 1'-0"



A2 EAST ELEVATION
SCALE: 1/8" = 1'-0"



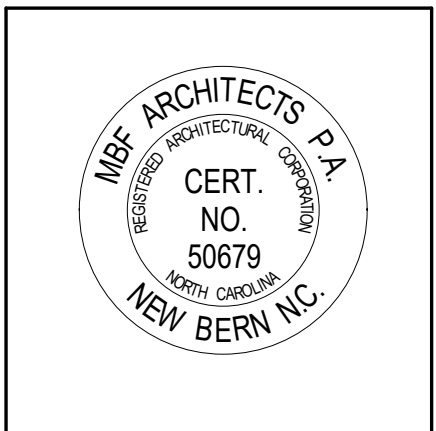
A4 WEST ELEVATION
SCALE: 1/8" = 1'-0"



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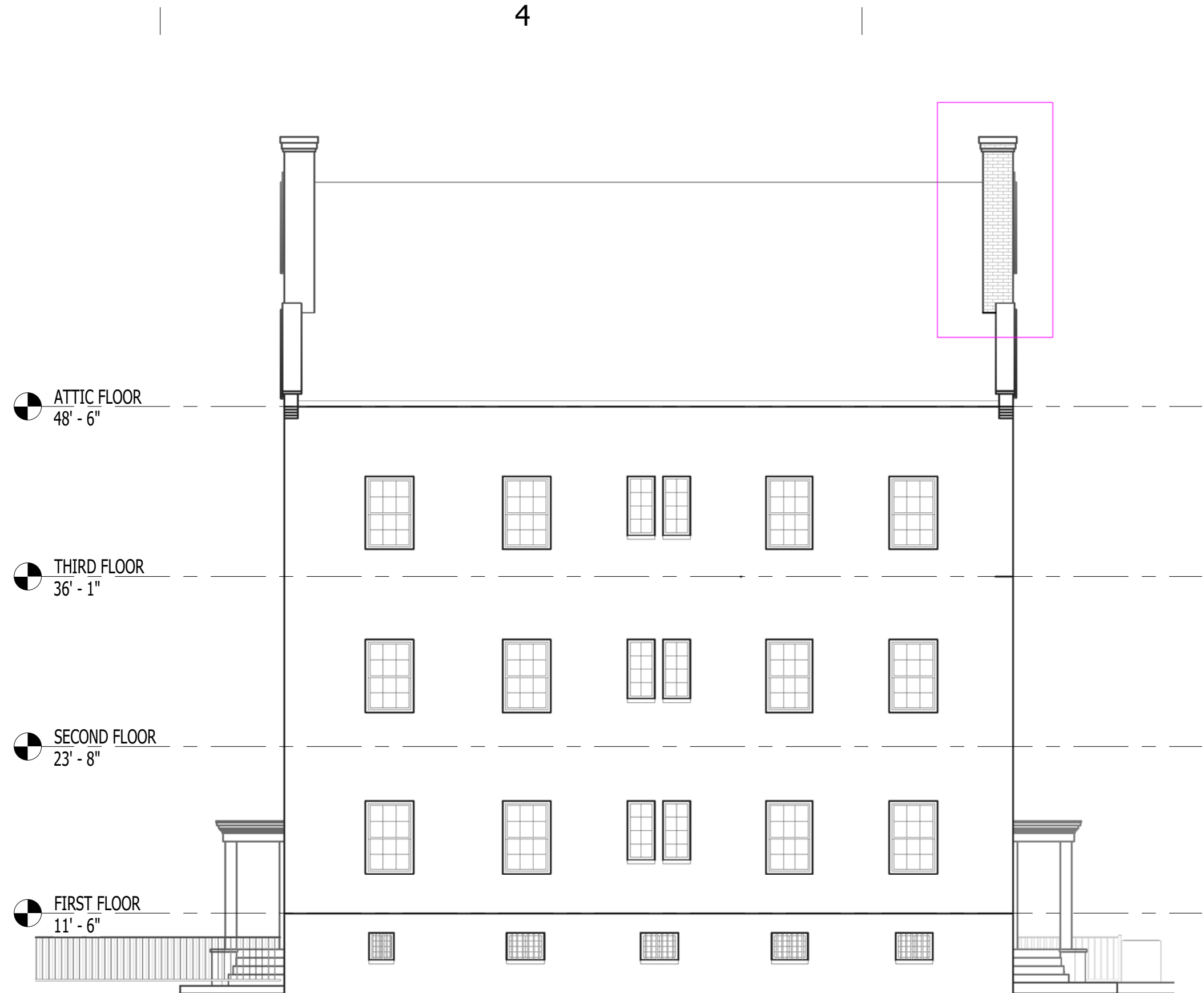
MBFA No: 2028

EXISTING
ELEVATIONS

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C2 SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



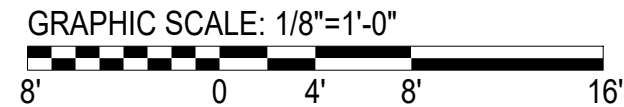
C4 NORTH ELEVATION
SCALE: 1/8" = 1'-0"



A2 EAST ELEVATION
SCALE: 1/8" = 1'-0"



A4 WEST ELEVATION
SCALE: 1/8" = 1'-0"



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RELEASE 2



MBFA No: 2028
ELEVATIONS

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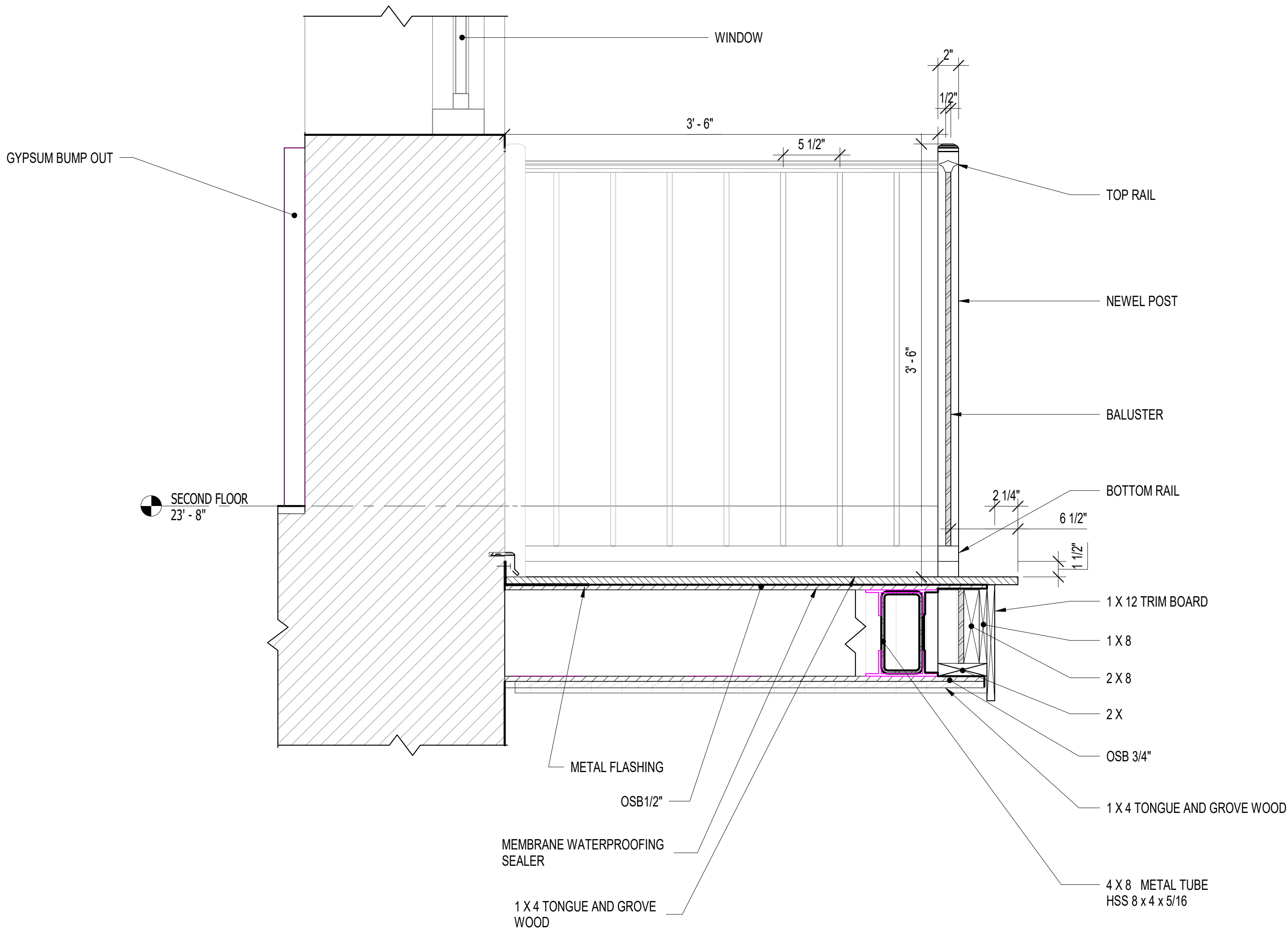
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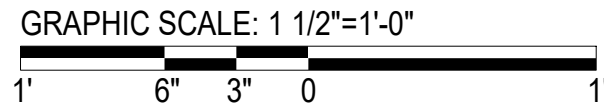
C

B

A



C3 BALUSTRADE DETAIL
SCALE: 1 1/2" = 1'-0"



HARVEY MANSION ALTERATIONS
JOHN HARVEY, LLC
221 SOUTH FRONT STREET
NEW BERN, CRAVEN COUNTY

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RELEASE 2



MBFA No: 2028
SECTION BALCONY



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: September 8, 2021
RE: Regular Meeting, 5:30 PM, Wednesday, September 15, 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 Certificate of Appreciation (Klotz)
3. Election of Officers
4. Approval of Minutes of Previous Meeting(s)
5. Hearings on Certificates of Appropriateness:
 - A. Hearings: Introduction, Swearing-In, Summary of Process
 - Introduction of Hearings and Rules of Procedure
 - Swearing-In of Speakers
 - Summary of the Hearing Process
 - Applications:
 - B. **227 E. Front Street** – to include elevating the building 3 feet, moving it back 4 feet on the lot, revising the front stairs in the Primary and Secondary AVCs, removing the existing ramp in the Secondary AVC, removing the existing rear porch and stairs, adding a second story door, and adding a new ramp and two-story stairs in the Tertiary AVC.
 - C. **221 S. Front St.** – to include modifying the approved CoA with two new windows instead of four new windows on the Tertiary AVC.
- *Please note that applications for these projects, including proposed plans, are available for review during normal business hours in the Development Services Department (303 First St.).*
5. Old Business (non-hearing items tabled or continued from a previous meeting): none
6. General Public Comments
7. New Business: none

8. HPC Administrator's Report

A. Report on CoAs Issued 8/11/2021 – 9/7/2021

MAJORS and AMENDMENTS:

None

MINORS:

100 Block Craven St. – electric vehicle charging station

375 S. Front St. – signs

402 Dunn St. – gutters, downspouts

505 E. Front St. – driveway pavers

513 Metcalf St. – fencing, rear pavers

630 Edgerton Dr. – tree removal

724 Pollock St. – landscaping, front steps, handrails

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

416-418 Broad St. – extension of CoA for infill construction of 8 new townhouse units.

C. Other Items and Updates

9. Commissioners' Comments

10. Adjourn