



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:** January 10, 2022  
**RE:** Regular Meeting, **5:30 PM, Wednesday, January 19, 2022, 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. Approval of Minutes of Previous Meeting(s)
3. 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
  - B. **211 Johnson St.** – to include a landscape plan in the Secondary and Tertiary AVCs.
  - C. **302 Broad St.** – to include application of a masonry water repellant in all AVCs.
  - D. **221 S. Front St.** – to include a 1-story addition and site modifications on the Secondary and Tertiary AVCs
  - E. **211 Pollock St.** – to include a rear addition, new walk-in freezer, new recessed side entrance, closing 7 windows, new waterproofing trim, painting waterproofing, new wall-mounted lighting, and new mechanical units on platforms, all in the Secondary and Tertiary AVCs.
  - F. **616 New St.** – to include a new shed, extend the driveway, and new fencing, all in the Tertiary AVC.
  - G. **316 Liberty St.** – to include a new infill 1-story house and parking area.
  - H. **521 Hancock St.** – to include roof revisions to an existing garage in 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:
  - A. Establish deadline for Design Review Meeting application items
8. HPC Administrator's Report
  - A. Report on CoAs Issued 11/10/2021 – 01/10/2022  
MAJORS, including AMENDMENTS:
    1. 111 Pollock St. – new porch addition
    2. 300 Pollock St. (City Hall) – 3-story addition
    3. 404 Avenue C – demolition of rear addition, garage, front porch, and side porch; construction of 2-story addition, front and side porch replacements, new workshop
    4. 407 Avenue D – new shed
    5. 810 E. Front St. – infill houseMINORS:
    1. 520 Johnson St. – two tree replacements
    2. 221 Craven St. – utility meter and lines
    3. 248-254 Craven St. – stair tower doors and windows
    4. 306 Avenue B – tree replacement
    5. 504 S. Front St. – shade sails, sod
    6. 508 Middle St. - handrail
    7. 520 Metcalf St. – front porch gutter
    8. 804 Queen St. – access ramp in Primary AVC
  - B. Report on CoA Extensions Issued since the Prior Regular Meeting
    1. 720 E Front St – infill house
  - C. Other Items and Updates
9. Commissioners' Comments
10. Adjourn