



Development Services Department  
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**TO:** New Bern Historic Preservation Commission  
**FROM:** Matt Schelly, AICP, City Planner  
**DATE:** November 1, 2021 (revised Nov 2 to correct CoAs Issued items)  
**RE:** Design Review Meeting, **5:30 PM, Wednesday, November 3, 2021**, in the Development Services Conference Room, 303 First St.

**DESIGN REVIEW AGENDA – 5:30 PM**

**I. Informal Board Discussion Items (Part 1) -**

- A. Social Media Policy** – discussion with City Attorney
- B. Remote Access for Quasi-judicial Hearings** – discussion with City Attorney

**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. Trent Court** - demolition and redevelopment

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

- A. 300 Pollock St. (City Hall)** – elevator and stairway addition in the Secondary AVC
- B. 111 Pollock St.** – porch addition in the Secondary AVC
- C. 504 S. Front St.** – alterations in the Primary AVC
- D. 312 Metcalf St.** – after-the fact replacement of door and windows in the Tertiary AVC
- E. 404 Avenue C** – addition, window replacements, roofing replacement in all AVCs
- F. 221 South Front St.** - addition

**IV. Informal Board Discussion Items (Part 2) -**

- A. House elevation guidelines**
- B. Prevention of Demolition by Neglect Work Group** – report
- 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 October**

MAJORS:

none

MINORS:

1. 207 Hancock St. – portion paved driveway
2. 209 Hancock St. – driveway
3. 215 Craven St. – mural
4. 215 Pollock St. – rear stairs
5. 311 Hancock – chiller, fencing, shrubs
6. 403 Avenue C – driveway
7. 404 Avenue C – tree removal
8. 405 Avenue A – repointing, trim, lintels
9. 504 S. Front St. – gravel, door
10. 504 S. Front St. – walkway, hvac
11. 711 E. Front St. – driveway
12. 750 E. Front St. – bulkhead railing
13. 804 Queen St. – sign, rear ramp

**C. Resiliency Plan: no report**

**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**

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

**IX. Adjourn**