



Development Services Department  
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**TO:** New Bern Historic Preservation Commission  
**FROM:** Matt Schelly, AICP, City Planner  
**DATE:** January 3, 2022  
**RE:** Design Review Meeting, 5:30 PM, Wednesday, January 5, 2022, in the Development Services Conference Room, 303 First St.

**DESIGN REVIEW AGENDA – 5:30 PM**

- I. **Application Design Review** - Consider certificate of appropriateness applications for proposed major exterior alterations:
  - A. **221 S. Front St.** – 1-story addition on the Secondary and Tertiary AVCs
  - B. **211 Pollock St.** – waterproofing trim, painting waterproofing, new side entry door, rear roof extension, freezer installation under roof extension.
  - C. **312 Metcalf St.** – windows, shutters, front door, porch lighting, staining/painting
  - D. **616 New St.** – new shed, extend driveway, new fencing
  - E. **316 Liberty St.** – infill house
  - F. **212 Johnson St.** – front fencing revisions
  - G. **521 Hancock St.** – garage revisions
- 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. (if any appear)
- III. **Informal Board Discussion Items** -
  - A. **Design Review Meeting policies** – staff and attorney
  - 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

#### **IV. Project Follow-Ups, Updates, and Questions**

**A. CoAs denied** – None

**B. CoAs issued** in November and December

**MAJORS:**

111 Pollock St. – removal of existing stoop; porch addition

300 Pollock St. - 3-story addition, removal of a portion of an exterior fire escape stairway, flag poles, historical marker, and memorial sculpture, and replacing plants

404 Avenue C - demolition of the rear 1-story addition, garage, front porch, and side porch; new 2-story rear addition, front and side porch replacements, new workshop, reroofing, driveway, patio, replacement walkways, and plantings

407 Avenue D – new shed

720 E. Front St. – CoA Extension – infill house

810 E. Front St. – infill house

**MINORS:**

221 Craven St. – utility meter, lines

248-254 Craven St. – replacement windows, doors

306 Avenue B – dead tree replacement

504 S. Front St. – shade sails, sod

508 Middle St. – front and rear handrails

520 Johnson St. – replacement of 2 trees

520 Metcalf St. – porch gutter

804 Queen St. – front ramp, plants

**C. Resiliency Plan:** report on latest meeting; list of specific Heritage action items

#### **V. 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

**VI. Staff and Board:**

**A. Training:**

1. TBD

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

**VIII. Adjourn**