



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
 - Applications:
 - 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

FEE SCHEDULE (office use only)

- ☐ \$22 Standard Application (minor)
☐ \$107 Standard Application (major)



HPC Administrator
HPAdmin@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): 211 JOHNSON STREET 1800-1805 ORIGINAL CONSTRUCTION, REMODELED 1830-1840, ADD. c. 1950			
Property Owner Name(s): DOUGLAS TOWNSEND ELIZABETH TOWNSEND	Owner Mailing Address: 121 FRONT STREET BEAUFORT, NC 28516	Phone #s: (919) 630-9530	Email: dtownsend350@gmail.com
Applicant Name (if different): TESSA OREGAN	Applicant Mailing Address: 212 JOHNSON STREET NEW BERN, NC 28560	Phone #s: (252) 313-4299	Email: tessa.oregan@gmail.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)

SEE ATTACHED PLAN

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):

2.4.1, 2.4.3, 2.4.4, 2.4.7
 2.5.1, 2.5.2, 2.5.3, 2.5.5, 2.5.4
 4.6.4

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).

SEE ATTACHED PLAN FOR PLANTS: 2.4.1, 2.4.3, 2.4.4, 2.4.7
 PAVING - ATTACHED BROCHURE 4.6.4
 FENCE: WOOD: 2.5.1, 2.5.2, 2.5.3, 2.5.4, 2.5.5

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.

JMO'egan

Signature of Applicant/Owner

12/29/2021

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:

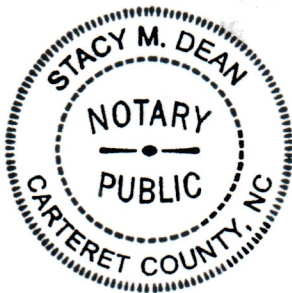
211 JOHNSON STREET New Bern, NC
(address, city, zip code) 28560

I hereby authorize TESSA O'REGAN 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:

121 FRONT STREET Phone 919.630.9530
BEAUFORT, NC
28516



[Signature]
Owner's Signature

W.L. DOUGLAS LOWMEYER, JR
Print Name

12.29.21
Date

Sworn to and subscribed before me this 29th day of December, 2021.

Stacy M Dean
Notary Public:

My commission expires: 05-06-26

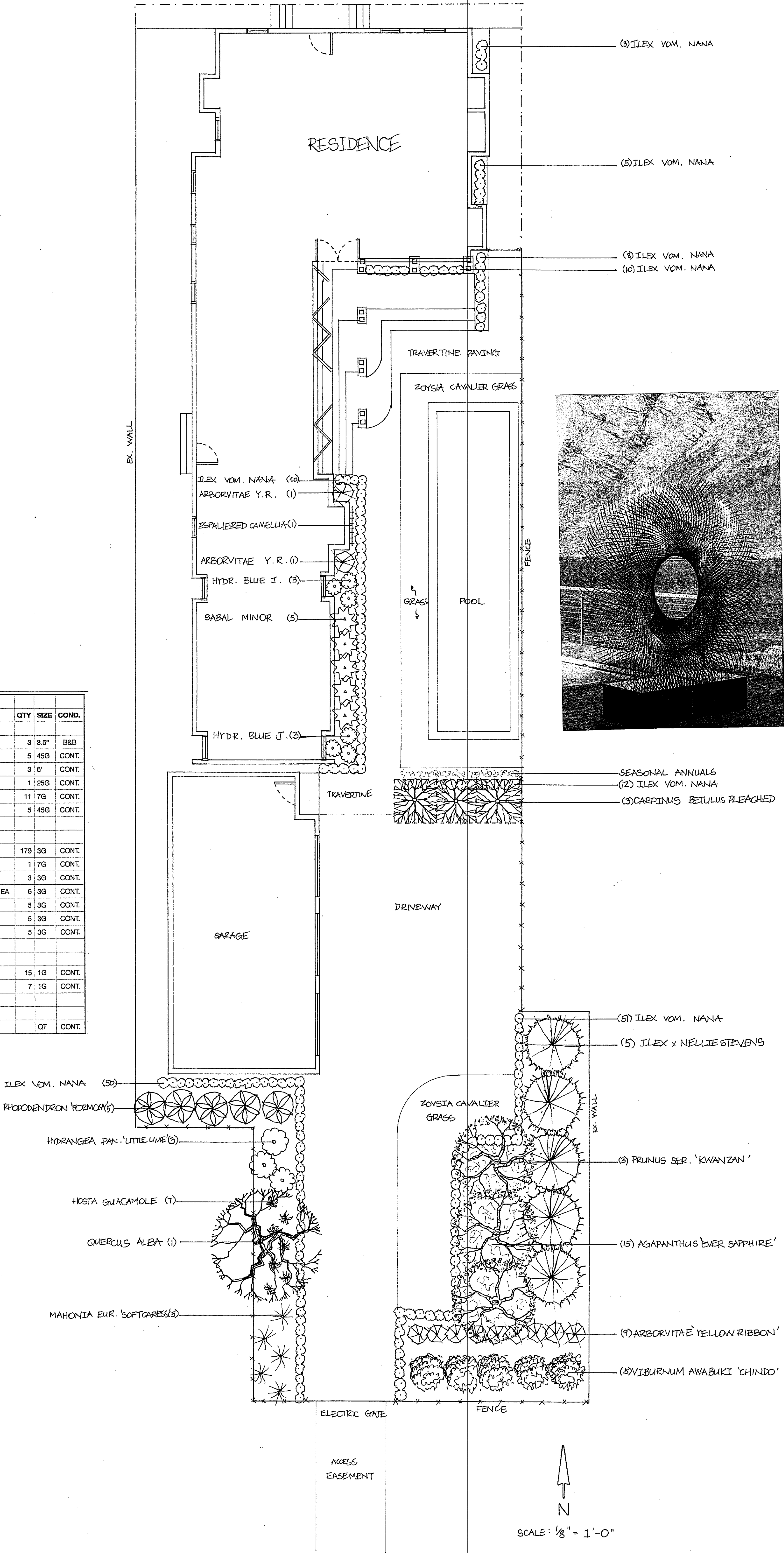
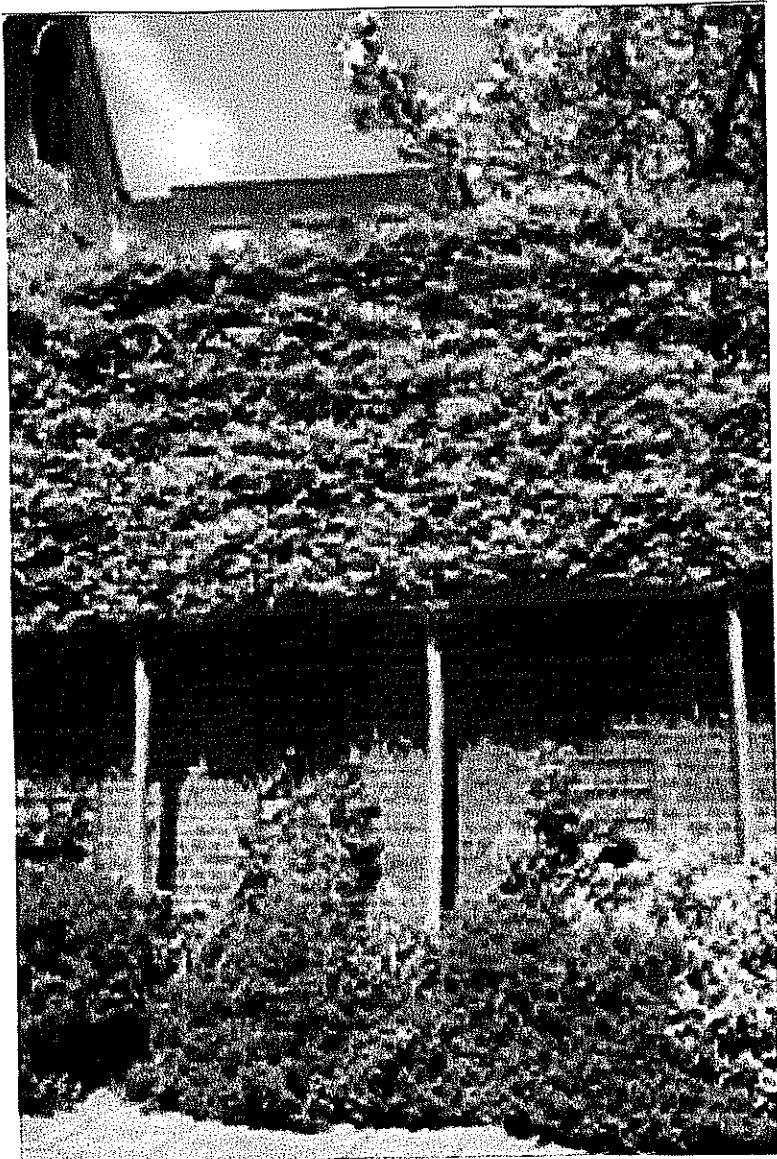
TOWNSEND RESIDENCE

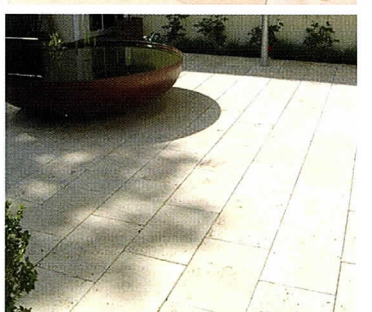
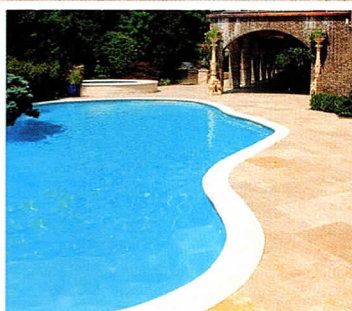
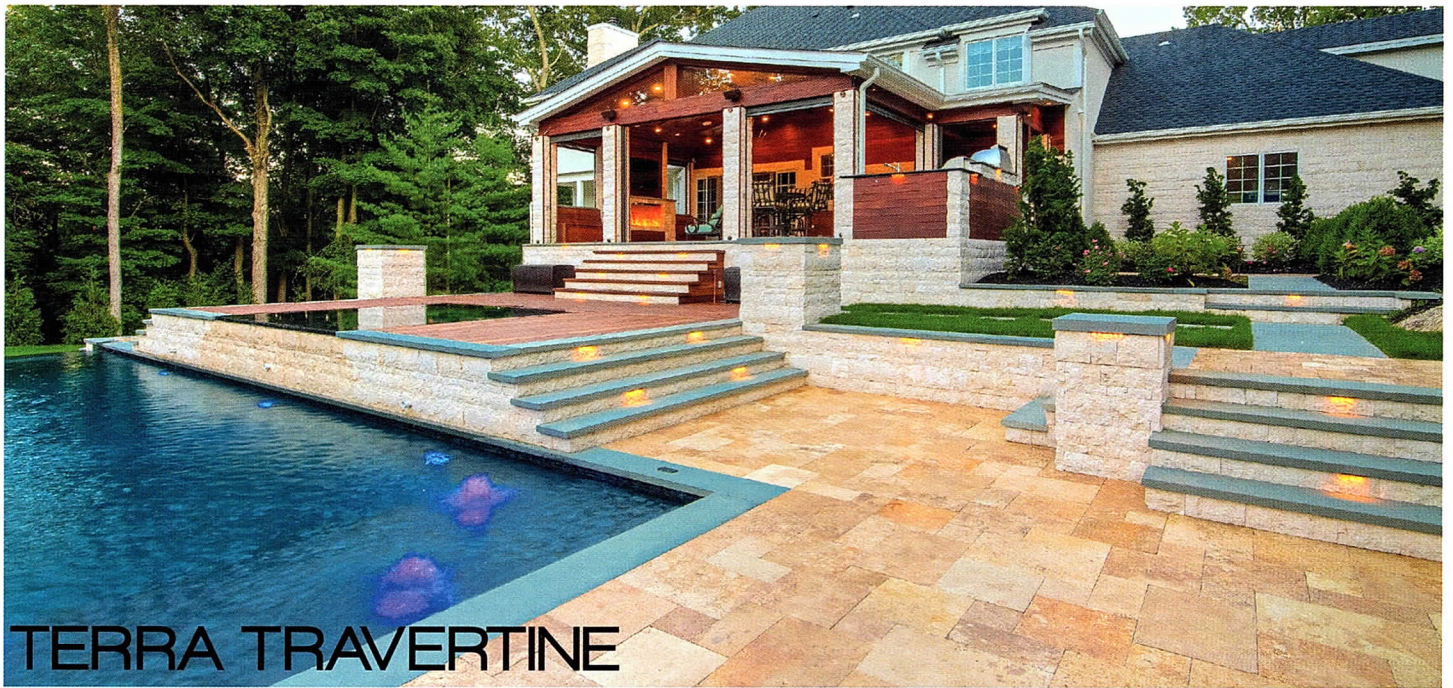
PLANTING PLAN

211 JOHNSON ST, NEW BERN, NC

PRESENTED BY TESSA O'REGAN DESIGN LLC SCALE: 1/8"=1'-0"

TOWNSEND RESIDENCE PLANT LIST				
LATIN NAME	COMMON NAME	QTY	SIZE	COND.
TREES				
CARPINUS BETULUS	EUROPEAN HORNBEEAM	3	3.5"	B&B
ILEX X NELLIE STEVENS	NELLIE STEVENS HOLLY	5	45G	CONT.
PRUNUS SERRULATA 'KWANZAN'	KWANZAN CHERRY TREE	3	6'	CONT.
QUERCUS ALBA	WHITE OAK TREE	1	25G	CONT.
THUJA OCCIDENTALIS 'YELLOW RIBBON'	ARBORVITAE YELLOW RIBBON	11	7G	CONT.
VIBURNUM AWABUKI 'CHINDO'	CHINDO VIBURNUM	5	45G	CONT.
SHRUBS				
ILEX VOMITORIA 'NANA'	DWARF YAUPOH HOLLY	179	3G	CONT.
CAMELLIA ESPALIÉRIED	ESPAIIÉRIED CAMELLIA	1	7G	CONT.
HYDRANGEA PANICULATA 'LITTLE LIME'	LITTLE LIME HYDRANGEA	3	3G	CONT.
HYDRANGEA MAC. LET'S DANCE BLUE JANGLES	BLUE JANGLES MOPHEAD HYORANGEA	6	3G	CONT.
SABAL MINOR	DWARF PALMETTO	5	3G	CONT.
MAHONIA EURYBRACTEATA 'SOFT CARESS'	SOFT CARESS MAHONIA	5	3G	CONT.
RHODODENDRON INDICUM 'FORMOSA'	FORMOSA AZALEA	5	3G	CONT.
PERENNIALS				
AGAPANTHUS 'EVER SAPPHIRE'	EVER SAPPHIRE LILY OF THE NILE	15	1G	CONT.
HOSTA GUACAMOLE	GUACAMOLE HOSTA	7	1G	CONT.
ANNUALS				
VARIOUS - SEASONAL	SEASONAL	QT		CONT.





TOWNSEND RESIDENCE

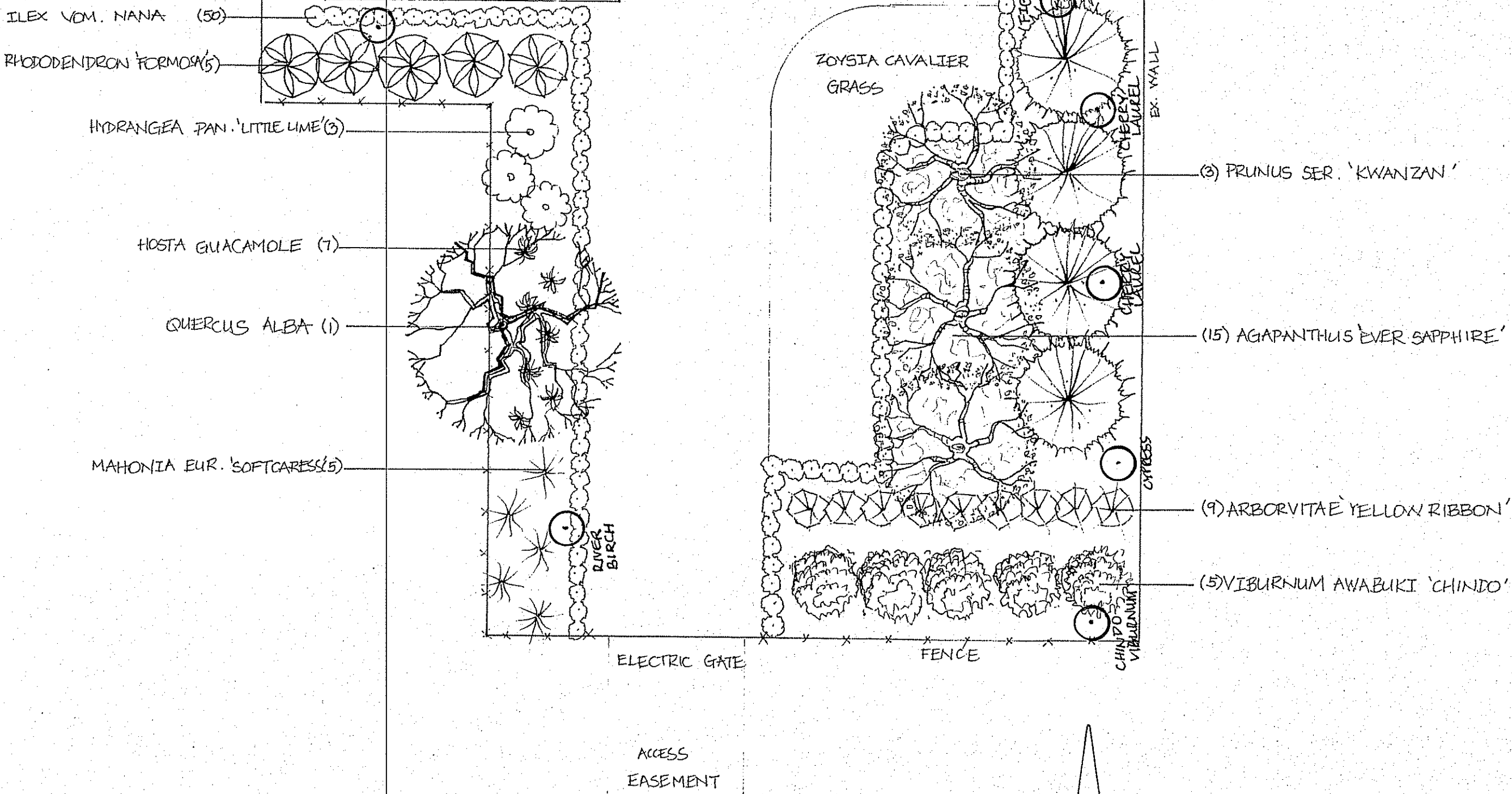
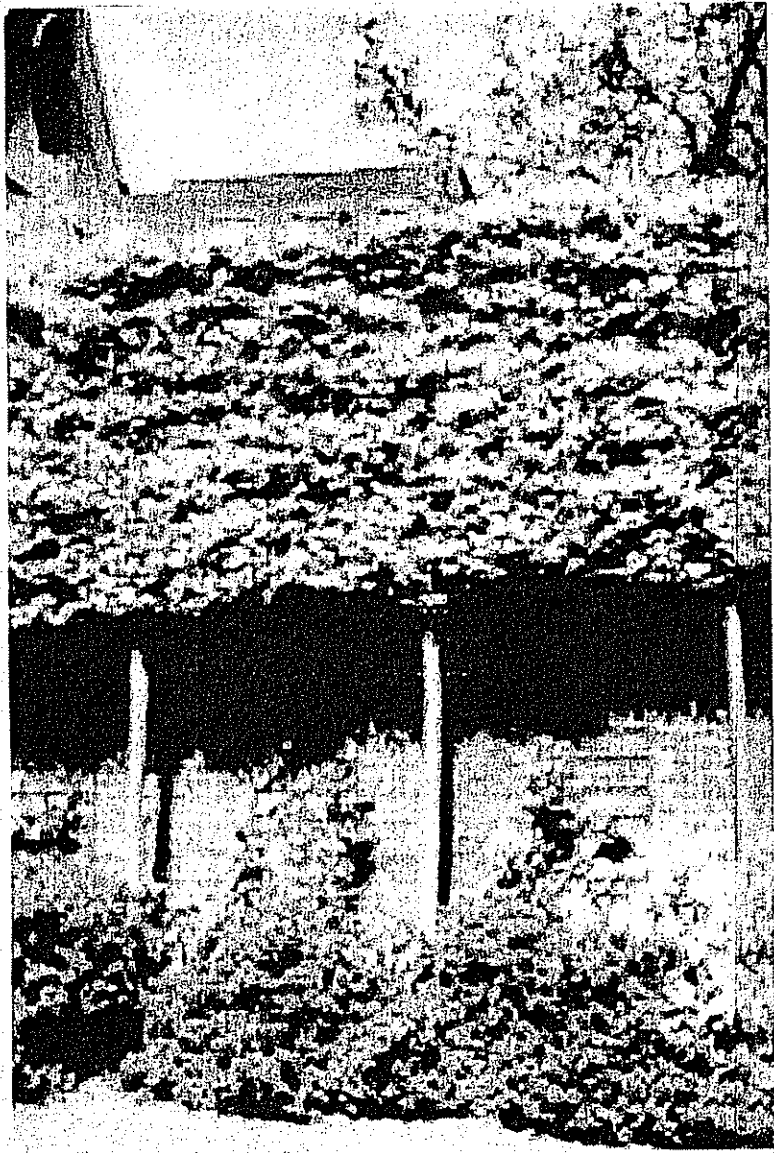
PLANTING PLAN
211 JOHNSON ST, NEW BERN, NC
PRESENTED BY TESSA O'REGAN DESIGN LLC SCALE: 1/8" = 1'-0"

TREE

REMOVAL PLAN

TOWNSEND RESIDENCE PLANT LIST

LATIN NAME	COMMON NAME	QTY	SIZE	COND.
TREES				
CARPINUS BETULUS	EUROPEAN HORNBEAM	3	3.5"	B&B
ILEX X NELLIE STEVENS	NELLIE STEVENS HOLLY	5	45G	CONT.
PRUNUS SERRULATA 'KWANZAN'	KWANZAN CHERRY TREE	3	6'	CONT.
QUERCUS ALBA	WHITE OAK TREE	1	25G	CONT.
THUJA OCCIDENTALIS 'YELLOW RIBBON'	ARBORVITAE YELLOW RIBBON	11	7G	CONT.
VIBURNUM AWABUKI 'CHINDO'	CHINDO VIBURNUM	5	45G	CONT.
SHRUBS				
ILEX VOMITORIA 'NANA'	DWARF YAUAPON HOLLY	179	3G	CONT.
CAMELLIA ESPALIATED	ESPALLIERED CAMELLIA	1	7G	CONT.
HYDRANGEA PANICULATA 'LITTLE LIME'	LITTLE LIME HYDRANGEA	3	3G	CONT.
HYDRANGEA MAC. LET'S DANCE BLUE JANGLES	BLUE JANGLES MOPHEAD HYDRANGEA	6	3G	CONT.
SABAL MINOR	DWARF PALMETTO	5	3G	CONT.
MAHONIA EURYBRACTEATA 'SOFT CARESS'	SOFT CARESS MAHONIA	5	3G	CONT.
RHODODENDRON INDICUM 'FORMOSA'	FORMOSA AZALEA	5	3G	CONT.
PERENNIALS				
AGAPANTHUS 'EVER SAPPHIRE'	EVER SAPPHIRE LILY OF THE NILE	15	1G	CONT.
HOSTA GUACAMOLE	GUACAMOLE HOSTA	7	1G	CONT.
ANNUALS				
VARIOUS - SEASONAL	SEASONAL	QT		CONT.



EX. WALL

RESIDENCE

TRAVERTINE PAVING
ZOSTIA CAVALIER GRASS

GRASS
CELESTINE MYRTLE
POOL

DRIVEWAY

GARAGE

SOUTHERN MAGNOLIA

ITALIAN CYPRESS
OSMANthus ITALIAN CYPRESS

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TOWNSEND RESIDENCE	REASON	REPLACEMENT	QTY
1 TREES TO BE REMOVED			
3 ITALIAN CYPRESS	ENLARGED SCREEN PORCH / PAVING POOL	ARBORVITAE YELLOW RIBBON	9
1 FLORIDA DOGWOOD	POOL	CARPINUS BETULUS	1
1 CALLERY PEAR	POOL	CARPINUS BETULUS	1
1 GRAPE MYRTLE	POOL	CARPINUS BETULUS	1
1 PALM TREE	POOL	CARPINUS BETULUS	1
4 HOLLY	MASTER BED/BATH ADDITION	NELLIE STEVENS HOLLY	5
2 OSMANthus	POOL / MASTER BED ADDITION	ARBORVITAE YELLOW RIBBON	2
1 SOUTHERN MAGNOLIA	TOO CLOSE TO GARAGE - ARBORIST REPORT	WHITE OAK	1
1 RIVER BIRCH	ROOTS DISRUPTING DRIVEWAY - ARBORIST REPORT	KWANZAN CHERRY	1
2 CHINDO VIBURNUMS	REPLACE WITH MORE DESIRABLE SPECIMENS	CHINDO VIBURNUMS	5
2 CHERRY LAUREL	WILL SHADE OUT MORE DESIRABLE TREES	KWANZAN CHERRY	2
19 TOTAL			29
TREES TO BE TRANSPLANTED			
1 IMMATURE CYPRESS			
1 IMMATURE FIG			

SEASONAL ANNUALS
(12) ILEX VOM. NANA
(3) CARPINUS BETULUS BLEACHED

SCALE: 1/8" = 1'-0"

Client Tessa Oregon + client Date 9/6/21 Time 3:30
 Address/Tree location 211 Johnson St. Tree no. 1 Sheet 1 of 1
 Tree species Sydney Magnolia dbh 16" Height 45' Crown spread dia. 30'
 Assessor(s) Joe M... Tools used None Time frame 1 hr.

Target Assessment

Target number	Target description	Target protection	Target zone			Occupancy rate 1-rare 2-occasional 3-frequent 4-constant	Practical to move target?	Restriction practical?
			Target within drip line	Target within 1 x Ht.	Target within 1.5 x Ht.			
1	Garage	No	✓			4	No	No
2	Neighboring building	No	✓			4	No	No
3								
4								

Site Factors

History of failures Limbs Topography Flat ☒ Slope ☐ % Aspect
 Site changes None ☐ Grade change ☐ Site clearing ☐ Changed soil hydrology ☐ Root cuts ☐ Describe
 Soil conditions Limited volume ☐ Saturated ☐ Shallow ☐ Compacted ☐ Pavement over roots ☒ 25 % Describe Garage slab
 Prevailing wind direction SW Common weather Strong winds ☐ Ice ☐ Snow ☐ Heavy rain ☐ Describe

Tree Health and Species Profile

Vigor Low ☐ Normal ☒ High ☐ Foliage None (seasonal) ☐ None (dead) ☐ Normal 90 % Chlorotic % Necrotic %
 Pests/Biotic None known Abiotic None known
 Species failure profile Branches ☒ Trunk ☐ Roots ☐ Describe

Load Factors

Wind exposure Protected ☐ Partial ☒ Full ☐ Wind funneling ☐ Relative crown size Small ☐ Medium ☐ Large ☐
 Crown density Sparse ☐ Normal ☒ Dense ☐ Interior branches Few ☐ Normal ☒ Dense ☐ Vines/Mistletoe/Moss ☐
 Recent or expected change in load factors

Tree Defects and Conditions Affecting the Likelihood of Failure

— Crown and Branches —

Unbalanced crown ☐ 10 LCR 90 %
 Dead twigs/branches ☒ 10 % overall Max. dia. 2"
 Broken/Hangers Number Max. dia.
 Over-extended branches ☐
 Pruning history
 Crown cleaned ☐ Thinned ☐ Raised ☒
 Reduced ☐ Topped ☐ Lion-tailed ☐
 Flush cuts ☐ Other
 Cracks ☐ Lightning damage ☐
 Codominant ☐ Included bark ☐
 Weak attachments ☐ Cavity/Nest hole % circ.
 Previous branch failures ☒ Similar branches present ☒
 Dead/Missing bark ☐ Cankers/Galls/Burls ☐ Sapwood damage/decay ☐
 Conks ☐ Heartwood decay ☐
 Response growth

Condition(s) of concern

Limbs resting on roof may cause damage
 Part Size 3" Fall Distance
 Load on defect N/A ☐ Minor ☐ Moderate ☒ Significant ☐
 Likelihood of failure Improbable ☐ Possible ☒ Probable ☐ Imminent ☐

Part Size Fall Distance
 Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
 Likelihood of failure Improbable ☐ Possible ☐ Probable ☐ Imminent ☐

— Trunk —

Dead/Missing bark ☐ Abnormal bark texture/color ☐
 Codominant stems ☐ Included bark ☐ Cracks ☐
 Sapwood damage/decay ☐ Cankers/Galls/Burls ☐ Sap ooze ☐
 Lightning damage ☐ Heartwood decay ☐ Conks/Mushrooms ☐
 Cavity/Nest hole % circ. Depth Poor taper ☐
 Lean ° Corrected? ☐
 Response growth
 Condition(s) of concern Trunk will damage roof & fascia
 Part Size Fall Distance
 Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
 Likelihood of failure Improbable ☐ Possible ☐ Probable ☐ Imminent ☐

— Roots and Root Collar —

Collar buried/ruin visible ☐ Depth Stem girdling ☐
 Dead ☐ Decay ☐ Conks/Mushrooms ☐
 Ooze ☐ Cavity % circ.
 Cracks ☐ Cut/Damaged roots ☐ Distance from trunk
 Root plate lifting ☐ Soil weakness ☐
 Response growth
 Condition(s) of concern Roots may damage foundation
 Part Size Fall Distance
 Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
 Likelihood of failure Improbable ☐ Possible ☐ Probable ☐ Imminent ☐

Risk Categorization

Risk Categorization																				
Target (Target number or description)	Tree part	Condition(s) of concern	Likelihood												Consequences				Risk rating (from Matrix 2)	
			Failure				Impact				Failure & Impact (from Matrix 1)									
			Improbable	Possible	Probable	Inevitable	Very low	Low	Medium	High	Unlikely	Somewhat	Likely	Very likely	Negligible	Minor	Significant	Severe		
Nelumbo, twigs	Limbs	Limbs on roof may cause damage		✓							✓		✓					✓		Med
Gorse	Trunk	Trunks continued growth will damage garage	✓								✓	✓						✓	3	Low
					</															

Matrix 1. Likelihood matrix.

Likelihood of Failure	Likelihood of Impact			
	Very low	Low	Medium	High
Improbable	Unlikely	Somewhat likely	Unlikely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

tesa.oregan@gmail.com

Matrix 2. Risk rating matrix.

Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

North

Notes, explanations, descriptions

The Magnolia receives an overall risk of Low to Moderate. It appears to be in good health, however, its continued growth will push into the garage and cause damage over time. There are no mitigation options other than complete removal of the tree.

Mitigation options

1. None Residual risk _____
2. _____ Residual risk _____
3. _____ Residual risk _____
4. _____ Residual risk _____

Overall tree risk rating Low ☐ Moderate ☒ High ☐ Extreme ☐

Overall residual risk None ☐ Low ☐ Moderate ☐ High ☐ Extreme ☐ Recommended inspection interval _____

Data ☐ Final ☐ Preliminary Advanced assessment needed ☒ No ☐ Yes-Type/Reason _____

Inspection limitations ☐ None ☐ Visibility ☐ Access ☐ Vines ☐ Root collar buried Describe Inspection from ground level _____

LMA BASIC TREE RISK ASSESSMENT FORM

Client Tessa Organ Date 11/12/21 Time 12:00
 Address/Tree location 211 Johnson St. Tree no. 1 Sheet 1 of 1
 Tree species River Birch dbh 12" x 8" Height 35' Crown spread dia. 30'
 Assessor(s) J. M. [Signature] Tools used None Time frame 1 hr

Target Assessment

Target number	Target description	Target protection	Target zone			Occupancy rate 1-rare 2-occasional 3-frequent 4-constant	Practical to move target?	Restriction practical?
			Target within drip line	Target within 1 x Ht.	Target within 1.5 x Ht.			
1	<u>Driveway</u>	<u>NO</u>	<input checked="" type="checkbox"/>			<u>4</u>	<u>N</u>	<u>N</u>
2	<u>Home owners</u>	<u>NO</u>	<input checked="" type="checkbox"/>			<u>2</u>	<u>N</u>	<u>N</u>
3								
4								

Site Factors

History of failures NO Topography Flat ☒ Slope ☐ % Aspect _____
 Site changes None ☐ Grade change ☐ Site clearing ☐ Changed soil hydrology ☐ Root cuts ☐ Describe _____
 Soil conditions Limited volume ☐ Saturated ☐ Shallow ☐ Compacted ☐ Pavement over roots ☒ % Describe _____
 Prevailing wind direction SSW Common weather Strong winds ☒ Ice ☐ Snow ☐ Heavy rain ☒ Describe _____

Tree Health and Species Profile

Vigor Low ☐ Normal ☒ High ☐ Foliage None (seasonal) ☐ None (dead) ☐ Normal 85 % Chlorotic _____ % Necrotic _____ %
 Pests/Biotic None known Abiotic None known
 Species failure profile Branches ☒ Trunk ☐ Roots ☐ Describe _____

Load Factors

Wind exposure Protected ☐ Partial ☒ Full ☐ Wind funneling ☐ Relative crown size Small ☐ Medium ☒ Large ☐
 Crown density Sparse ☐ Normal ☒ Dense ☐ Interior branches Few ☐ Normal ☒ Dense ☐ Vines/Mistletoe/Moss ☐
 Recent or expected change in load factors _____

Tree Defects and Conditions Affecting the Likelihood of Failure

— Crown and Branches —

Unbalanced crown ☐ LCR 85 %
 Dead twigs/branches ☐ 15 % overall
 Broken/Hangers Number 2 Max. dia. 2"
 Over-extended branches ☐ Max. dia. 1"
 Pruning history
 Crown cleaned ☐ Thinned ☐ Raised ☐
 Reduced ☐ Topped ☐ Lion-tailed ☐
 Flush cuts ☐ Other _____
 Cracks ☐ Lightning damage ☐
 Codominant ☒ Included bark ☐
 Weak attachments ☐ Cavity/Nest hole _____ % circ.
 Previous branch failures ☒ Similar branches present ☒
 Dead/Missing bark ☐ Cankers/Galls/Burls ☐ Sapwood damage/decay ☐
 Conks ☐ Heartwood decay ☐
 Response growth _____

Condition(s) of concern

Part Size _____ Fall Distance _____
 Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
 Likelihood of failure Improbable ☐ Possible ☐ Probable ☐ Imminent ☐
 Part Size _____ Fall Distance _____
 Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
 Likelihood of failure Improbable ☐ Possible ☐ Probable ☐ Imminent ☐

— Trunk —

Dead/Missing bark ☒ Abnormal bark texture/color ☐
 Codominant stems ☒ Included bark ☒ Cracks ☐
 Sapwood damage/decay ☐ Cankers/Galls/Burls ☐ Sap ooze ☐
 Lightning damage ☐ Heartwood decay ☐ Conks/Mushrooms ☐
 Cavity/Nest hole _____ % circ. Depth _____ Poor taper ☐
 Lean _____° Corrected? _____
 Response growth _____
 Condition(s) of concern _____
 Part Size _____ Fall Distance _____
 Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
 Likelihood of failure Improbable ☐ Possible ☐ Probable ☐ Imminent ☐

— Roots and Root Collar —

Collar buried/Not visible ☐ Depul _____ Stem girdling ☒
 Dead ☐ Decay ☐ Conks/Mushrooms ☐
 Ooze ☐ Cavity ☐ % circ.
 Cracks ☐ Cut/Damaged roots ☐ Distance from trunk _____
 Root plate lifting ☐ Soil weakness ☐
 Response growth _____
 Condition(s) of concern Roots lifing driveway
 Pruning would be too close to trunk
 Part Size _____ Fall Distance _____
 Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
 Likelihood of failure Improbable ☐ Possible ☐ Probable ☐ Imminent ☐

[illegible]

Likelihood of Failure	Likelihood of Impact			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

Failure & Impact	Consequence of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Rank	Item	Residual risk
1.	None	
2.		
3.		
4.		

Inspection limitations ☒ None ☐ Visibility ☐ Access ☐ Vines ☐ Root collar buried Describe _____



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: 211 Johnson St. – to include a landscape plan in the Secondary and Tertiary AVCs.

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

Zoning District: R-10

Required Setbacks (primary structure): Front average Side 5 ft Rear 6 ft

Accessory Setbacks: From Nearest Structure 8 ft Side 3 ft Rear 3 ft

Maximum Lot Coverage for proposed use: 60%

Maximum Height of Structure: 45 ft

Required Site Improvements: Landscaping N/A Buffer N/A Parking N/A

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

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

Certificate of Appropriateness Findings & Recommendations

HPC Regular Meeting – January 19, 2022

Applicant: Mr. & Ms. Douglas Townsend/Tessa O'Regan
Applicant Address: 121 Front St., Beaufort, NC
Project Address: 211 Johnson St., New Bern, NC

211 Johnson St. – to include a landscape plan in the Secondary and Tertiary AVCs.

NR Inventory (2003) Information

Historic Property Name: Mitchell-Stevenson House, built ca. 1800-1805/1830-1840

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

Description: Two stories; four bays wide; exterior end chimneys; gable-end roof; attic dormers.

Sandbeck Description (1988): “Joshua Mitchell, a respected New Bern brick-mason, ...had this house constructed Mitchell was described ... as ‘a master workman who made many of the brick houses and chimneys erected in town.’ ... The large two-story rear ell was added during the twentieth century, connecting the house to its original, but much-altered, kitchen. An early nineteenth century two-story porch shelters the rear elevation. ...”

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

Landscaping

- 2.4.1 Maintain mature canopy trees. Mature tree removal and its replacement species must be recommended by a certified arborist. Replace removed trees with a similar canopy species at or near the location of the removed tree. Locate canopy trees to define the street edge at maturity.
- 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.
- 2.4.4 Incorporate trees, shrubbery, and other landscape features around the periphery of a lot and within parking areas.
- 2.4.7 Create focal points that highlight public art, statuary, fountains, and structures such as pergolas and gazebos. Place these elements in areas that do not obscure historic buildings or their architectural features.

Statements of Reason, based on the information contained in the application, in Staff's judgment are:

- 1. The site is a contributing resource in the *Tight Weave* development pattern;
- 2. The proposal is a landscaping project within the Secondary and Tertiary AVCs;
- 3. The proposed design, components, and materials meet the requirements of the Guidelines;
- 4. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly;
- 5. The project is not incongruous with the Guidelines.

MOTION

Staff recommends the Commission approve this application to include a landscape plan in the Secondary and Tertiary AVCs.

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):

Property Owner Name(s):	Owner Mailing Address:	Phone #s:	Email:
Applicant Name (if different):	Applicant Mailing Address:	Phone #s:	Email:

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)

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):

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).

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.

Zach Chenoweth

Signature of Applicant/Owner

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.

Matthew Schelly

From: Wood, John <john.p.wood@ncdcr.gov>
Sent: Monday, July 12, 2021 4:01 PM
To: Zach Chenoweth
Cc: Matthew Schelly; Tripp Eure III AIA, NCARB (eure@mbfarchitects.com); Wood, John
Subject: Water-repellent Coating Application: Craven County Courthouse, New Bern, Craven Co.
Attachments: 01Preserve-Brief-Cleaning.pdf

Good afternoon Zach,

Hope all is well in New Bern. I wanted to follow up with you on regarding the upcoming masonry repair project at the Craven County Courthouse. In regard to our on-site meeting at the courthouse, I thought that the repointing sample prepared by Wayne Thompson looked good. I look forward to seeing the results of the mortar analysis and getting Wayne underway on the repointing work.

Since our meeting, I have had the opportunity to review the product information and specifications for the WaterTite Masonry Water Repellent that was discussed at the meeting, a product that I was not familiar with until our meeting. As I indicated in my October 6, 2020, email, the application of water repellent coatings and sealers, even those that are marketed as being “breathable” or “vapor permeable” is not recommended for historic masonry.

These products can prevent the moisture that forms within or penetrates masonry walls from escaping resulting in the creation of efflorescence on the surface of the masonry, damage to interior finishes and adjacent wood framing, and the deterioration of the bricks and mortar overtime. In addition, these products are not reversible and may change the historic appearance of the masonry.

In many instances where the application of masonry sealers is desired, the owner is in-reality attempting to treat the symptoms of a moisture problem and not the root cause of the problem. Oftentimes moisture issues in masonry buildings are the result of roof and or flashing leaks; faulty gutter systems; deteriorated mortar joints; deteriorated caulking joints at window and door openings; deteriorated window glazing; ground water issues/rising damp; operating air conditioning and heating systems too high and over cooling or heating a building; and inadequate dehumidification. A common issue is condensation inside the masonry walls (interior surfaces and/or inside the wall itself) from AC and Heat coupled with hot/cold exterior walls. This is particularly problematic for older masonry units during the summer.

The application of masonry sealers will not address these issues and in many cases will exacerbate the moisture problem(s). Any water repellent coating - even a conservation-type (reasonably vapor permeable) will to some degree reduce the vapor permeability of the masonry surface. If mortar and caulking joints are sound; roof coverings, flashing, and gutter systems have been installed properly and are not damaged; ground water issues have been addressed; and building systems are correctly operated then water penetration should not be an issue.

Here in the east, a condition known as Rising Damp where moisture is wicked up into masonry walls is common. Ideally the moisture rises to a certain level and then evaporates from the walls. We have seen several instances where the application of masonry sealers has resulted in the rising damp moisture being forced further up into the building due to the natural breathability of the masonry being reduced by the sealer. This subsequently resulted in the deterioration of historic plaster and the decay of wooden structural systems, as well as increased mold issues. Another concern related to ground water issues is the adverse impact that masonry sealers can have on the proper drying of masonry building that are subject to flooding.

Masonry coatings tend to deteriorate within five to ten years and most manufacturers have a recommended schedule for reapplication of water repellents. There is some concern raised by stone conservators at Historic Scotland that as a repellent begins to break down, moisture can enter (in weathered areas) and become trapped in areas where the repellent is still in fair/sound condition.

An additional concern with masonry sealers and water repellants is the effect that these products can have on newly-completed masonry repairs. Traditional lime-based mortars take a long time to fully cure. Application of such products before the repointing mortar has fully cured may affect proper curing and the later performance/longevity of the mortar.

There may be some instances when a water-repellent coating would be considered appropriate to use on a historic masonry building. In these instances, such products should only be applied in selected areas and never applied to the entire exterior of the building. The evaluation of the need for and appropriateness of a water-repellent coating should be made by an architectural conservator.

I recommend that the application of a water-repellent coating not be undertaken and should be eliminated from the project scope of work. The masonry repointing portion of the project should be undertaken. Following the completion of the masonry repair work, the building should be closely monitored for the next six-to-twelve months for moisture intrusion and to evaluate if the repair work has solved the moisture problem(s). In some instances, it can take nearly a year for a building to properly dry. If after that time moisture issues persist, a close examination of window sills and openings; gutter and drainage systems; and climate control systems should be undertaken in order to determine if any of these elements are the source of the moisture.

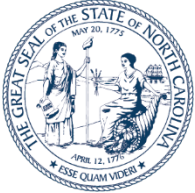
For your information, I have attached a copy of NPS *Preservation Brief 1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings*. This preservation brief contains a section in which water-repellant coatings and masonry sealers are discussed.

Again, we do not recommend the application of a water-repellent coating to historic masonry surfaces. We recommend a systematic approach to determining the cause of moisture issues and a measured approach for the treatment of moisture issues. Avoiding the use of unnecessary masonry coatings will save money, effort, and will keep from undertaking a detrimental treatment to the building. I look forward to continuing to work with you on the courthouse project and successfully addressing the moisture issues there.

Please do not hesitate to contact me if you have any questions or require additional information.

Regards,

John



John P. Wood

Preservation/Restoration Specialist
NC State Historic Preservation Office
NC Dept. of Natural and Cultural Resources
Phone: (252) 830-6580, extension 225
john.p.wood@ncdcr.gov

117 West Fifth Street | Greenville, North Carolina 27858

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And don't forget your Ws! Wear. Wait. Wash.

WEAR a face covering.

WAIT 6 feet apart from other people.

WASH your hands often.

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*Facilities Director
Steven A. Creel*



*Asst. Facilities Director
Zach Chenoweth*

August 31, 2021

City of New Bern, Development Services Department
Historic Preservation Administrator
303 First Street
New Bern, NC 28560

Dear Mr. Schelley:

We request the reconsideration to allow the WeatherTite masonry repellant to be applied as part of the Masonry restoration project on the Craven County Courthouse in New Bern, NC. In addition to the complete repair of the brick veneer mortar joints, we feel the condition of the aged brick warrants the application of the recommended repellant to help decrease the level of moisture intrusion through the existing masonry walls. The interior face of the existing perimeter walls has been deteriorating for many years. It has reached a critical point of repair to maintain the ongoing operation of court functions in this facility. Craven County and our team feel the masonry restoration alone will not be sufficient to provide an adequate barrier to prevent moisture from reaching the interior plaster finishes.

We are requesting the use of the repellant product based on the precedent of product use on other Historic Buildings on the National Register.

The WeatherTite repellent was applied after the masonry restoration on the Hill Hall Building on the University of North Carolina campus in Chapel Hill. The Listing of the Facility is on Page 14 of the register.

Use the following link to access the document. <https://npgallery.nps.gov/NRHP/GetAsset/856c64cc-7712-40c8-9e0e-0e18f72a17b4>

The recommended water repellent (WeatherTite) was applied to the 1907 brick at Hill Hall as proposed for use at the Craven County Courthouse and did not experience any visible color or texture change of the historic brick. The use of a vapor-permeable water repellent (with a sample application required) was a part of the exterior restoration design. It was reviewed/approved by NCSHPO as part of the design. State Construction Monitor was Ross Wood - ross.wood@doa.nc.gov. The Work was performed 2016-2017.

Sincerely,

Zach Chenoweth
Craven County Assistant Facilities Director

Matthew Schelly

From: Wood, John <john.p.wood@ncdcr.gov>
Sent: Wednesday, **October 20, 2021** 11:32 AM
To: Matthew Schelly
Cc: Wood, John
Subject: RE: [External] 302 Broad St. (Courthouse) water repellent follow-up
Attachments: image006.wmz

Hi Matt,

Large masonry buildings can take an amazingly long time to dry out (especially as you noted with latex paint preventing or slowing the drying process) . **A phased approach is recommended as I outlined in order to address the major possible causes of the moisture issues and then monitor the level of success of the treatment. Allowing time for the building to dry is key.** In most instances, we have found the repairing items or altering actions or maintenance activities (such as adjusting climate control systems) as I described solves the problem. **If it does not address all of the issues, the a reevaluation the problem area(s) is warranted, so no do not then go immediately to a water repellent coating. Reevaluate, repair, and then monitor again.**

For example, in the building, moisture issues were seen on all floors. Given the height of the building, we can safely discount rising damp as the cause of the second-floor moisture issues. If after all treatment is done, we see no further issues on the second floor, then we can assume that gutters, roof/window leaks, deteriorated mortar joint, or climate control systems were the culprit and problem solved there. But if we continue to see that moisture issues remain at the foundation level, then we need to take a harder look at possibility rising damp, the location(s) of roof run off, the amount of impervious adjacent surfaces, adjacent grade, placement of landscaping and irrigation and plumbing systems, etc. Once we evaluate those possible causes, we correct what we believe to be the cause and monitor for an appropriate period.

In the case of rising damp, altering the location /catchment of roof run off; subsurface drains; changes in grade, landscaping and adjacent hard scape have all been used successfully to stop the problem. More intrusive solutions such as the installation of a dry course (which historically was slate) into the masonry may be needed if the other solutions are not successful in solving the problem. Use of a masonry sealer would be the worst thing to do in this instance as moisture will be driven further up the wall of the building.

Keep in mind that the moisture issues that we noted have not been a chronic problem since the building was constructed. They are only a more recent phenomenon. That being the case, then the cause must be a more recent phenomenon. Whether caused buy human actions, deterioration, lack of maintenance, or environmental or climate changes, we need to treat cause of the problem that prevents its reoccurrence, while not adversely impacting the building's historic fabric and integrity. We are not addressing original in building flaws, but are addressing change in condition.

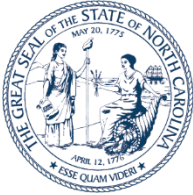
Once the monitoring has been completed, I am happy to provide the names of architectural conservators if needed. Those that I would recommend to look at rising damp issues are likely not the same as those that I would recommend for other issues. If the county feels that they would like to pay for a thorough building evaluation and conditions assessment by an architectural conservator before the commencement of any work, I can discuss that and possible consultants with them.

So to answer your and the HPC's question: What should we do when they have done all the suggestions you had in your letter and they still have a problem, then what would be your suggestion?'. Once the building has

dried, reevaluate the first-round treatments for level of success; develop and implement second-round treatments for the area where the first-round treatment was unsuccessful; implement second-round treatment; and then monitor again/evaluate level of success.

Hope this helps and please keep me posted.

John



John P. Wood

Preservation/Restoration Specialist
NC State Historic Preservation Office
NC Dept. of Natural and Cultural Resources
Phone: (252) 830-6580, extension 225
john.p.wood@ncdcr.gov

117 West Fifth Street | Greenville, North Carolina 27858

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And don't forget your Ws! Wear. Wait. Wash.

WEAR a face covering.

WAIT 6 feet apart from other people.

WASH your hands often.

From: Matthew Schelly <SchellyM@newbernnc.gov>

Sent: Tuesday, October 19, 2021 3:12 PM

To: Wood, John <john.p.wood@ncdcr.gov>

Subject: [External] 302 Broad St. (Courthouse) water repellent follow-up

CAUTION: External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to [Report Spam](#).

John,

I feel like a big pest lately.

At our October 6 HPC meeting we discussed the courthouse repellent, reading parts of your letter that was on the screen and telling them that you did not approve of the repellent for their project. Especially:

Since our meeting, I have had the opportunity to review the product information and specifications for the WaterTite Masonry Water Repellent ... As I indicated in my October 6, 2020, email, the application of water repellent coatings and sealers, even those that are marketed as being "breathable" or "vapor permeable" is not recommended for historic masonry.

In many instances where the application of masonry sealers is desired, the owner is in-reality attempting to treat the symptoms of a moisture problem and not the root cause of the problem. Oftentimes moisture issues in masonry buildings are the result of roof and or flashing leaks; faulty gutter systems; deteriorated mortar joints; deteriorated caulking joints at window and door openings; deteriorated window glazing; ground water issues/rising damp; operating air conditioning and heating systems too high and over cooling or heating a

building; and inadequate dehumidification. A common issue is condensation inside the masonry walls (interior surfaces and/or inside the wall itself) from AC and Heat coupled with hot/cold exterior walls. This is particularly problematic for older masonry units during the summer.

I recommend that the application of a water-repellent coating not be undertaken and should be eliminated from the project scope of work. ...

Again, we do not recommend the application of a water-repellent coating to historic masonry surfaces. We recommend a systematic approach to determining the cause of moisture issues and a measured approach for the treatment of moisture issues. ...

So, after we talked to them for a long time about: all the repairs they have done to the roofing, the gutters, the downspouts, and the caulking; the current repointing; and that they have a dehumidification system inside and have latex paint on plaster walls, we urged them to wait a few seasons, possibly over a year, until it can be determined whether the repairs and air control have solved the problem or not. Even then, that still leaves from your list of potential sources of the moisture that it could be coming from the rising damp, plus we suggested that an air control study needs to be done to verify the settings are correct.

(BTW, what can be done about rising damp? An underground perimeter drain?)

This left us with the HPC directing me to ask you: **what should we do when they have done all the suggestions you had in your letter and they still have a problem, then what would be your suggestion?**

I know your letter included "The evaluation of the need for and appropriateness of a water repellent coating should be made by an architectural conservator." If that's it, then do you have some names we can give them?

They pulled their application from the meeting tomorrow evening, but asked to be on the November 17 formal HPC meeting agenda. I have asked if they would like to be on the November 3 HPC discussion meeting, so this is not urgent, but some info may be very helpful by November 2.

Thanks,
Matt



Matthew Schelly, AICP, Reg. Arch. (CA), CZO, CFM

City Planner, Historic Preservation Administrator

City of New Bern, Development Services Department
303 First Street
New Bern, NC 28560
Office: 252-639-7583
schellym@newbernnc.gov

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Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – November 2021

Applicant: Craven County/Zach Chenoweth, Assistant Facilities Director

Applicant Address: 406 Craven St., New Bern, NC

Project Address: 302 Broad St., New Bern, NC

Historic Property Name: Craven County Courthouse

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

NR Inventory Description (1988): Craven County Courthouse, 1883/1915; Second Empire style; brick; two-and-a-half stories; Sloan and Balderson of Philadelphia architects; arched windows; four-story entrance tower; Mansard slate roof.

Sandbeck Description (1988): Craven County Courthouse, 1935-1936; "... is New Bern's largest and most lavishly ornamented Second Empire-style building. Although an extensive remodeling in 1958 resulted in the removal of much of its original sash, ornamental ironwork and other period detailing, it remains the outstanding landmark on Broad Street ... Happily, the County has recently [about 1988] completed the exterior restoration of the courthouse. ... The walls of the courthouse are of careful running-bond brickwork decorated with horizontal bands of dark brick. Each [section of the facades] is distinguished by slightly projecting pilasters; the large, recessed panels between pilasters are capped by toothed and corbelled brickwork. Molded and corbelled brickwork supports the overhanging bracketed cornice. The window and door openings are capped by exceptional Eastlake-style cast-iron lintels. ... In 1915-1916, the courthouse was extended to the north with a large three-bay addition with brickwork, stone and roof details identical to those of the original structure. ..."

302 Broad St. - to include application of a masonry water repellant on the historic brick masonry in all AVCs.

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

Modifications

3.2.2 Modifications to a structure should not conceal, damage, or remove significant design components or architectural features.

Masonry

5.1.6 It is not appropriate to use water repellants or sealers on masonry because these treatments often trap moisture and accelerate spalling.

Paint

5.4.6 It is not appropriate to apply paint, water repellant, or sealant coatings to unpainted surfaces such as masonry, stone, copper, and bronze.

Statements of Reason, based on the information contained in the application, in Staff's judgment are:

1. The structure is a highly valuable contributing historic resource;
2. The proposal is to apply a water repellent to all of the exterior historic brick masonry;
3. The proposal is in direct conflict with Guidelines 5.1.6 and 5.4.6, and in general conflict with Guideline 3.2.2;

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – November 2021

4. The State Historic Preservation Office has reviewed the proposal and several times indicated that the application of a water repellent on the historic brick on this building is not appropriate and will cause irreparable damage to all of the brickwork.
5. The applicant has not provided verification that all recommended alternatives have failed to resolve the moisture issue;
6. The project is not congruous with the Guidelines.

MOTION

Staff recommends the Commission deny this application to include application of a masonry water repellant on the historic brick masonry in all AVCs.

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)

Construct an addition in the Tertiary AVC; reference 3.3.1. Reconfigure parking. Construct an outdoor terrace with garden wall at the addition entrance. Construct a pedestrian plaza and landscaping connecting the parking to the historic building on the west side of the property.

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):

2.4.4 for incorporating trees, shrubbery and landscaping; 2.5.3 for garden wall heights; 2.7.5 for screening parking lots; 3.2.1 for selecting materials consistent with the structure

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; 5.4.3 for painting wood; 5.3.3 for metal balusters; 5.5.6 for synthetic slate shingles and membrane roofing

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
DARION J. HURE, III, AIA, 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.

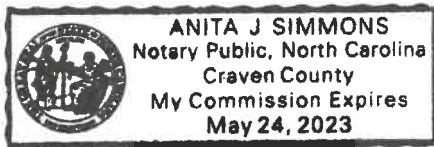
Owner's Signature

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



January 5, 2022

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. 16244 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 HPB001 through HPB901, 24 inch by 36 inch format, nine sheets

Predominant materials proposed for the project are as follows:

1. Wood doors and windows, true divided light, wood painted
2. Wood overhead doors, wood painted
3. Brick masonry
4. Board and batten wood siding, wood painted

Please place this item on the agenda for the forthcoming regular meeting of January 19, 2022.

Sincerely,

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

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

HARVEY MANSION ALTERATIONS

FIRST FLOOR RESTAURANT CERTIFICATE OF APPROPRIATENESS 221 SOUTH FRONT STREET NEW BERN, CRAVEN COUNTY

INDEX OF DRAWINGS - HPC ONLY			
HPC SHEETS		PLATE NO	SHEET NAME
SHEET SEQUENCE	TOTAL NO. OF SHEETS		
1	OF 10	HPB001	TITLE SHEET
2	OF 10	HPB101	SITE PLAN
3	OF 10	HPB201	EXISTING ELEVATIONS
4	OF 10	HPB202	ELEVATIONS
5	OF 10	HPB203	ELEVATIONS
6	OF 10	HPB501	DETAILS
7	OF 10	HPB700	COA PAPERWORK
8	OF 10	HPB900	HISTORIC PHOTOS
9	OF 10	HPB901	CUT SHEETS
10	OF 10	HPB902	PERSPECTIVES

SYMBOL LEGEND

FACE

6"

6"

CENTER

DIMENSIONS SHOWN ARE TO THE FACE OF THE ELEMENT BEING DIMENSIONED

101A

DOOR DESIGNATION

ROOM NAME

000

ROOM DESIGNATION

00

WINDOW DESIGNATION

A

WALL TYPE

0

COLUMN LINE

NAME

ELEVATION

ELEVATION DESIGNATION

1

SIM

SECTION MARK

1

SIM

ENLARGED PLAN/DETAIL MARK

N

ACTUAL NORTH

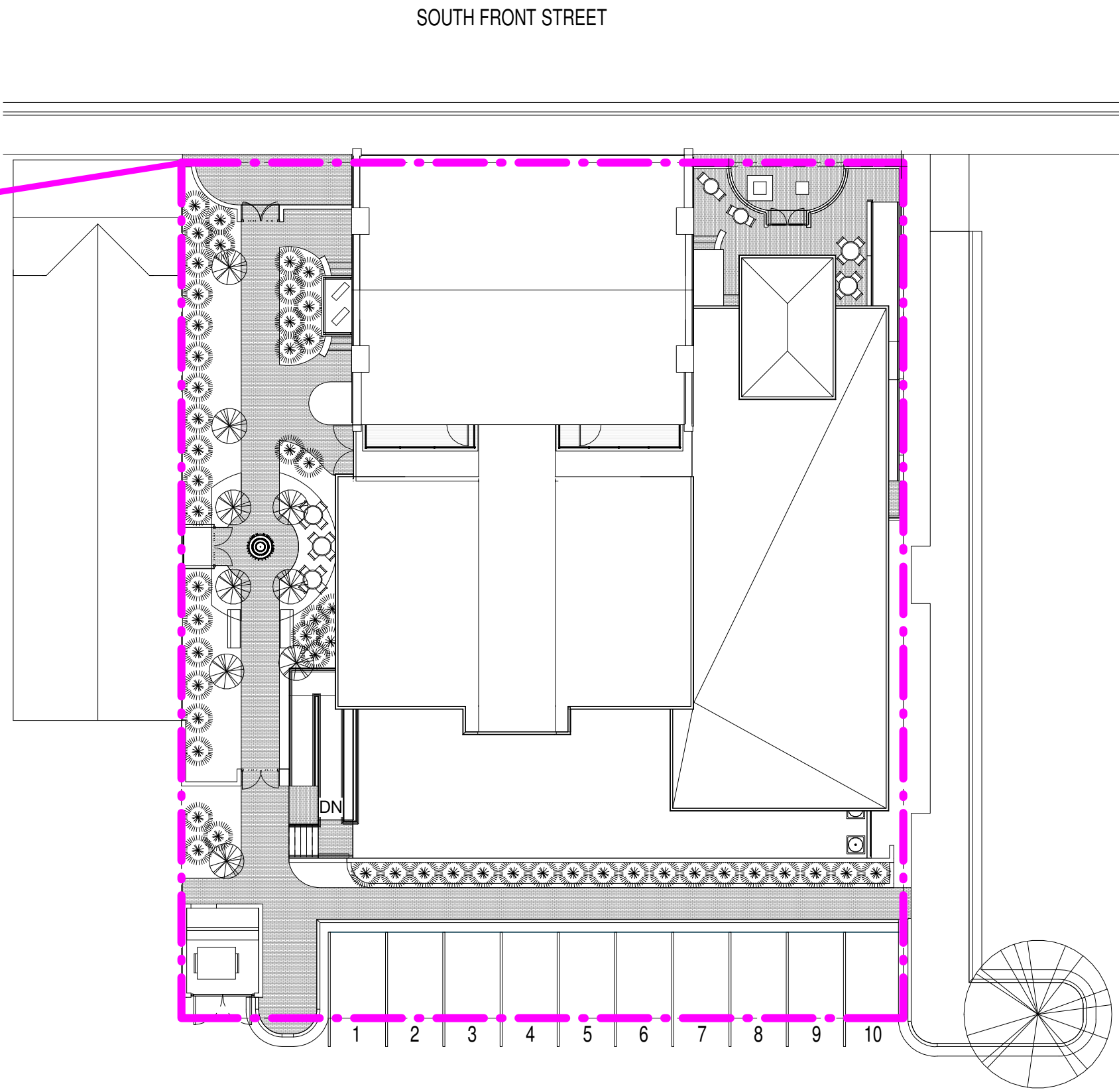
PROJECT NORTH

B

BUILDING LINE



B2 LOCATION MAP
SCALE: 1" = 200'-0"



B5 SITE PLAN
SCALE: 1" = 20'-0"



mbf

architects pa

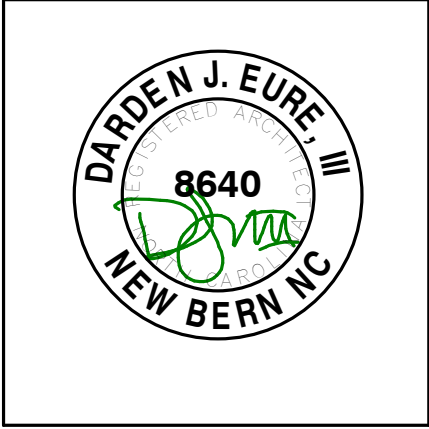
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252.637.6373 | mbfarchitects.com

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

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REVISIONS	DESCRIPTION	
	DATE	
#		

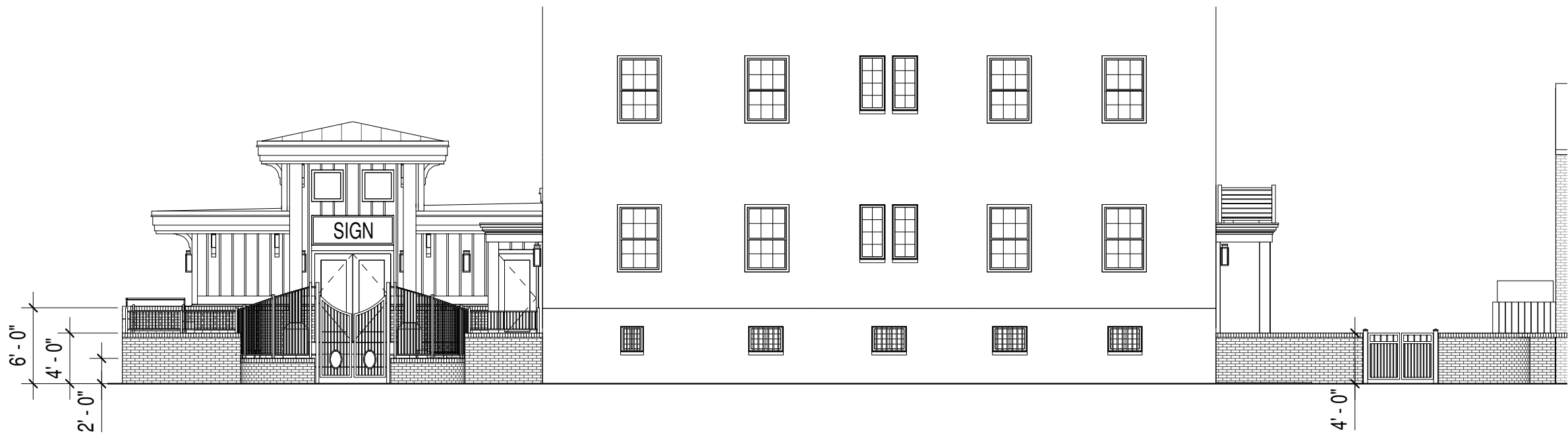
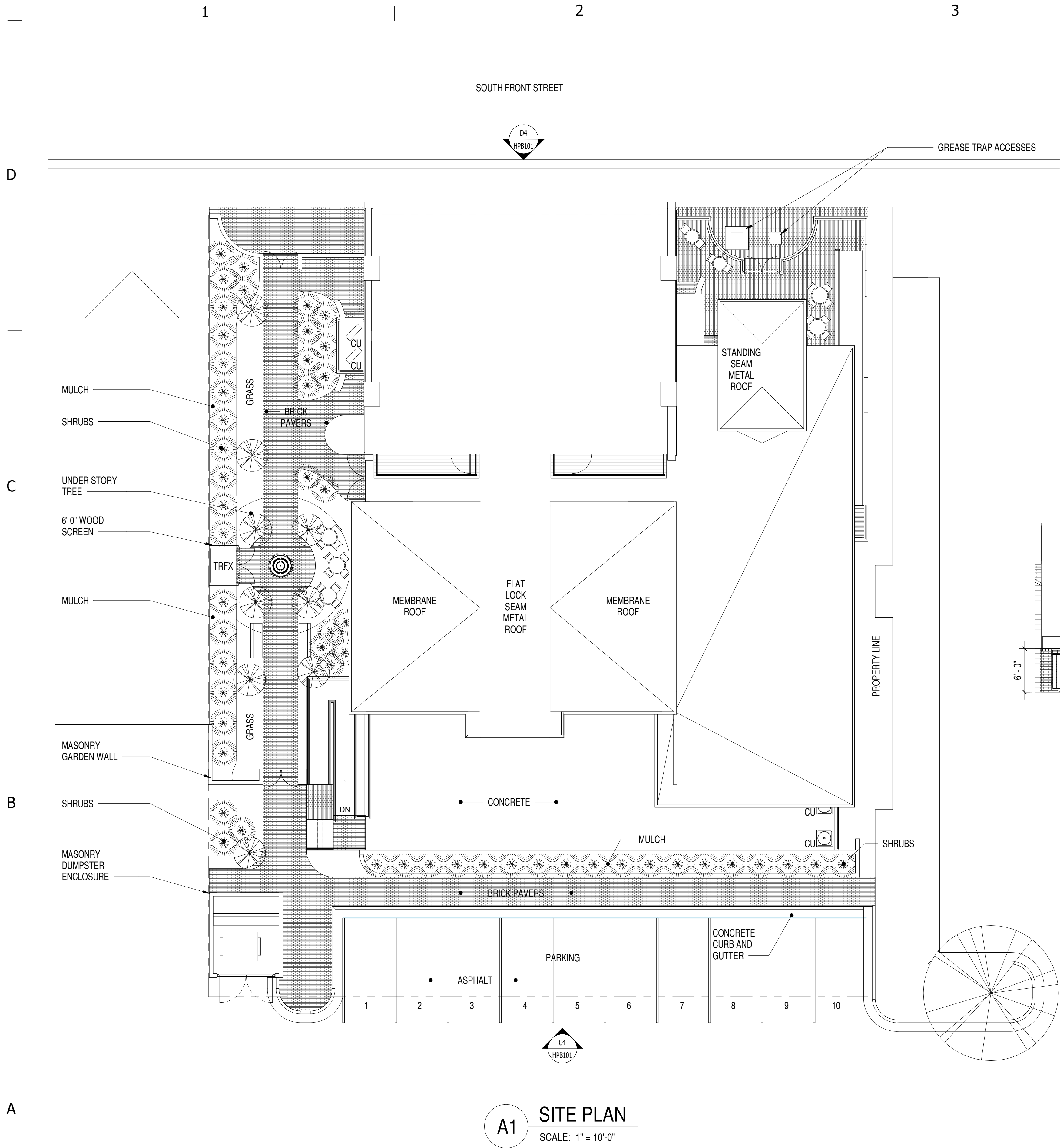
RELEASE 2



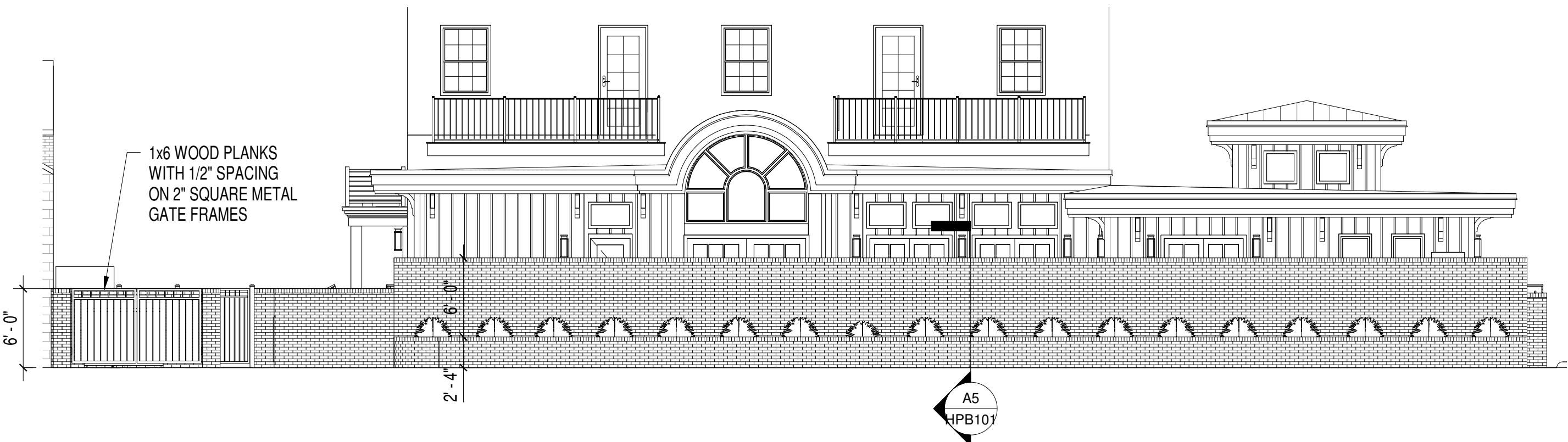
MBFA No: 2028
TITLE SHEET

HPB001
SHEET 1 OF 10

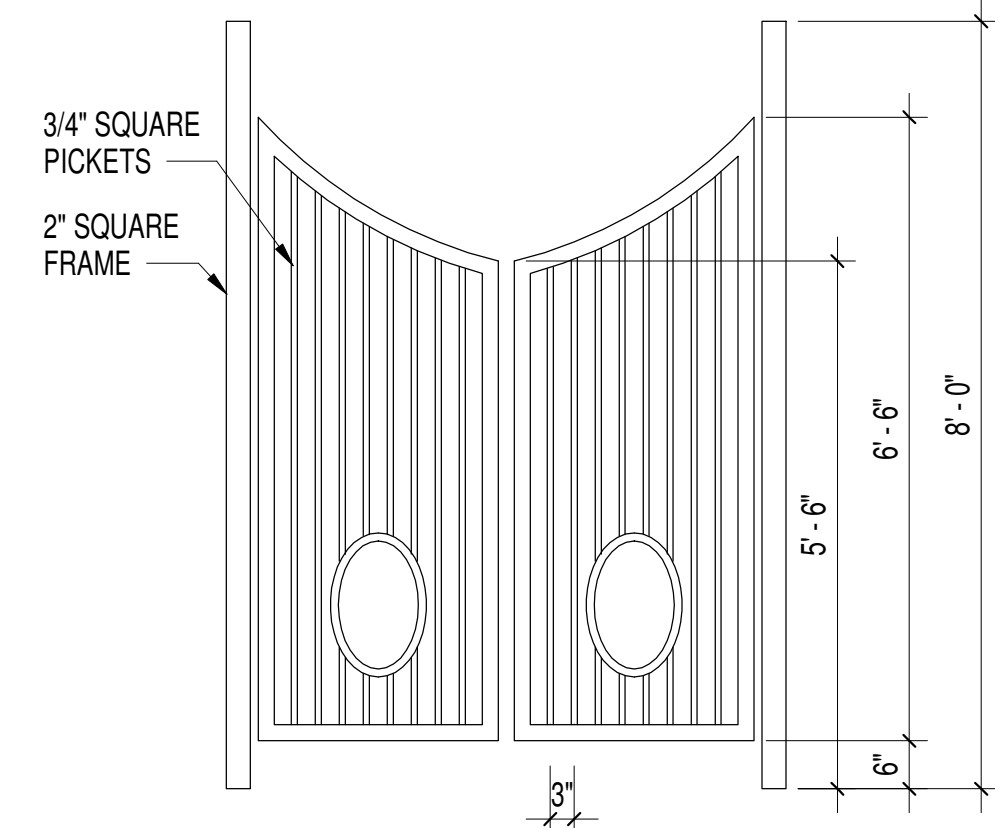
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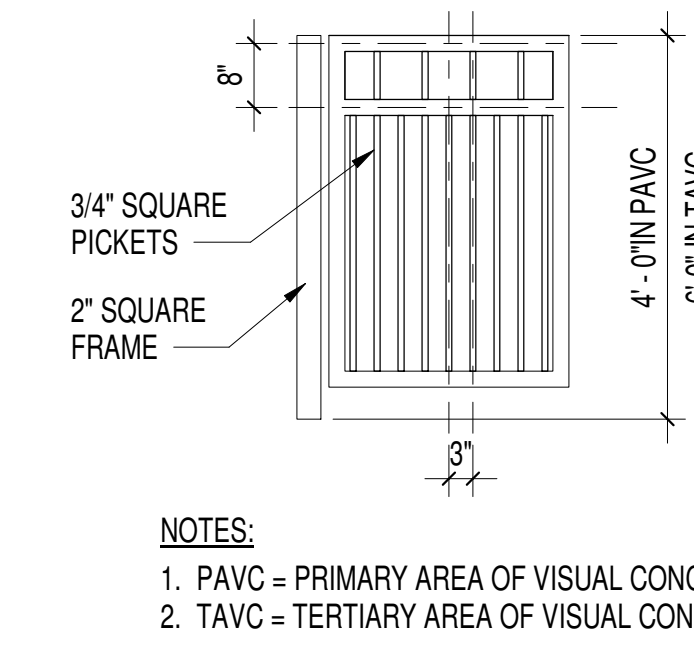
D4 NORTH ELEVATION
SCALE: 1" = 10'-0"



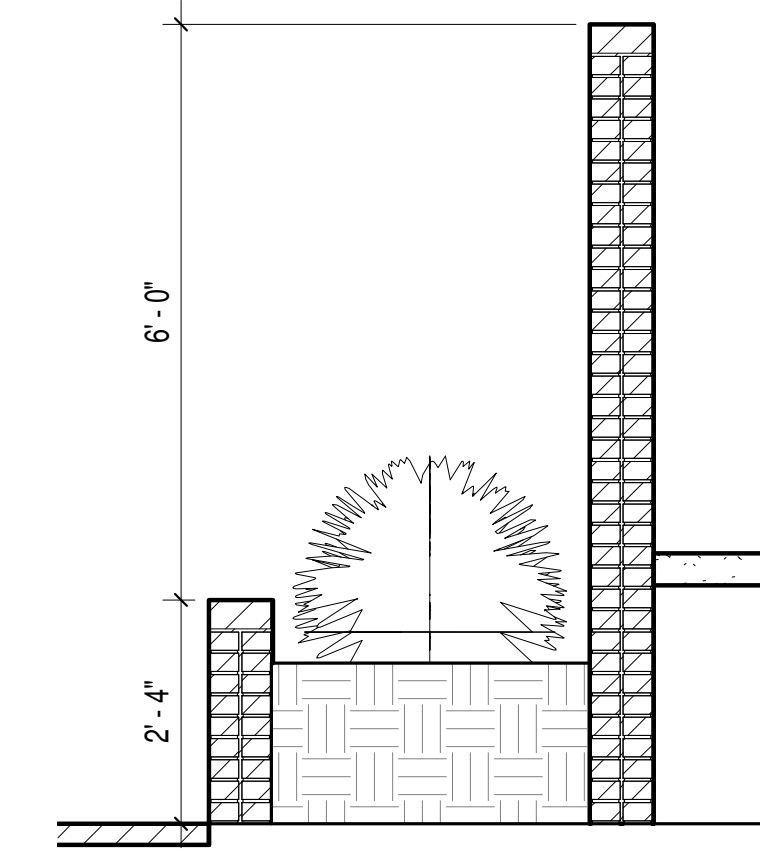
C4 SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



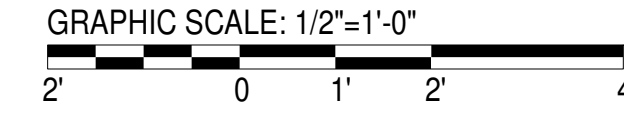
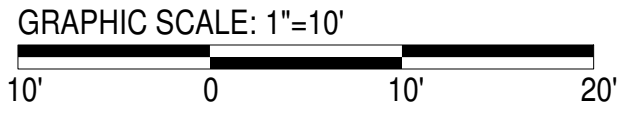
A3 MAIN ENTRY IRON GATE
SCALE: 1/2" = 1'-0"



A4 TYPICAL IRON GATE
SCALE: 1/2" = 1'-0"



A5 DECK WALL SECTION
SCALE: 1/2" = 1'-0"

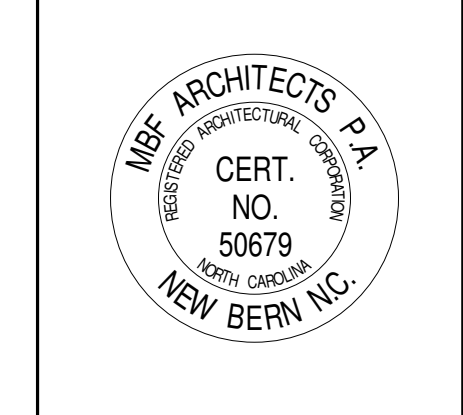


HARVEY MANSION ALTERATIONS
JOHN HARVEY, LLC
221 SOUTH FRONT STREET
NEW BERN, CRAVEN COUNTY

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RELEASE 2



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SITE PLAN

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RELEASE 2



EXISTING ELEVATIONS

SHEET 3 OF 10

SCALE: 1/8" = 1'-0"

SCALE: 1/8" = 1'-0"

SCALE: 1/8" = 1'-0"

SCALE: 1/8" = 1'-0"

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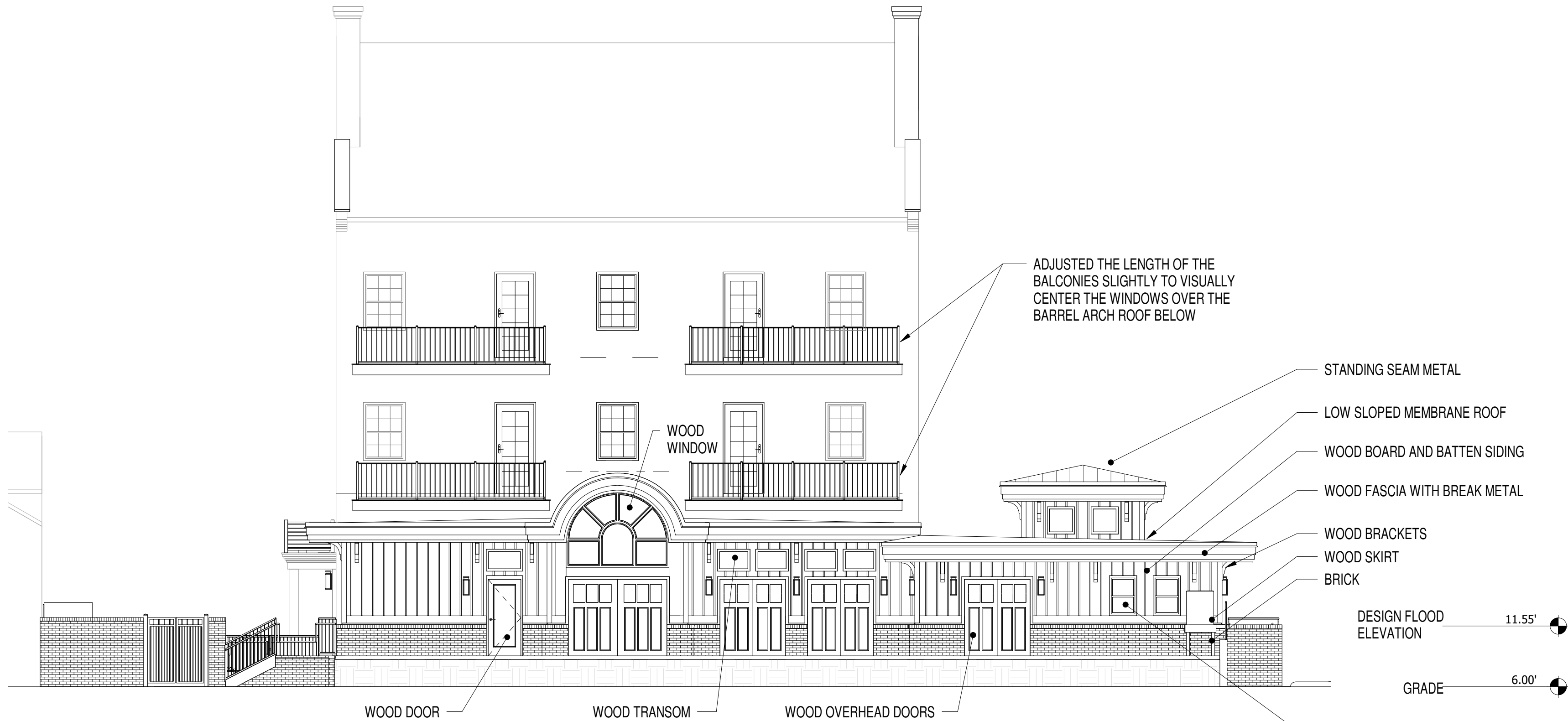
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D

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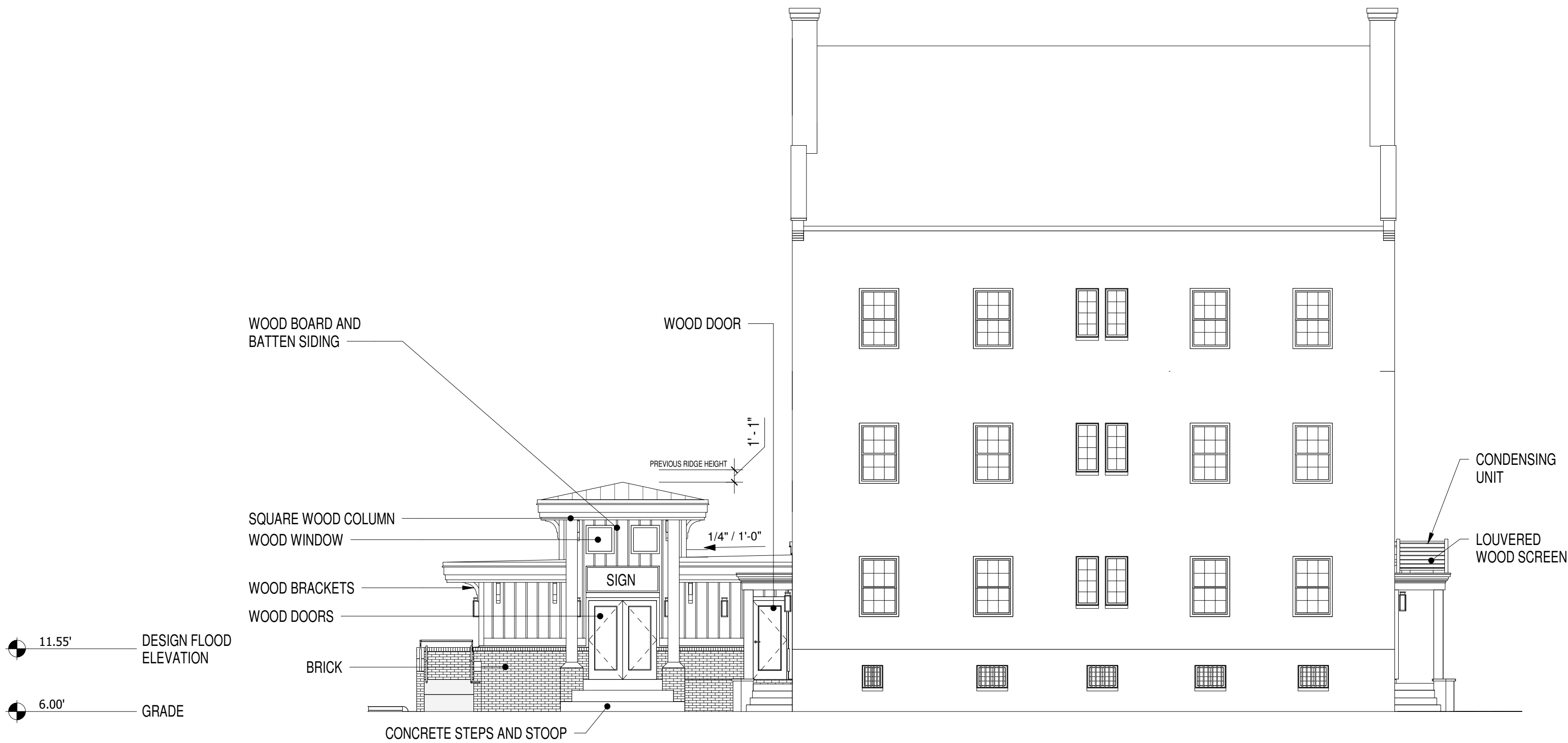
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C3

SOUTH ELEVATION

SCALE: 1/8" = 1'-0"

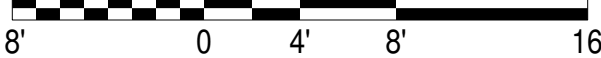


A3

NORTH ELEVATION

SCALE: 1/8" = 1'-0"

GRAPHIC SCALE: 1/8"=1'-0"



mbf
architects pa

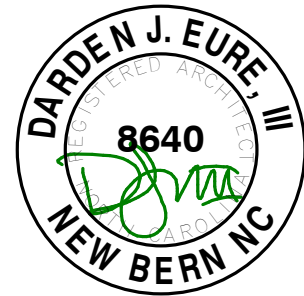
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RELEASE 2



MBFA No: 2028

ELEVATIONS

HPB202

SHEET 4 OF 10

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1

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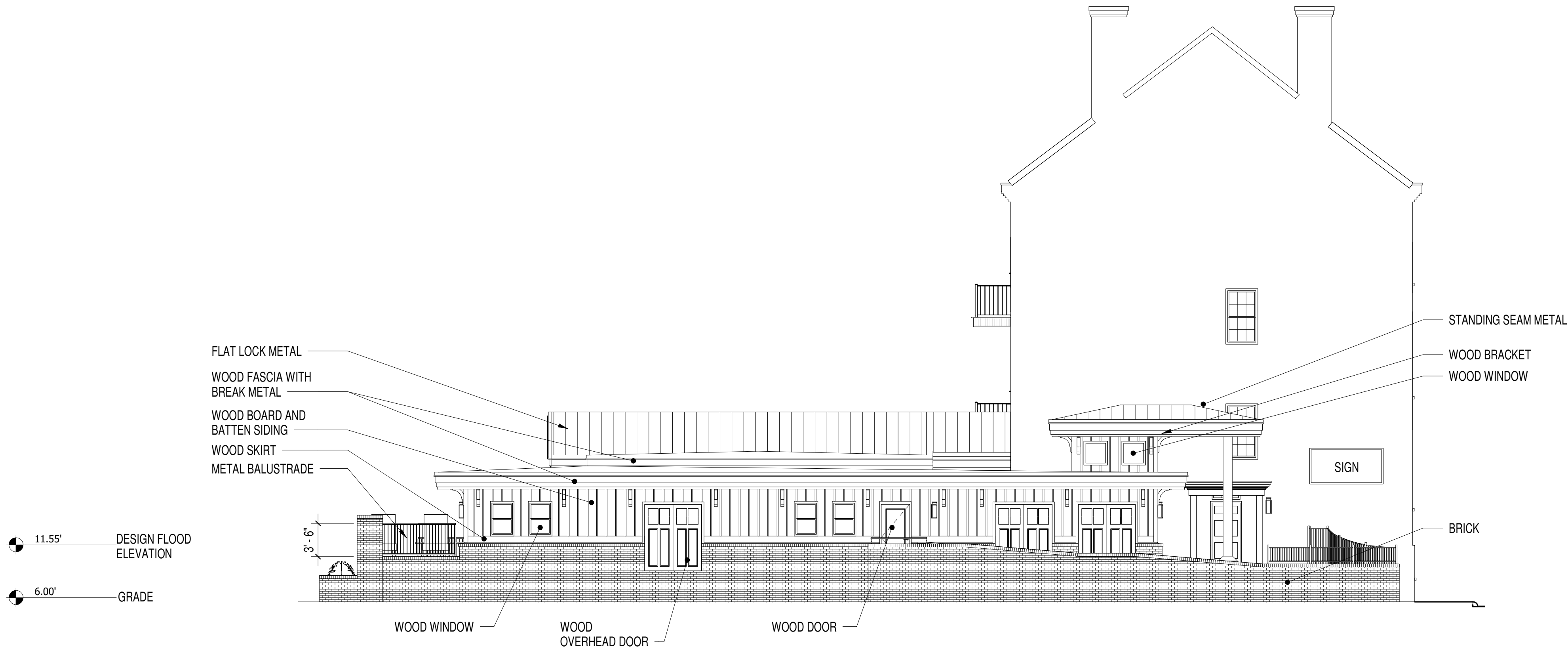
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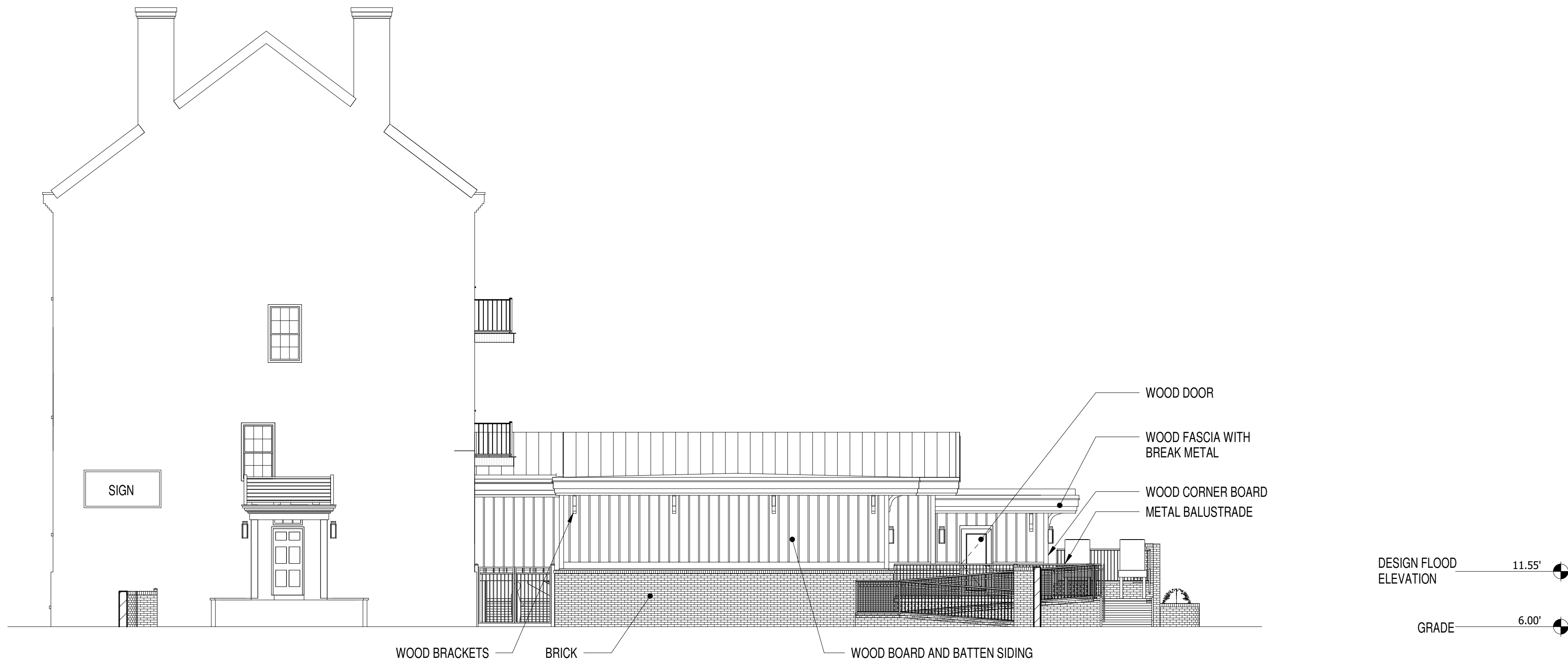
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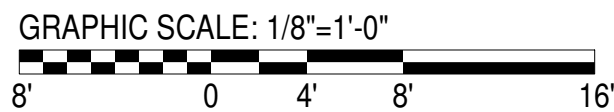
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C3 EAST ELEVATION
SCALE: 1/8" = 1'-0"



A3 WEST ELEVATION
SCALE: 1/8" = 1'-0"



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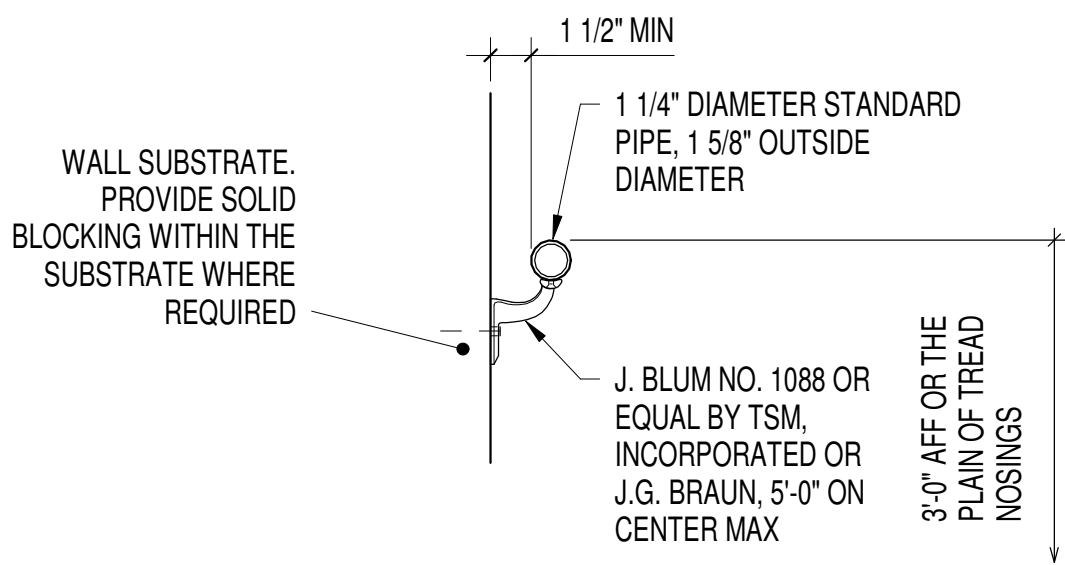
RELEASE 2



MBFA No: 2028
ELEVATIONS

D

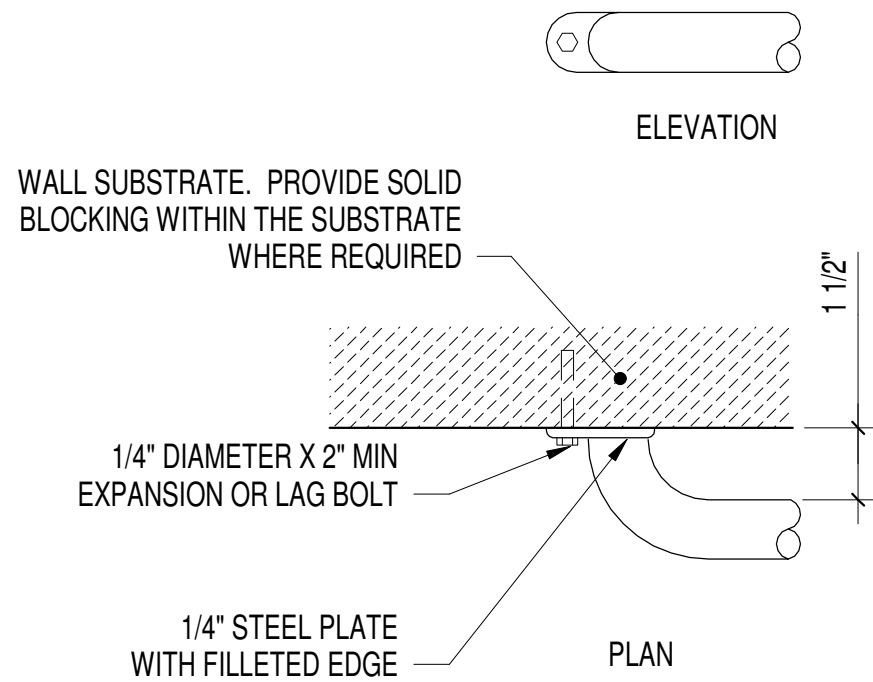
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NOTES:
1. REFERENCE SECTION 1012.3, NCSBC

D1 HANDRAIL BRACKET
SCALE: 1 1/2" = 1'-0"

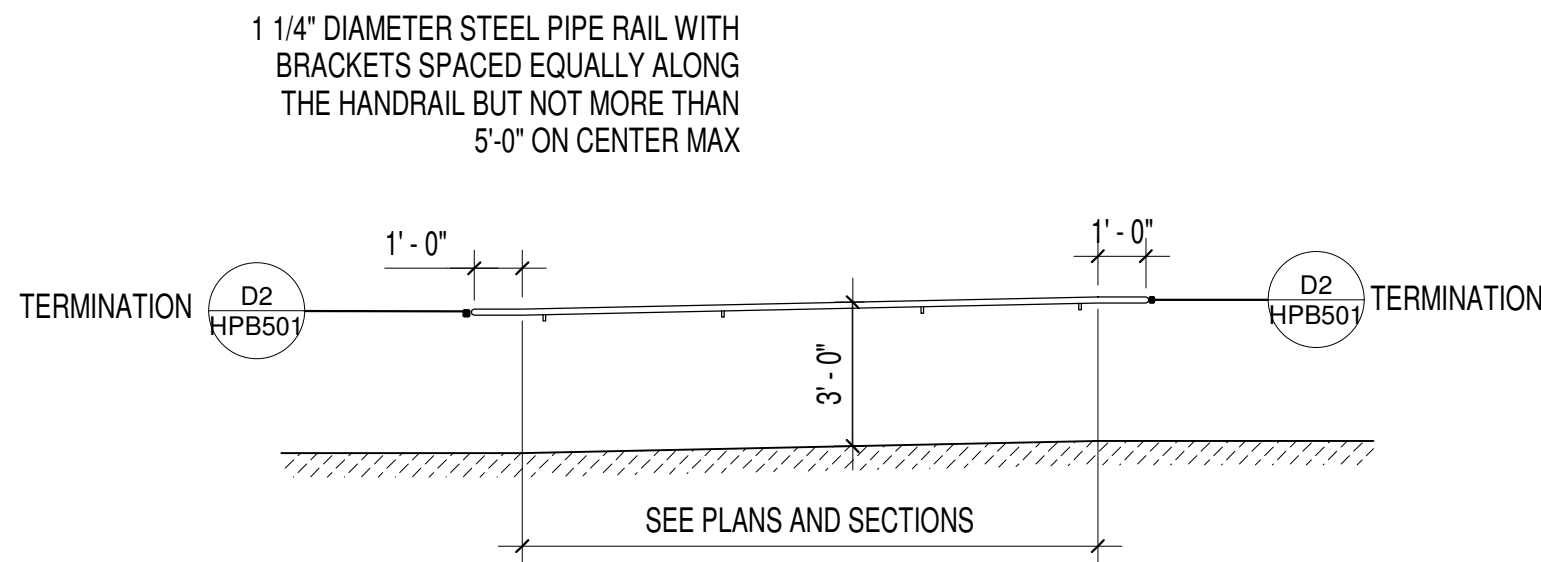
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NOTES:
1. REFERENCE SECTION 1012.5, NCSBC

D2 HANDRAIL TERMINATION
SCALE: 3" = 1'-0"

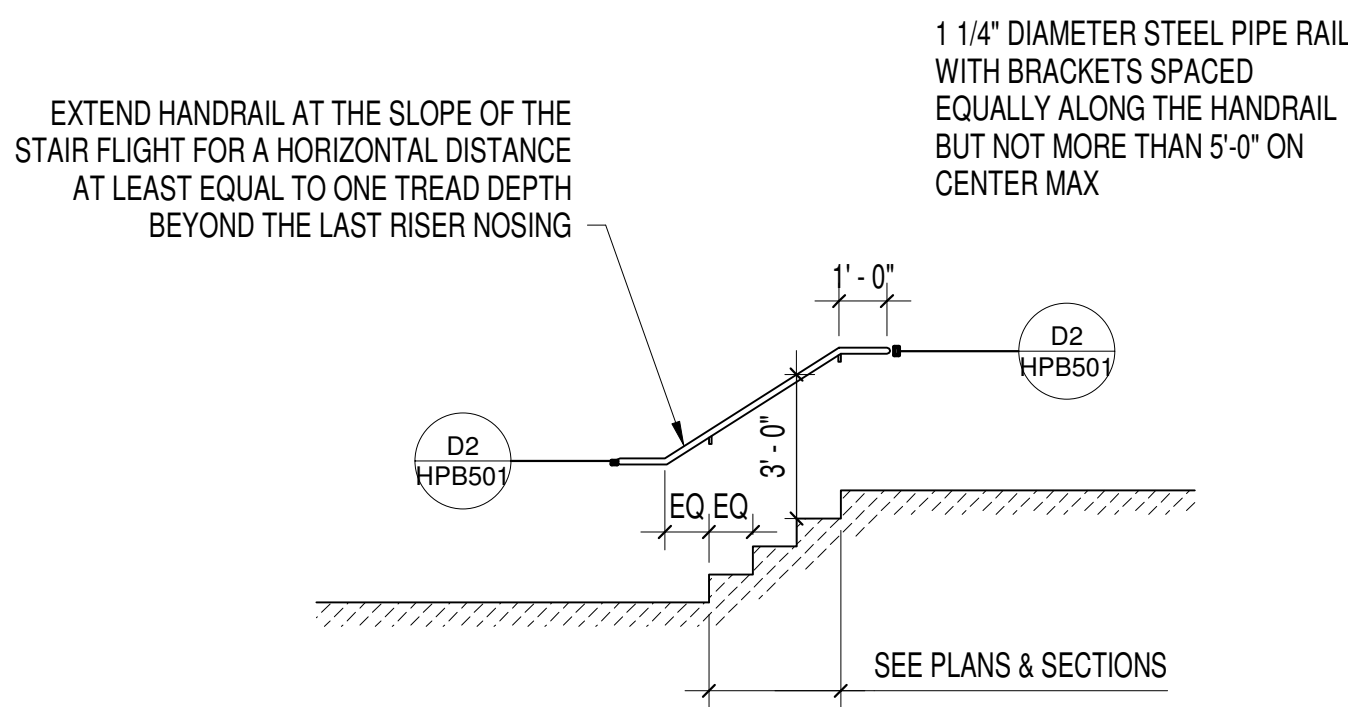
3



NOTES:
1. REFERENCE FLOOR PLANS FOR SPECIFIC HANDRAIL CONFIGURATIONS
2. REFERENCE SECTION 1012, NCSBC
3. PAINT GRIP GALVANIZE EXTERIOR RAILING FABRICATIONS

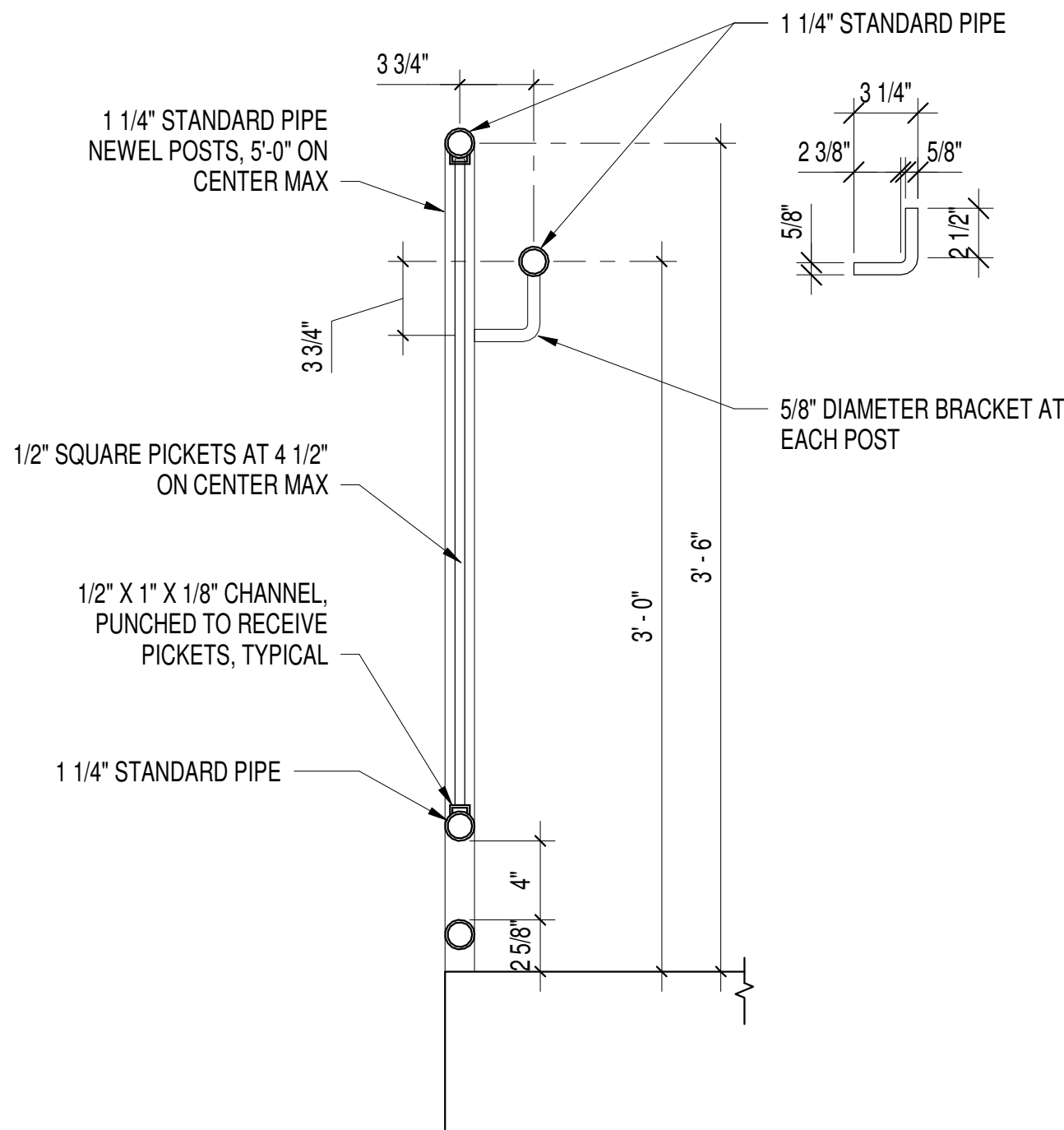
D4 RAMP WALL MOUNTED HANDRAIL DETAIL
SCALE: 1/4" = 1'-0"

C



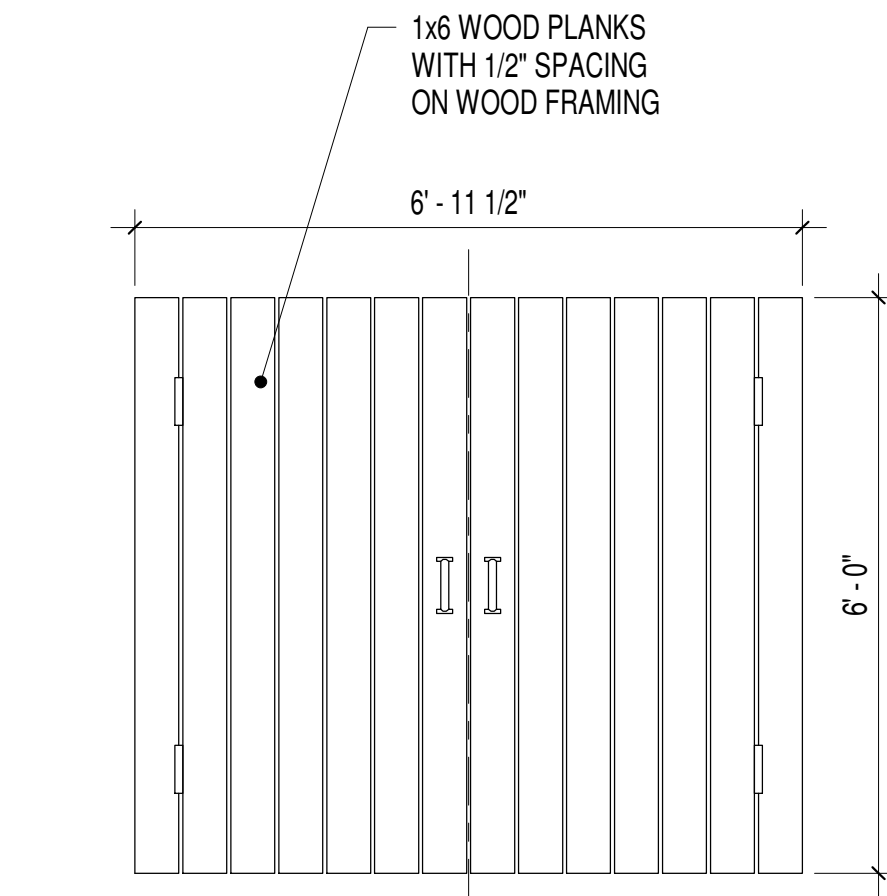
NOTES:
1. REFERENCE FLOOR PLANS FOR SPECIFIC HANDRAIL CONFIGURATIONS
2. REFERENCE SECTION 1012, NCSBC
3. PAINT GRIP GALVANIZE EXTERIOR RAILING FABRICATIONS

C1 STAIR WALL MOUNTED HANDRAIL DETAIL
SCALE: 1/4" = 1'-0"



NOTES:
1. 1 1/4" STANDARD PIPE HAS A 1 5/8" OUTSIDE DIAMETER

C2 STAIR RAILING SECTION
SCALE: 1 1/2" = 1'-0"



C4 TRANSFORMER SCREEN
SCALE: 1/2" = 1'-0"

B

A

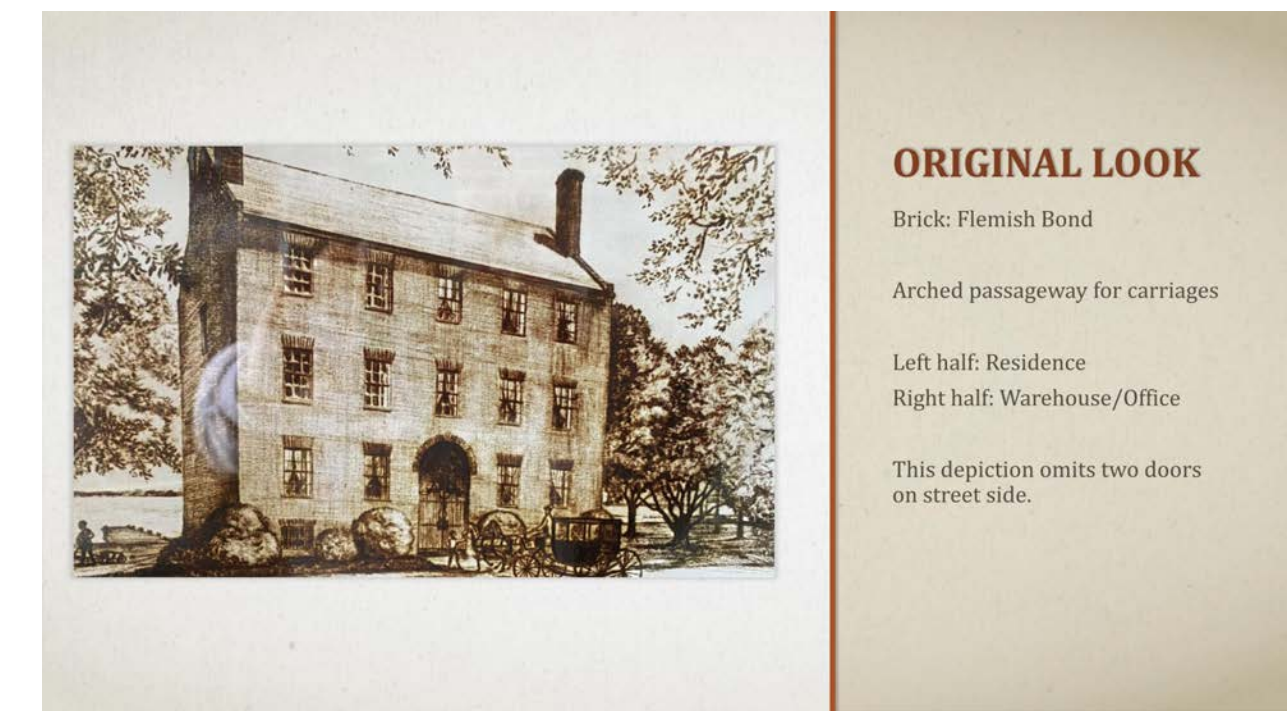
REVISIONS		
#	DATE	DESCRIPTION

RELEASE 2



MBFA No: 2028

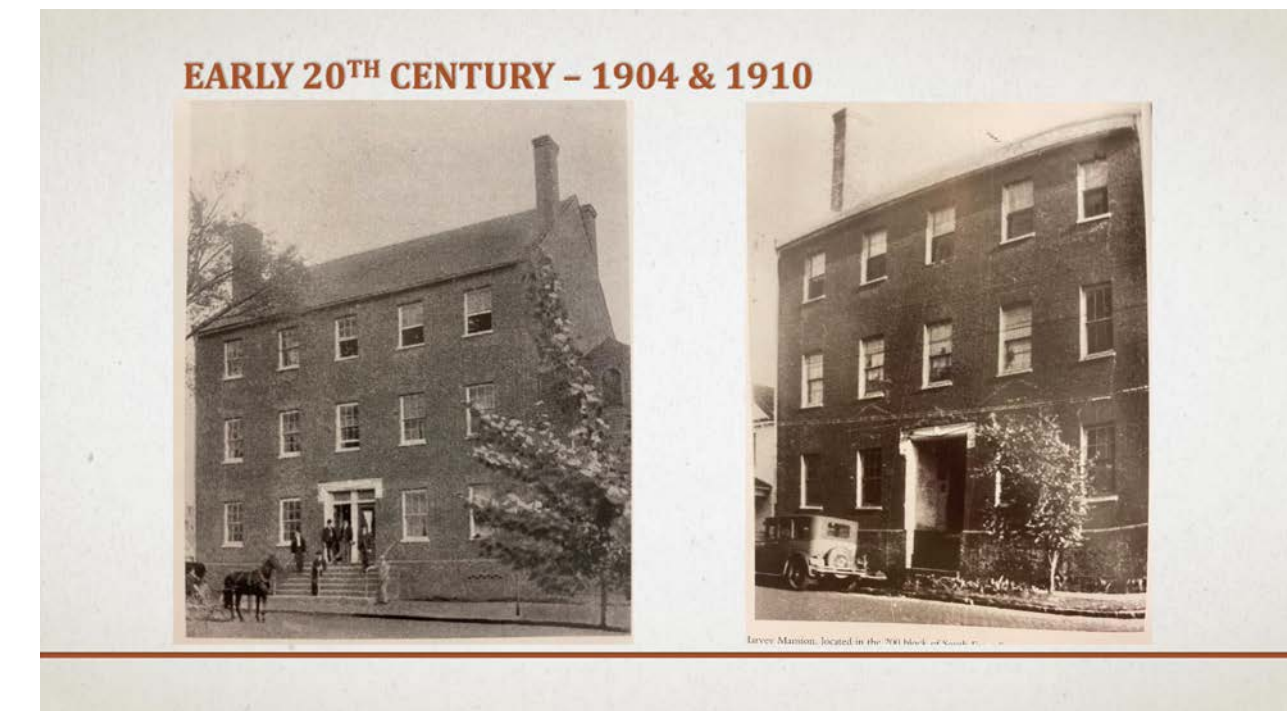
DETAILS



D1

PHOTOGRAPHIC DOCUMENTATION

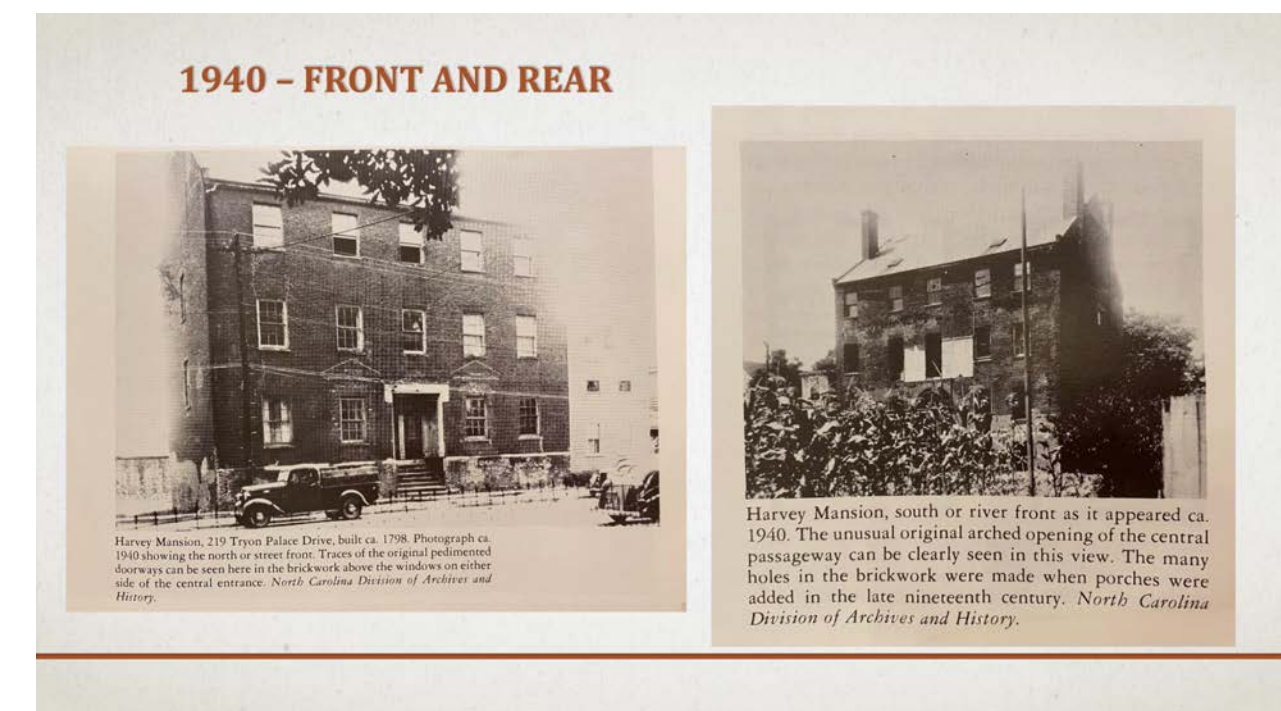
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D3

PHOTOGRAPHIC DOCUMENTATION

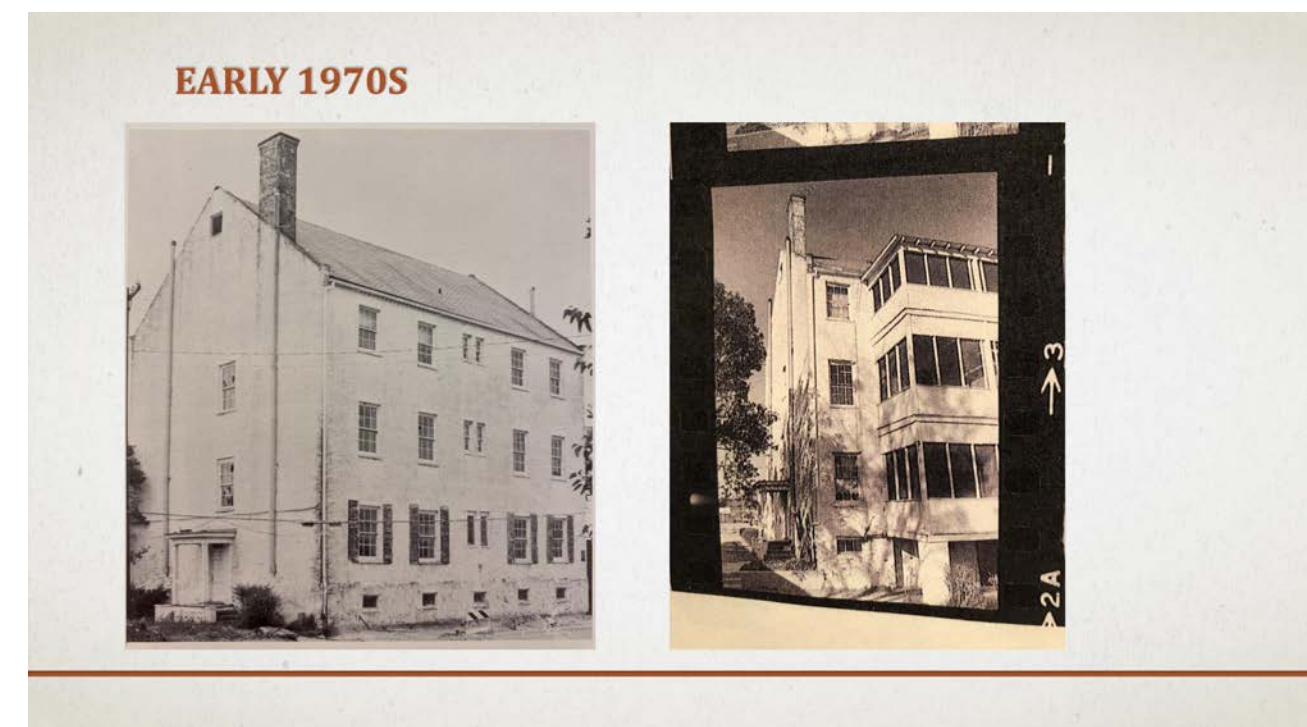
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D5

PHOTOGRAPHIC DOCUMENTATION

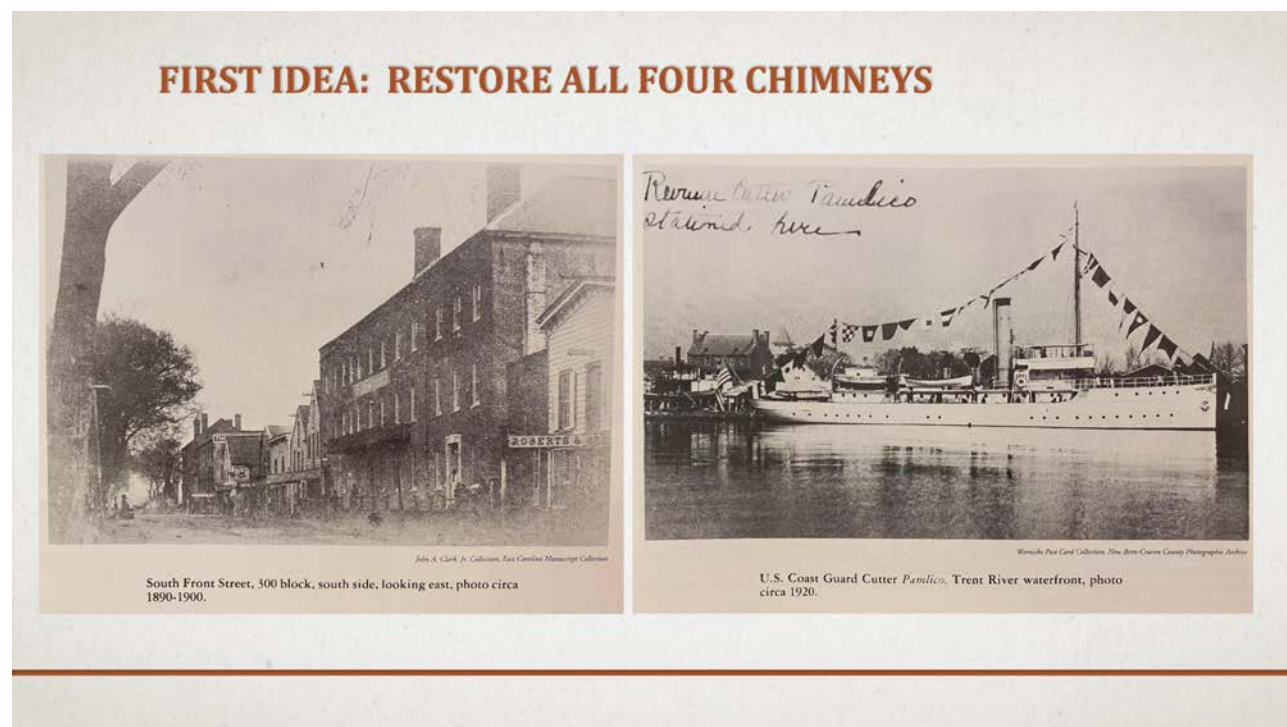
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B1

PHOTOGRAPHIC DOCUMENTATION

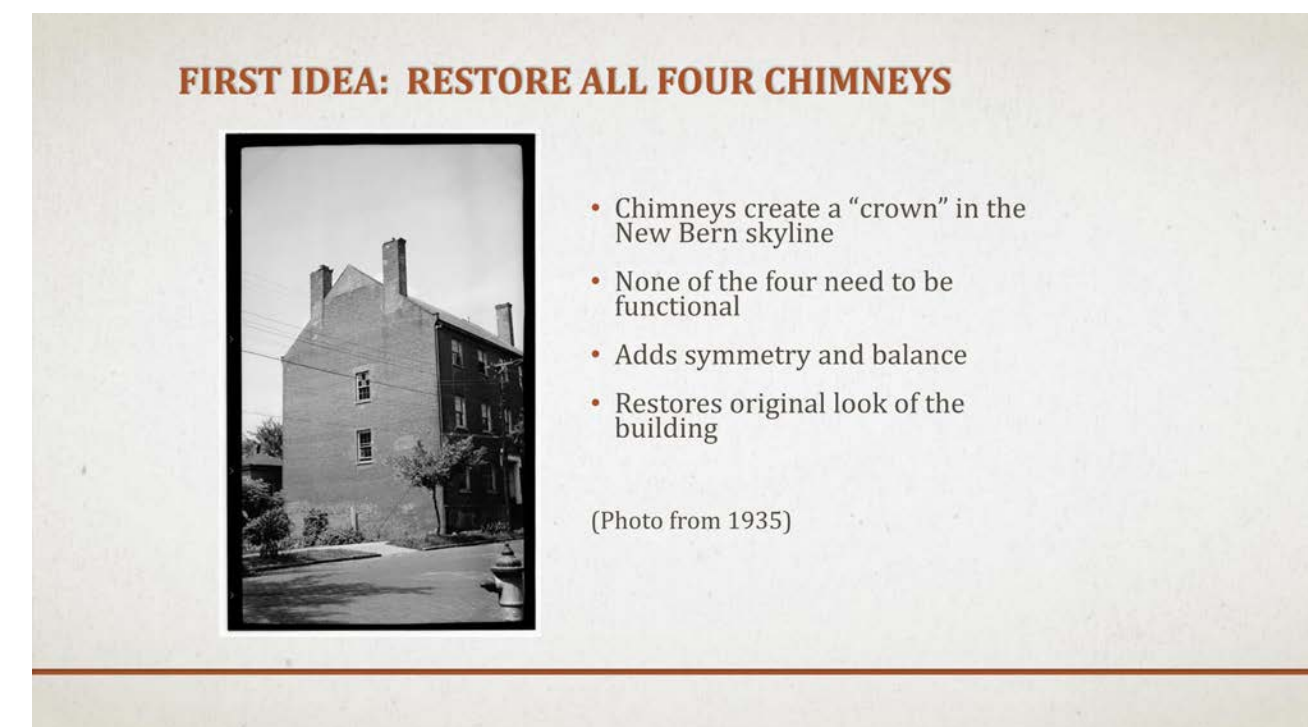
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B3

PHOTOGRAPHIC DOCUMENTATION

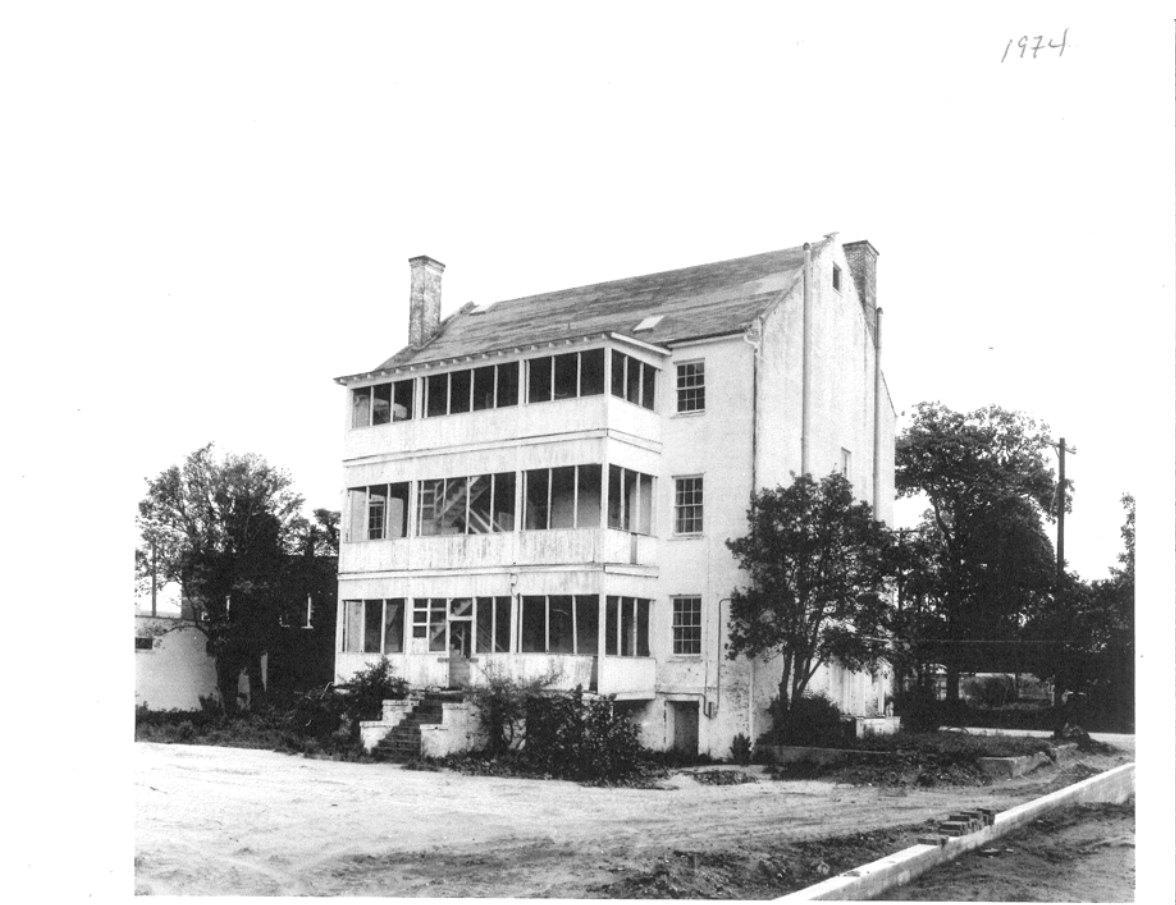
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B5

PHOTOGRAPHIC DOCUMENTATION

SCALE: 12" = 1'-0"



A1

PHOTOGRAPHIC DOCUMENTATION

SCALE: 12" = 1'-0"

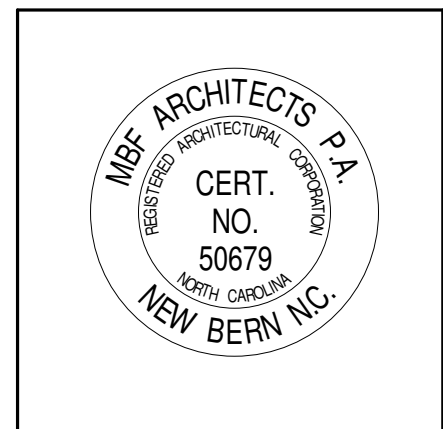
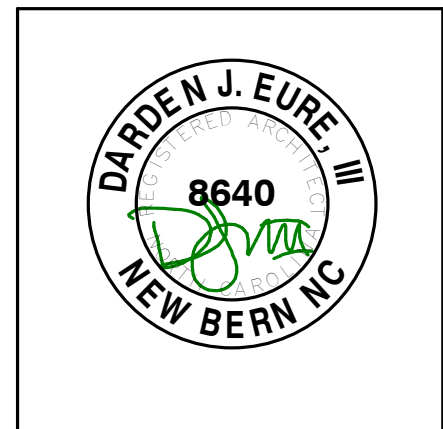


A3

PHOTOGRAPHIC DOCUMENTATION

SCALE: 12" = 1'-0"

REVISIONS	DESCRIPTION	
	DATE	
#		



1

D

C

B

A

Signature® Carriage Wood

COLLECTION



Custom crafted wood doors provide distinctive charm and unmatched luxury

The Genuine. The Original.



2

2

Yacht Basin

Collection

YB - 2001E

wall mount

20.5h x 7w x 9.5d

- ELECTRIC OPTIONS**

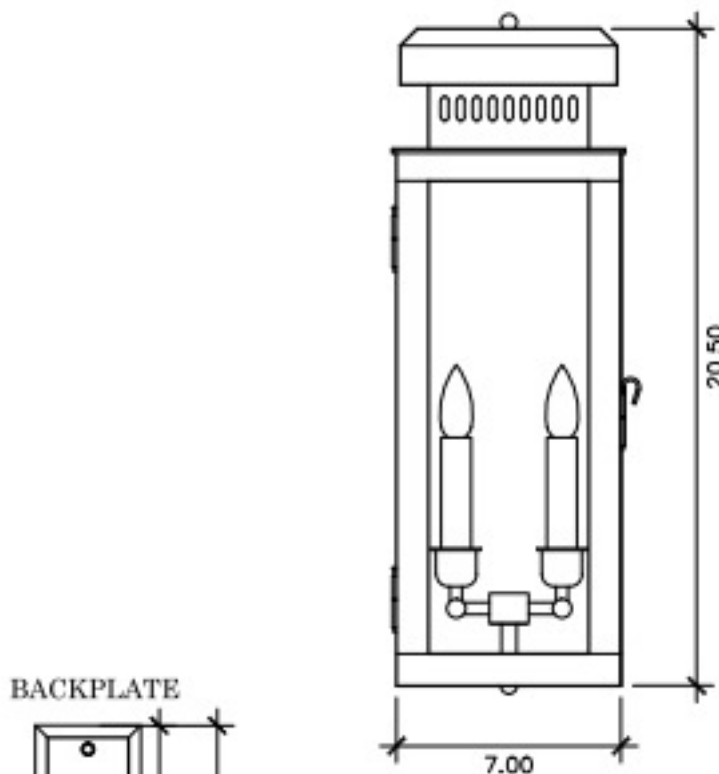
 - ☒ Medium Base Socket
 - ☒ Frosted Chimney
 - ☒ Single Brass Candle
 - ☒ Single Brass Tall Candle
 - ☒ 2 Light Brass Cluster
 - ☒ 2 Light Tall Brass Cluster
 - ☒ 3 Light Brass Cluster
 - ☒ 4 Light Brass Cluster
 - ☒ Drip Candle Covers
- GAS OPTIONS**

 - ☐ Single Brass Burner
 - ☐ Double Brass Burner
 - ☐ Triple Brass Burner
 - ☐ Extra Tall Burner
 - ☐ LP Brass Burner
 - ☐ Palmetto Flame Brass Burner
 - ☐ Bat Flame Brass Burner
 - ☐ Hidden Gas Line
- GLASS OPTIONS**

 - ☒ Non-Tempered Clear
 - ☒ Seeded
 - ☒ Antique
- ACCESSORIES**

 - ☐ Solid Copper Top
 - ☐ Copper Panels
 - ☒ Top Copper Ring
 - ☒ Brass Cross Bars
 - ☒ Copper Cross Bars
 - ☒ Top Loop
 - ☒ Full Scroll
 - ☒ Backward Scroll
 - ☒ Side Scrolls
 - ☒ Down Scrolls
 - ☒ Top Loop Hanger
 - ☒ Wall Bracket WBC
 - ☒ Wall Yoke
 - ☐ Extender Bracket
 - ☒ Top Mount
 - ☒ Top Hole Backplate
 - ☐ Pier Mount
 - ☐ Pier Mount Cover
- FINISHES**

 - ☒ Solid Copper
 - ☒ Aged Bronze
 - ☒ Powder Coated Black
 - ☒ Silver



STANDARD FEATURES

Solid Copper
Tempered Clear Glass
Electric: Single Brass Candle

* Shown with Optional 2 Light Tall Brass Candle

Lantern & Scroll

a brilliant first impression

2041 South Blvd. Suite C, Charlotte, NC 28203 - 704.333.5088 - buyfrom@lanternandscroll.com

4



5

5



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

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REVISIONS	DESCRIPTION	
	DATE	
#		

RELEASE 2



MBFA No: 2028

CUT SHEETS

HPB901

SHEET 9 OF 10

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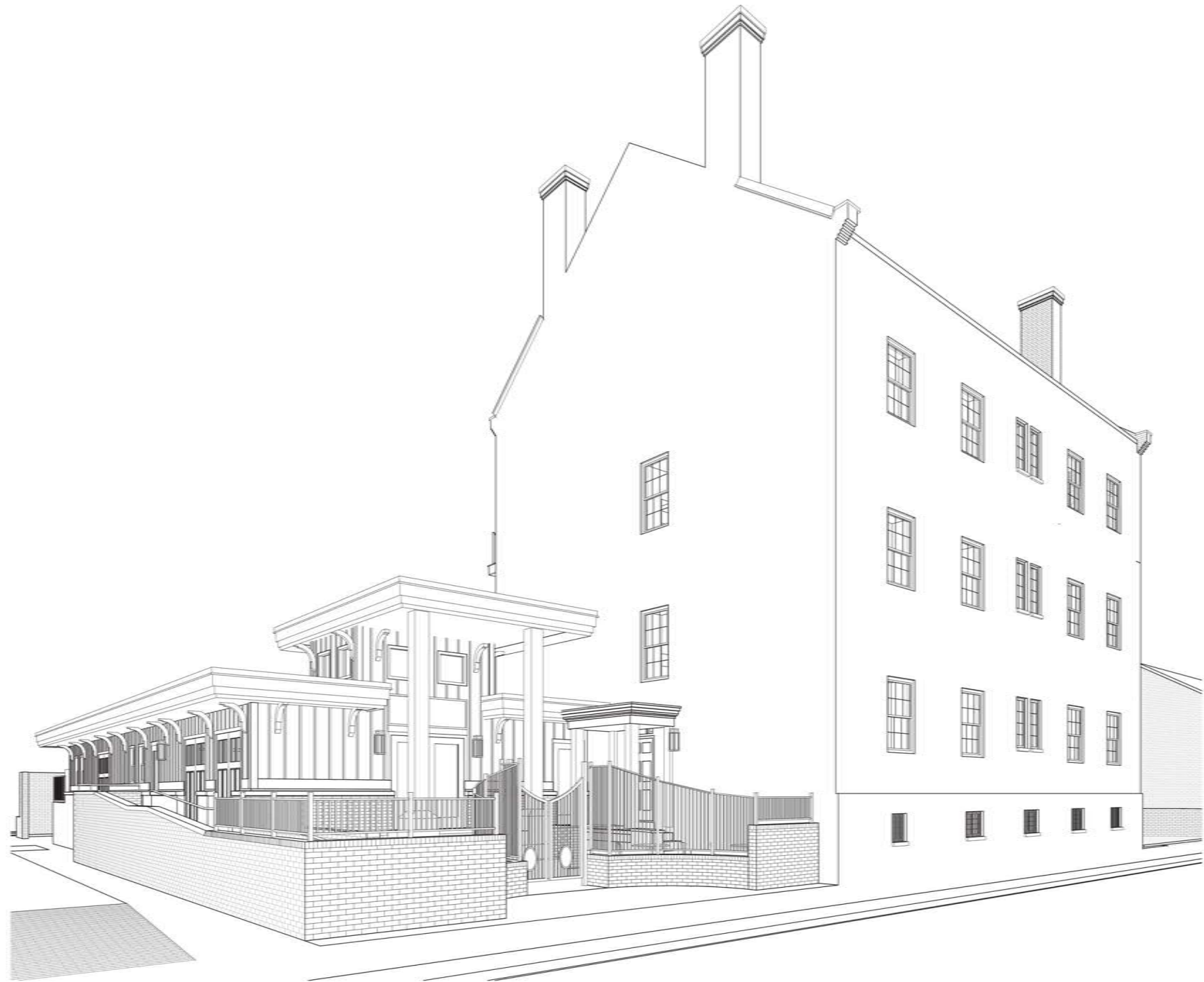
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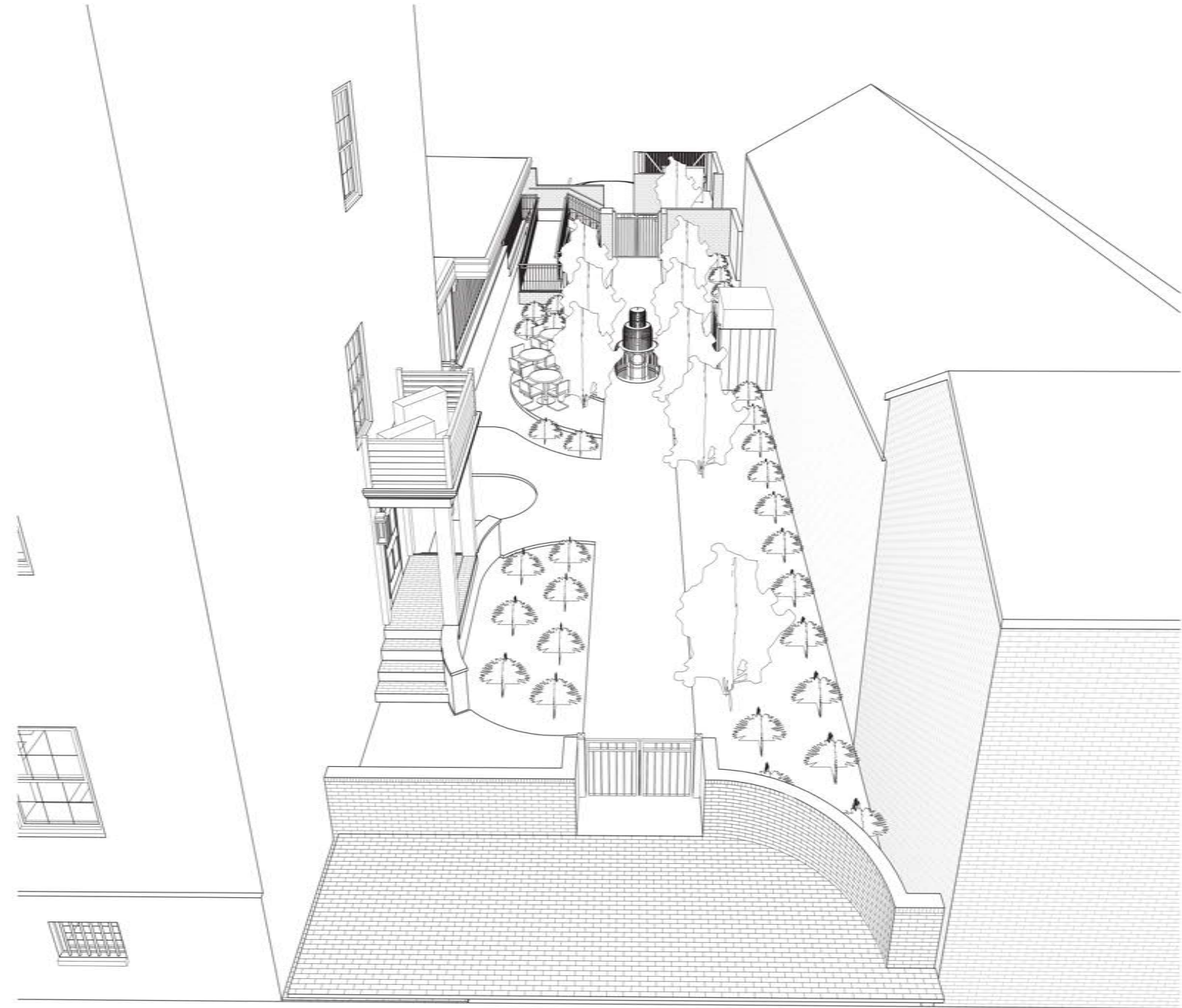
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C1 RESTAURANT ENTRY VIEW
SCALE: 12" = 1'-0"



A1 SOUTH DECK VIEW
SCALE: 12" = 1'-0"



C4 COURTYARD VIEW
SCALE: 12" = 1'-0"



A4 PHOTOGRAPHIC DOCUMENTATION
SCALE: 12" = 1'-0"

REVISIONS	DESCRIPTION	
	DATE	
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RELEASE 2



MBFA No: 2028
PERSPECTIVES

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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: 221 S. Front St. – to include a 1-story addition and site modifications in the Secondary and Tertiary AVCs.

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

Zoning District: C-2, Commercial Waterfront Overlay

Required Setbacks (primary structure): Front Side Rear

Accessory Setbacks: From Nearest Structure Side Rear

Maximum Lot Coverage for proposed use:

Maximum Height of Structure: (per 15-474.(c))

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:

- The proposed project may not reduce the existing number of parking spaces.
Zoning Administrator [Signature] 1/19/22

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 [Signature] 1/19/22

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – January 2022

Applicant: John Harvey, LLC./MBF Architects, P. A.

Applicant Address: 317-C Pollock St., New Bern, NC 28560

Project Address: 221 S. Front St., New Bern, NC 28560

Historic Property Name: Harvey Mansion. ca. 1798.

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

NR Inventory Description (2003): Federal style; three stories above raised basement; five bays wide; paired central windows above arched entrance; interior end chimneys; gable-end parapet roof.

Sandbeck Description (1988): "... converted to apartments in the 1940s ..."

221 S. Front St. - to include a 1-story addition and site modifications in the Secondary and Tertiary AVCs.

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

Public and Open Spaces

- 2.2.1 Introduce public art, statuary, artifacts, memorials, and fountains as focal points in spaces that do not obscure historic buildings or their architectural features. Consider the scale and historic context of art features when determining the setting and location.

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.
- 2.3.2 Paint equipment and exposed utilities to compliment mounting surfaces and reduce their visibility.
- 2.3.6 Install light fixtures in locations that complement the character of historic structures and sites. It is not appropriate to replace original light fixtures. Lighting shall emit a white light. Illumination shall provide visibility and security without overemphasizing a structure, parking area or site.

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.
- 2.4.4 Incorporate trees, shrubbery, and other landscape features around the periphery of a lot and within parking areas.
- 2.4.7 Create focal points that highlight public art, statuary, fountains, and structures such as pergolas and gazebos. Place these elements in areas that do not obscure historic buildings or their architectural features.

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.

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – January 2022

- 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.
- 2.5.3 In Secondary and Tertiary AVCs, erect tall fences and walls with a vertical dimension of six feet or less. Tall fences that abut a structure shall terminate at an architectural feature. Transition low fencing to taller fencing at an architectural feature.

Parking

- 2.7.5 Screen parking lots with fences, walls and hedgerows to create edges that separate vehicular space from pedestrian space. Parking screens should have a vertical dimension of four feet or less.

Signage

- 2.8.2 Drive fasteners for signs in mortar joints to prevent damage to the masonry units.

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.
- 3.1.2 Windows, doors and openings shall be compatible in proportion, shape, location, size and quantity with those on surrounding historic structures. Avoid large expanses of blank walls. Establish bays, visually subdivide facades and delineate building elevations to create form and rhythm.
- 3.1.3 Discretely use rooftop appurtenances such as spires, cupolas and towers to articulate rooflines. Compliment the scale, form and proportion of the structure, and use rooftop appurtenances to identify a building entry or similar massing focal point.
- 3.1.4 Use details to articulate facades, and the openings within facades. Appropriately detail the base, body and edges of facades to create texture and visual interest.
- 3.1.5 Avoid creating a false sense of historical development. It is not appropriate to apply historic architectural styles to infill construction. Creative interpretation of traditional detailing and ornamentation is encouraged.

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.
- 3.2.4 Rebuild missing or insensitively altered design components based on documented evidence of the original configuration.

Additions

- 3.3.1 Locate additions in a Secondary or Tertiary AVC to minimize the impact on primary, character defining elevations. Limit the footprint of additions to maintain private open spaces.
- 3.3.2 Use roof forms and pitches that are similar to those found on the primary structure. Delineate the addition from the plane of the primary structure by creating slight offsets and corners.

Foundations

- 4.1.1 Adhere to Guidelines for retention of historic fabric when altering foundation components.

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – January 2022

- 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.

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.
- 4.3.3 Glazing should have true divided light muntins, or three-dimensional grilles affixed to both the interior and exterior of the glass. Provide shadow bars between insulated glass panes.

Entrances

- 4.4.1 Adhere to Guidelines for retention of historic fabric when altering entrance components.
- 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.

Roofs

- 4.5.4 Standing seam metal roofs shall have a pan width no greater than 24 inches. Pans shall be completely flat without corrugation. Provide double locked seams with flush ridge and hip flashings on contributing structures.
- 4.5.6 Locate rooftop appurtenances such as ventilators, antennae, satellite dishes, mechanical equipment and similar items in a manner that is not visible from the public right of way.

Decks and Patios

- 4.6.2 Locate decks in Secondary and Tertiary AVCs, and screen the underside with shrubbery, fencing, lattice, or masonry.

Accessibility and Life Safety

- 4.7.2 Locate ramps, lifts, fire stairs and fire doors in visually unobtrusive areas. Avoid accommodations within a Primary AVC when possible.

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – January 2022

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.

Wood

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

- 5.3.3 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.

Statements of Reason, based on the information contained in the application, in Staff's judgment are:

1. The project is located in the *Dense Fabric* development pattern;
2. The proposal is an addition and site work project;
3. The proposed design, components, and materials meet the requirements of the Guidelines;
4. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly;
5. The project is not incongruous with the Guidelines.

MOTION

Staff recommends the Commission approve this application to include a 1-story addition and site modifications in the Secondary and Tertiary AVCs with the condition that kitchen exhaust hoods and other mechanical appurtenances be submitted to the HPA for their or HPC review.

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):
 211 Pollock Street, circa 1957

Property Owner Name(s): Pietro Passalacqua	Owner Mailing Address: 115 Rollingwood Drive New Bern, NC 28562	Phone #s: (252) 799-6498	Email: interone@live.com
Applicant Name (if different): Darden J. Eure, III, AIA, NCARB, MBF Architects, P.A.	Applicant Mailing Address: 317-C Pollock Street	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)

Installation of a door and eliminating windows in the Secondary AVC and constructing an addition in the Tertiary AVC. Installation of trim and painting gray floodproofing to compliment the brick masonry above.

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):

3.3.1 for additions in a Tertiary AVC; 3.3.2 for similar roof forms and pitches; 3.3.3 for deriving materials and details from the primary structure; 4.3.2 for adding doors in a Secondary AVC

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).

5.1.2 for matching masonry bond, same size and similar color; 5.4.3 for primed and painted wood; exterior walks and equipment pads are concrete

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

DARIN J. EVERS, DA, AIA, NCARB

January 3, 2022

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:

211 POLLOCK STREET, NEW BERN, NC 28560

(address, city, zip code)

I hereby authorize MBP ARCHITECTS, P.A. 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:

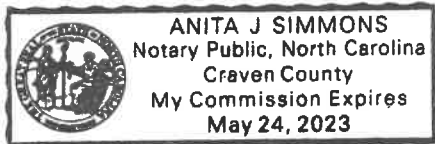
115 ROLLINGWOOD DRIVE, NEW BERN, NC Phone (252) 799, 6498
28562

X

Owner's Signature

PIETRO PASSARICRA
Print Name

June 23, 2021
Date



Sworn to and subscribed before me this 23 day of June, 2021.

Anita J. Simmons
Notary Public:

My commission expires: 5/24/2023



January 3, 2022

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

SchellyM@newbernnc.gov

RE: Addition
211 Pollock Street
New Bern, Craven County
MBFA No: 2111

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. 16243 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. Drawings HPC001 through HPC700, 24 inch by 36 inch format, three sheets

Predominant materials proposed for the project are as follows:

1. Brick veneer addition, wood overhangs with fiberglass asphalt shingles
2. Brick veneer infill panel at removed windows, new recessed door
3. Metal doors and frames
4. Wood trim and painting gray floodproofing to compliment brick masonry above

Please place this item on the agenda for the forthcoming regular meeting of January 19, 2022.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Eure'.

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

D

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POLLOCK STREET BUILDING ALTERATIONS

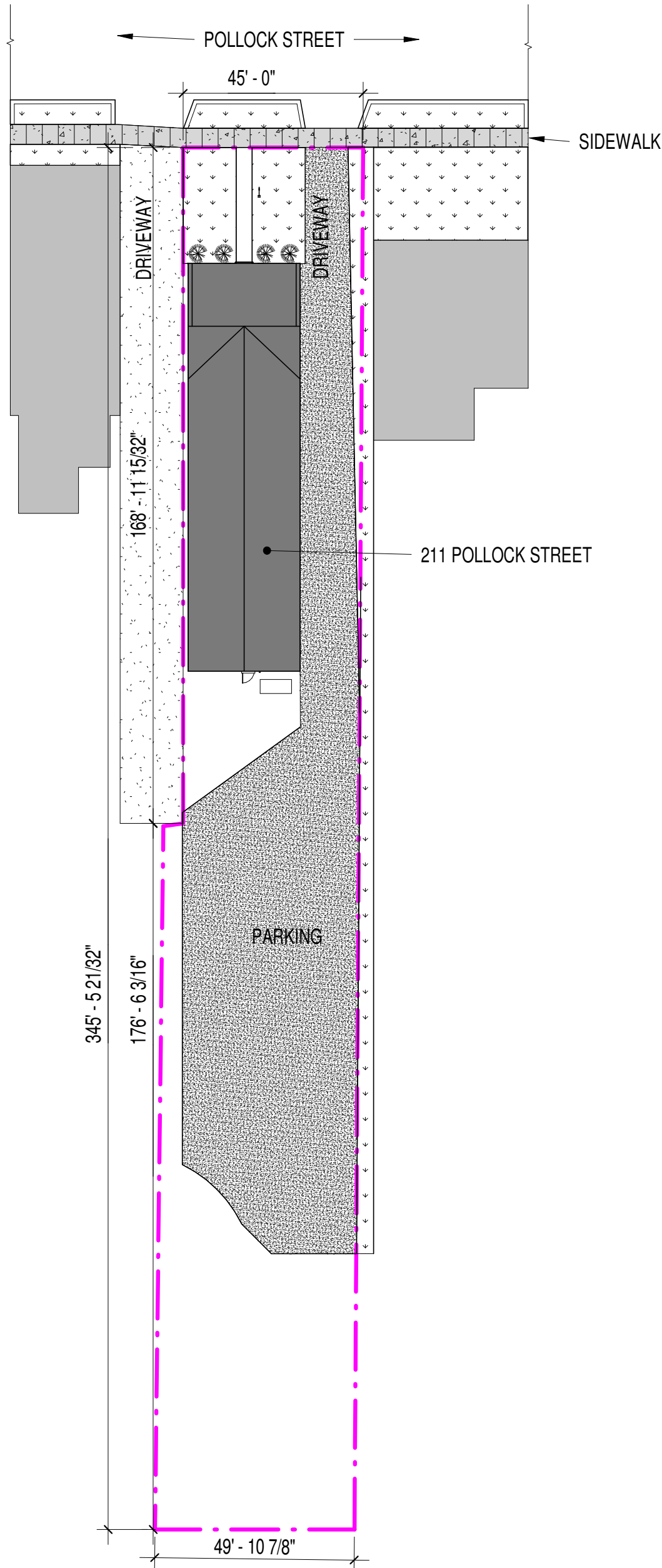
CERTIFICATE OF APPROPRIATENESS
211 POLLOCK STREET
NEW BERN, CRAVEN COUNTY



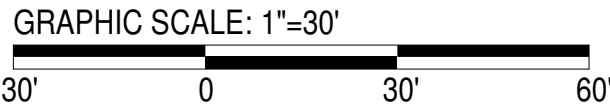
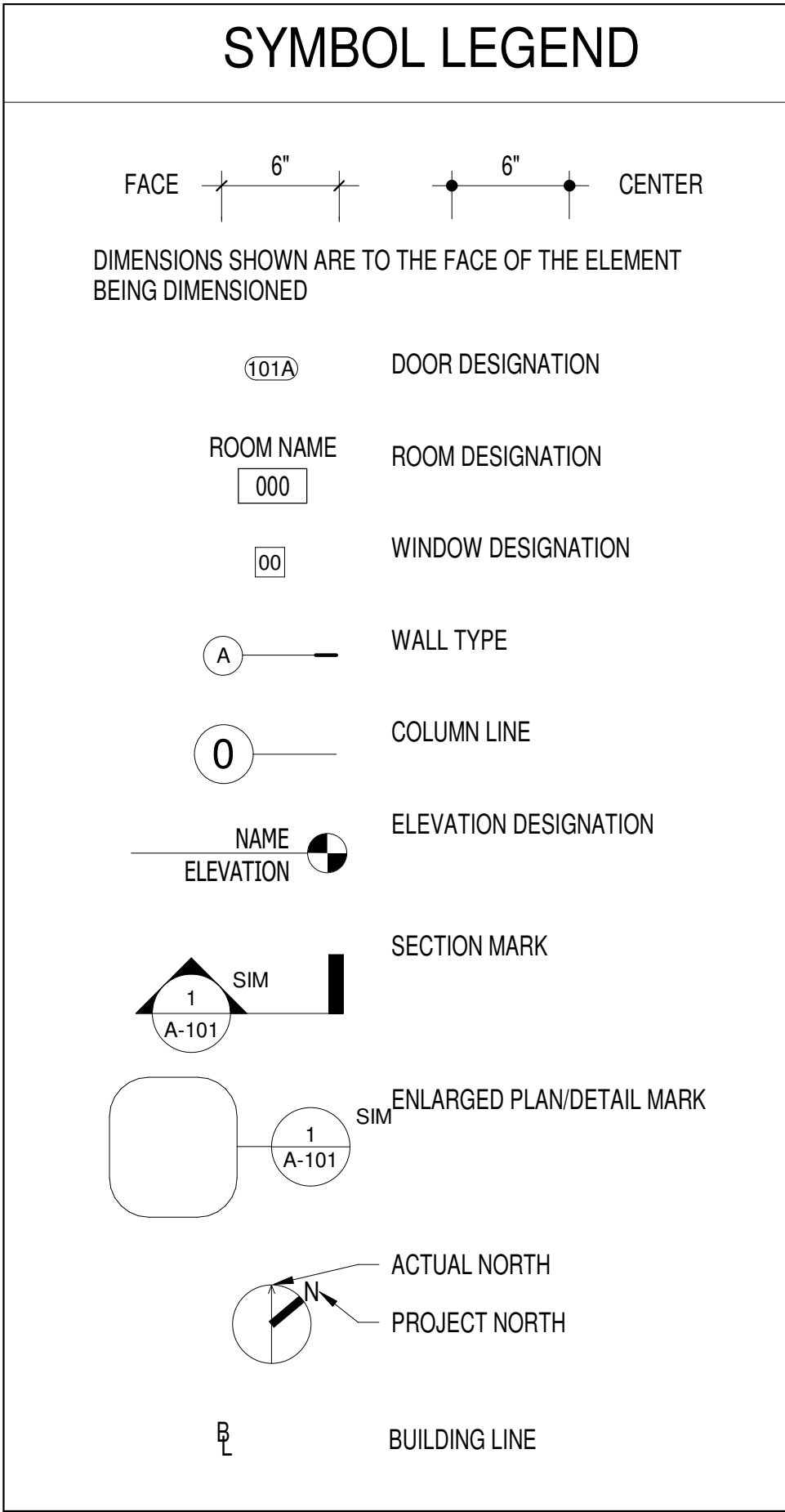
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SCALE: NO SCALE



A2 AERIAL PHOTOGRAPH
SCALE: NO SCALE



A3 SITE PLAN
SCALE: 1" = 30'-0"



INDEX OF DRAWINGS HPC			
SHEET NUMBER	TOTAL SHEETS	PLATE NO	SHEET NAME
HPC_GENERAL			
1	OF 4	HPC001	TITLE SHEET

HPC			
2	OF 4	HPC101	SITE PLAN
3	OF 4	HPC201	ELEVATIONS
4	OF 4	HPC700	COA PAPERWORK

REVISIONS	DESCRIPTION	
	DATE	#

RELEASE 2



MBFA No: 2111
TITLE SHEET

HPC001
SHEET 1 OF 4

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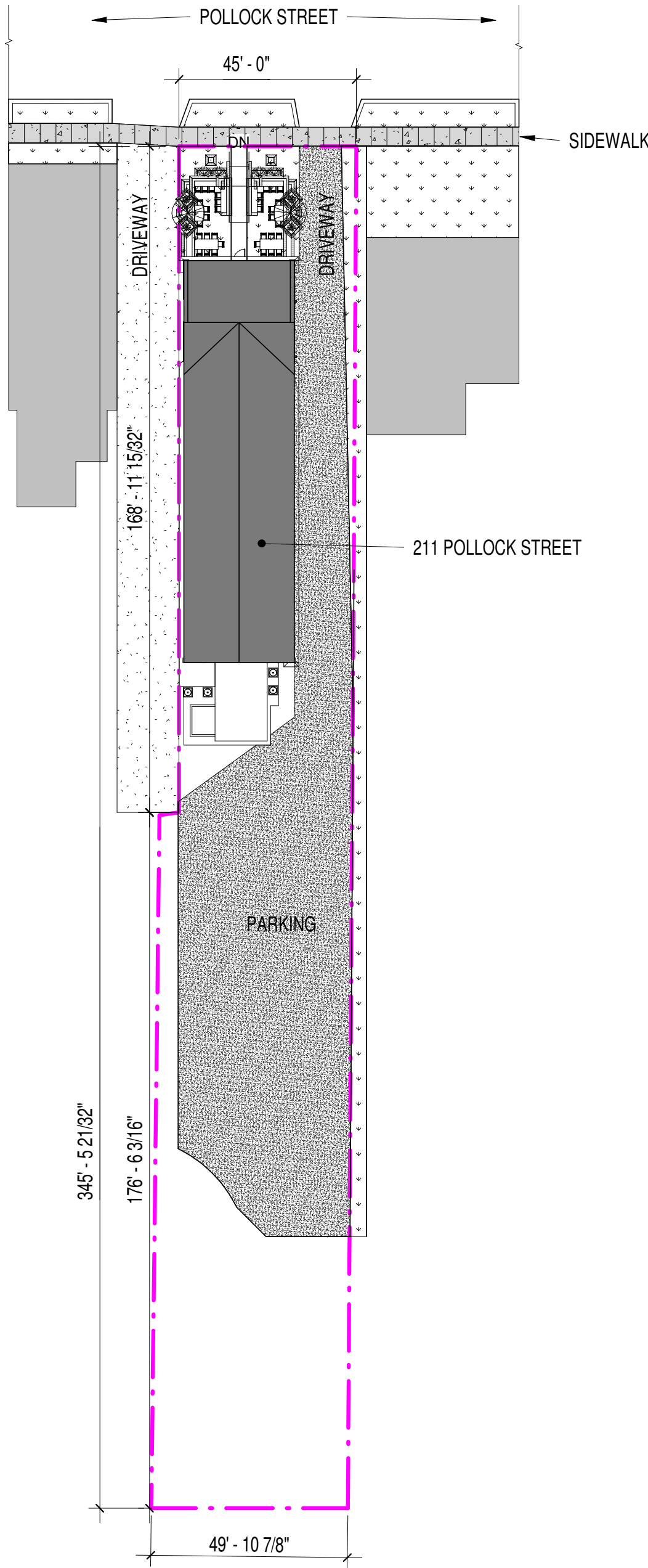
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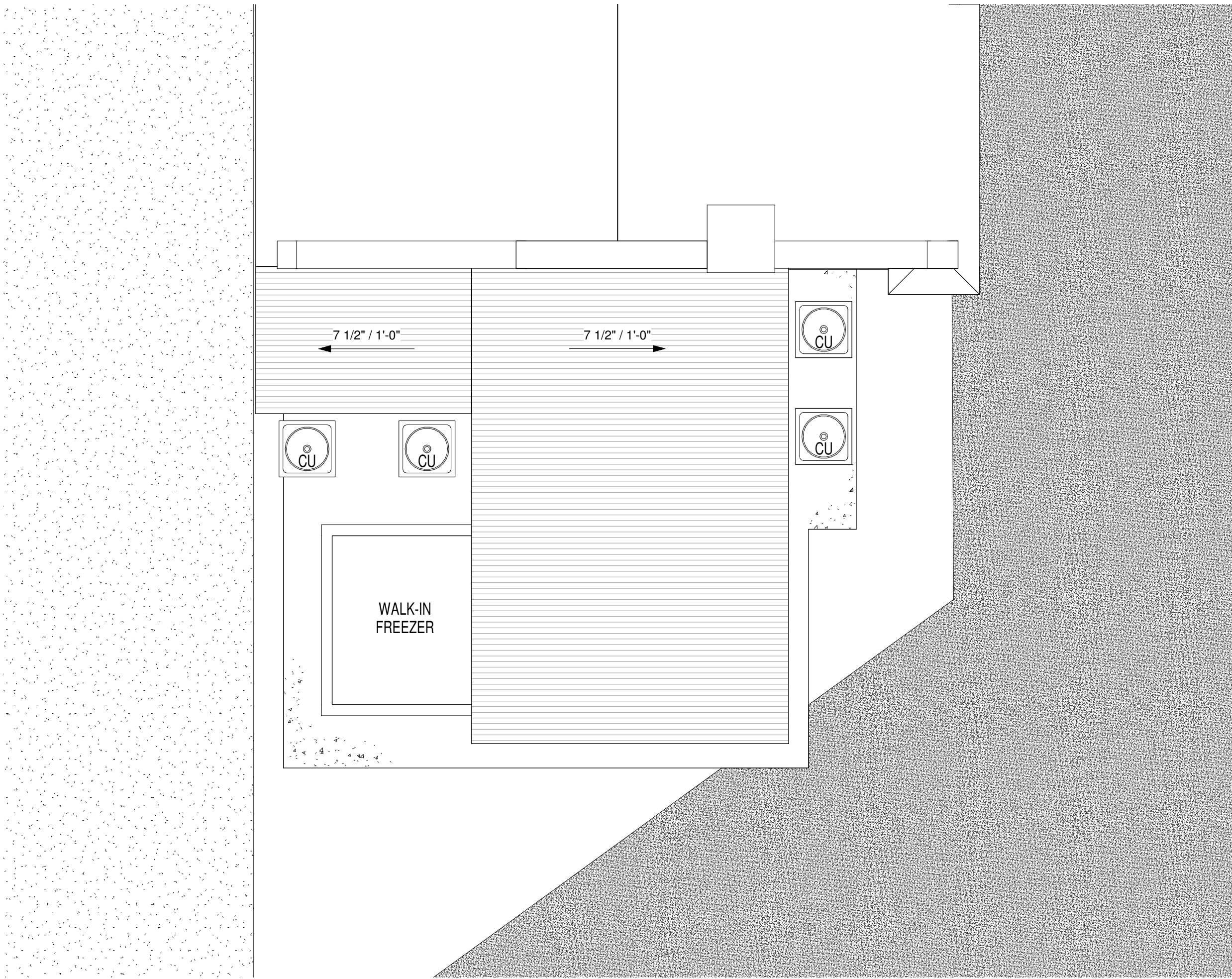
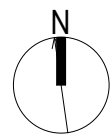
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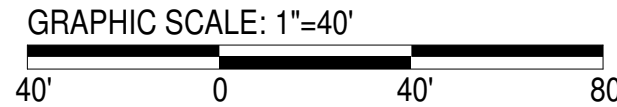
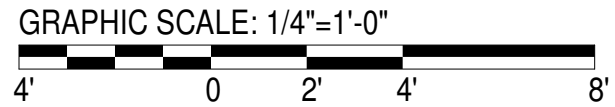
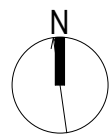
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A1 SITE PLAN
SCALE: 1" = 30'-0"



A3 ENLARGED SITE PLAN
SCALE: 1/4" = 1'-0"



BUILDING ALTERATIONS
211 POLLOCK STREET
NEW BERN, CRAVEN COUNTY

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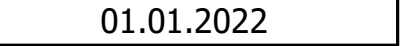
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RELEASE 2

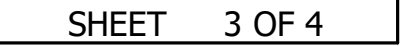


MBFA No: 2111
SITE PLAN

RELEASE 2

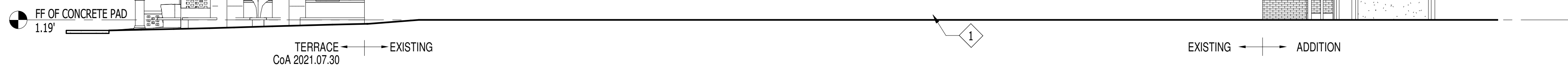


LEVATIONS

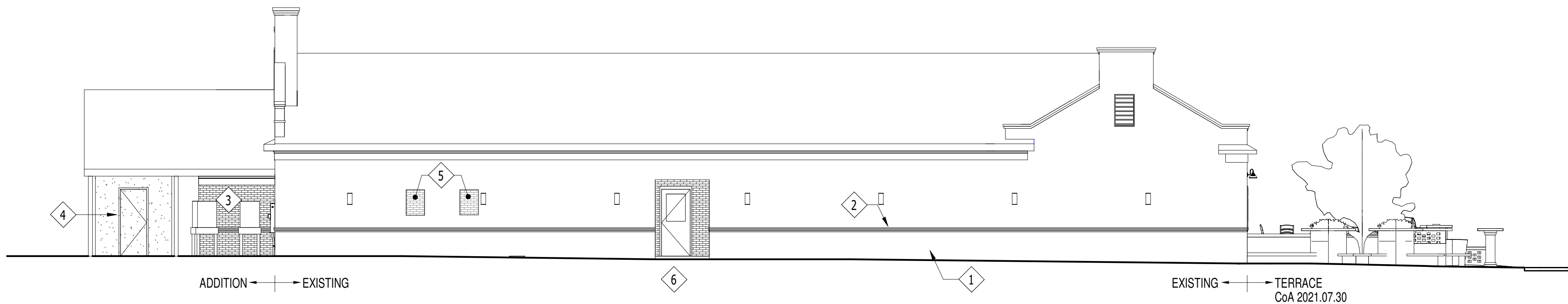


CONSTRUCTION KEYNOTES

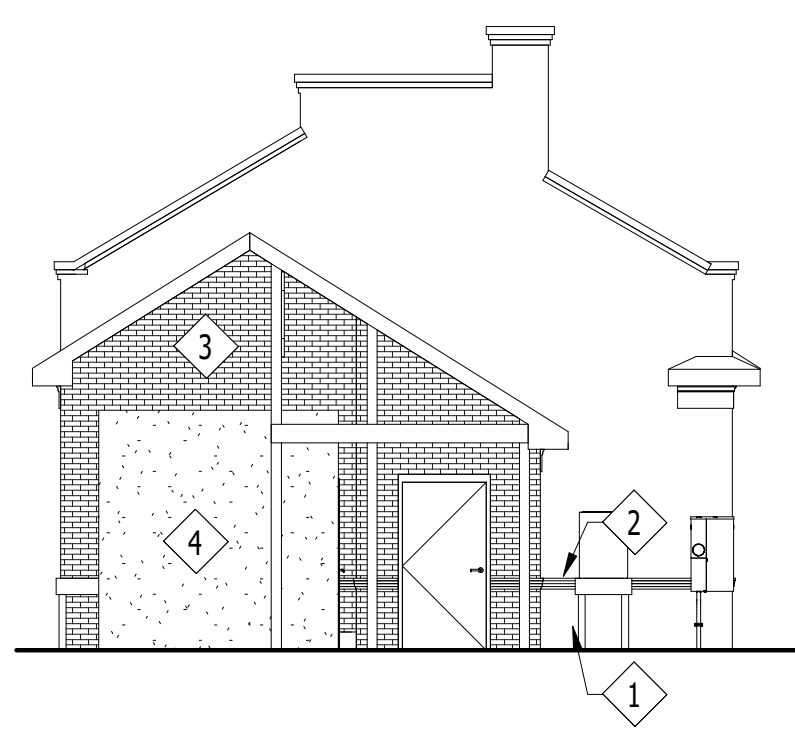
- 1 APPLY PAINT TO BRICK FACE TO COVER FLOOD RESISTANT MATERIAL
- 2 PAINTED WOOD CHAIR-RAIL DETAIL. REFERENCE A5/HPC201
- 3 FACE BRICK TO MATCH THE EXISTING AS CLOSELY AS POSSIBLE
- 4 WALK-IN FREEZER
- 5 1" RECESSED BRICK INFILL PANEL
- 6 METAL AND GLASS DOOR AND FRAME



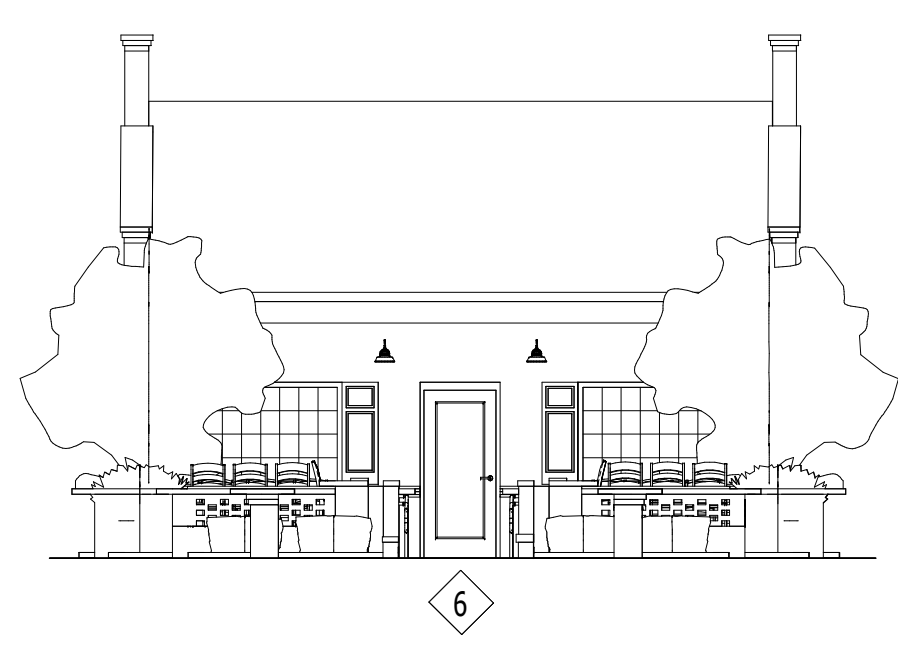
D2 WEST ELEVATION
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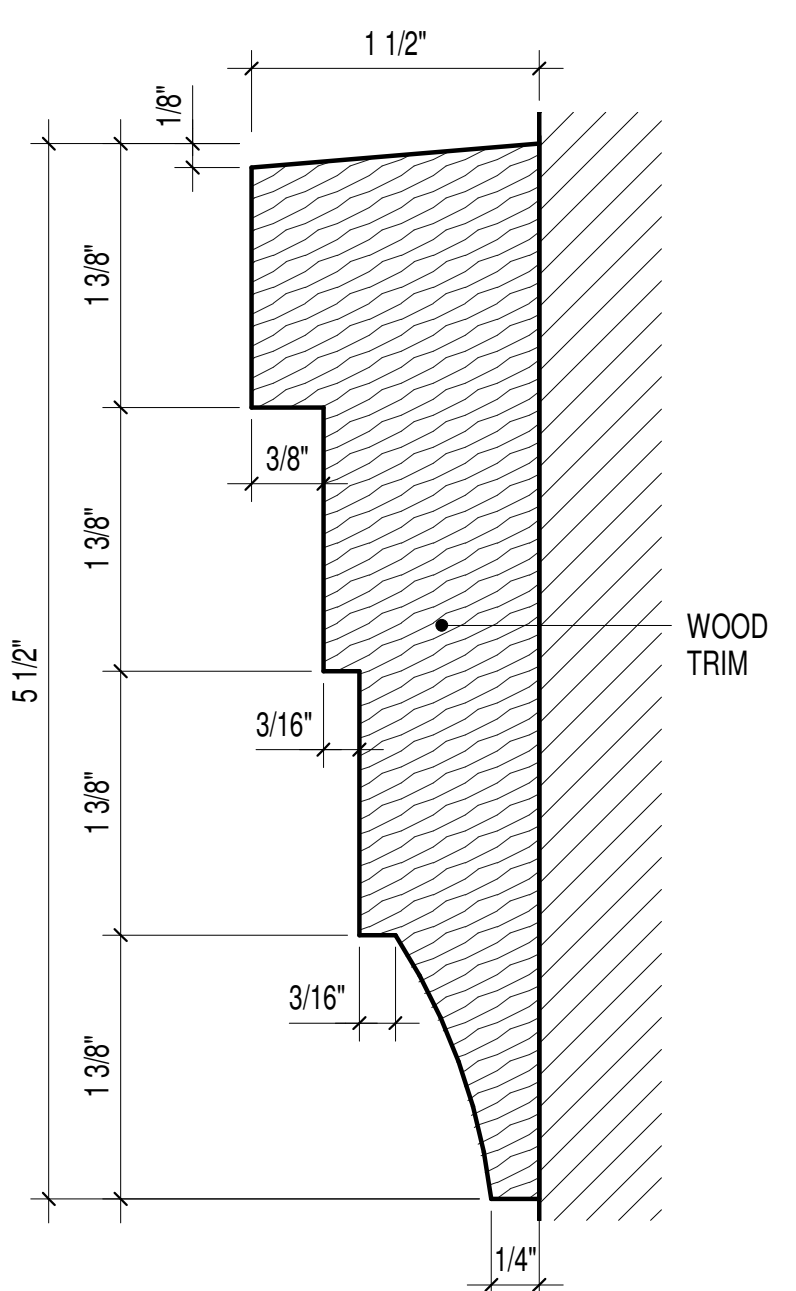
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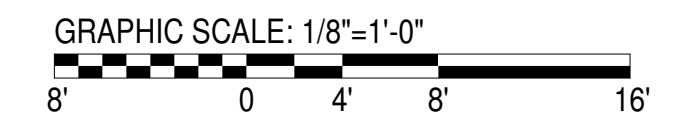
A1 SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



A3 NORTH ELEVATION
SCALE: 1/8" = 1'-0"



A5 EXTERIOR FRAISE DETAIL
SCALE: 12" = 1'-0"





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: 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.

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

Zoning District: C-2

Required Setbacks (primary structure): Front average Side 0 ft Rear 0 ft

Accessory Setbacks: From Nearest Structure 8 ft Side 3 ft Rear 3 ft

Maximum Lot Coverage for proposed use: N/A

Maximum Height of Structure: 60 ft

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

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

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – January 19, 2022

Applicant: Pietro Passalacqua./MBF Architects, P. A.

Applicant Address: 317-C Pollock St., New Bern, NC 28560

Project Address: 211 Pollock St., New Bern, NC 28560

Historic Property Name: N/A

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

NR Inventory Description (2003): N/A.

Sandbeck Description (1988): N/A

221 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.

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

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.
- 3.1.2 Windows, doors and openings shall be compatible in proportion, shape, location, size and quantity with those on surrounding historic structures. Avoid large expanses of blank walls. Establish bays, visually subdivide facades and delineate building elevations to create form and rhythm.
- 3.1.4 Use details to articulate facades, and the openings within facades. Appropriately detail the base, body, and edges of facades to create texture and visual interest.

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.

Additions

- 3.3.1 Locate additions in a Secondary or Tertiary AVC to minimize the impact on primary, character defining elevations. Limit the footprint of additions to maintain private open spaces.
- 3.3.2 Use roof forms and pitches that are similar to those found on the primary structure. Delineate the addition from the plane of the primary structure by creating slight offsets and corners.

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – January 19, 2022

- 3.3.3 Incorporate materials and details derived from the primary structure. Extend the architectural hierarchy of the primary structure to the addition. Architectural embellishments and detailing are often simplified on less visible Secondary and Tertiary AVC elevations

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.

Walls, Trim and Ornamentation

- 4.2.1 Adhere to Guidelines for retention of historic fabric when altering wall components.
- 4.2.4 Incorporate wood trims and articulate masonry appropriately for the application.

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.
- 4.4.3 Recess entrances within the dense fabric development pattern where the facade aligns with the front property line. Incorporate traditional facade elements such as storefront cornices, transoms, display windows and bulkheads.

Roofs

- 4.5.6 Locate rooftop appurtenances such as ventilators, antennae, satellite dishes, mechanical equipment and similar items in a manner that is not visible from the public right of way.

Masonry

- 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.
- 5.1.4 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.

Paint

- 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.

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – January 19, 2022

- 5.4.4 Consider using opaque stain in lieu of paint on flooring, fencing, and similar wood surfaces exposed to foot traffic or weather.

Contemporary Materials

- 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.
- 5.5.6 Contemporary materials such as synthetic slate and fiberglass asphalt shingles are acceptable for sloped roofing regardless of building age. Select fiberglass asphalt shingles from a darker color palette. Contemporary membrane and roll roofing are acceptable for low-sloped roofs with a 1 inch per foot pitch or less regardless of building age.

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 proposal is an addition and modification project;
3. The proposed design, components, and materials meet the requirements of the Guidelines;
4. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly;
5. The project is not incongruous with the Guidelines.

MOTION

Staff recommends the Commission approve this application 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.

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: Sabra Bryant McCallister

Property Address (Include year built, if known):

616 New St, New Bern, NC 28560 Built in 1885. Moved to current site in 1920.

Property Owner Name(s): Adam & Sabra McCallister	Owner Mailing Address: 616 New St, New Bern, NC 28560	Phone #s: (336) 416-7824, (252)	Email: sabrabmccallister@gmail.com
Applicant Name (if different):	Applicant Mailing Address:	Phone #s:	Email:

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)

Add a 12'x10' shed on left side of back yard. The shed will be built by a contractor to match the home. Replace current wooden privacy fence to surround yard. During this time we will extend the drive way by another 8' to have congruency with the patio, shed, and fence line. The additional drive way material will match the current gravel driveway area. For additional details please see attached material.

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):

2.6.1, 2.6.3, 3.1.1, 3.1.2, 4.2.4, 4.5.4, 5.5.1, 5.5.3, 5.5.5, 2.5.1, 2.5.3, 2.7.1, 2.7.2, 2.7.4

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).

Please see attached material.

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.



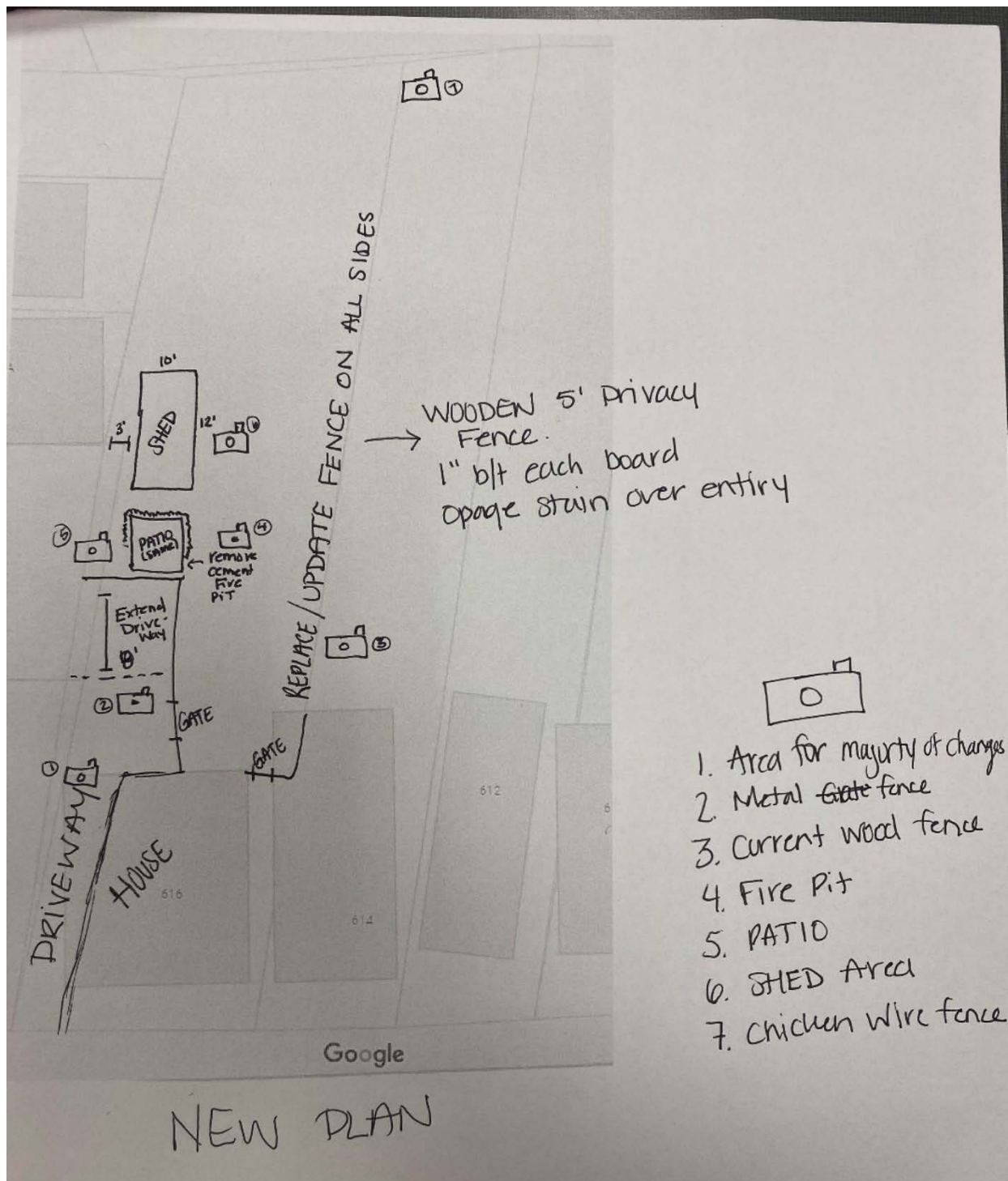
Signature of Applicant/Owner

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.

616 New St. – Applicant-provided illustrations and photos



























Building Order Form

v060421

Store # **115**

Date

12/30/2021(252) 633-7840
2501 HIGHWAY 70, EAST
NEW BERN NC 28560Customer **Sabra Bryant**PH: **336-416-7824**

Address

Email: sebryant14@gmail.comShape: **A-Frame**Frame: **2x4 on 16"OC**Roof: **Shingle Arch** **Black/Shadow** ☐ Drip ☐ FeltSiding: **Hardie Lap** **Select Color**Door Trim: **Select Color** Shutters: **Select Color**Corner Posts: **Select Color** Eaves: **Select Color****Raleigh****10 x 12** Height **81"****B-RAL1-1012-099****\$6,207** Base Unit**\$564** Discount**\$5,643** Your PriceRoof Upgrade **\$86**Door Total **\$523**Window Total **\$340**Electrical Total **\$206**W | L | S Total **\$211**Interior Finish Total **\$0**Color Upgrade Total **\$0****Doors - MUST SELECT ONE**House 6 Panel - Fbglass Door - Double 36" x 71" Qty **1** Ext \$ **\$523****Windows**36" x 40" - Slider w/grids Qty **2** Ext \$ **\$300****Electrical**Electrical - Kit - 4' Fluorescent, 3 extra recep., & - 70 Amp Qty **1** Ext \$ **\$206****Workbench | Lofts | Shelves**Loft - 4' wide - 10' long Qty **1** Ext \$ **\$211****Interior Finish**Flooring **Regular**Paneling **No**Insulation **No**Threshold **No Threshold**

#N/A

Qty

2 Shutters - Wood - std sizes **\$40****Other Options**Extra Height **No** **\$0**Vent Ridge Cap (metal roof) qty **1** **\$20**Ramp **No Ramp** qty **0**Porch **No Porch**Strap/Tied Down **None**

4031970298

Need Certified Drawing > ☐**\$5,643** Base**\$1,386** Opt.**Total Price****\$7,029**

Delivery

Tax %

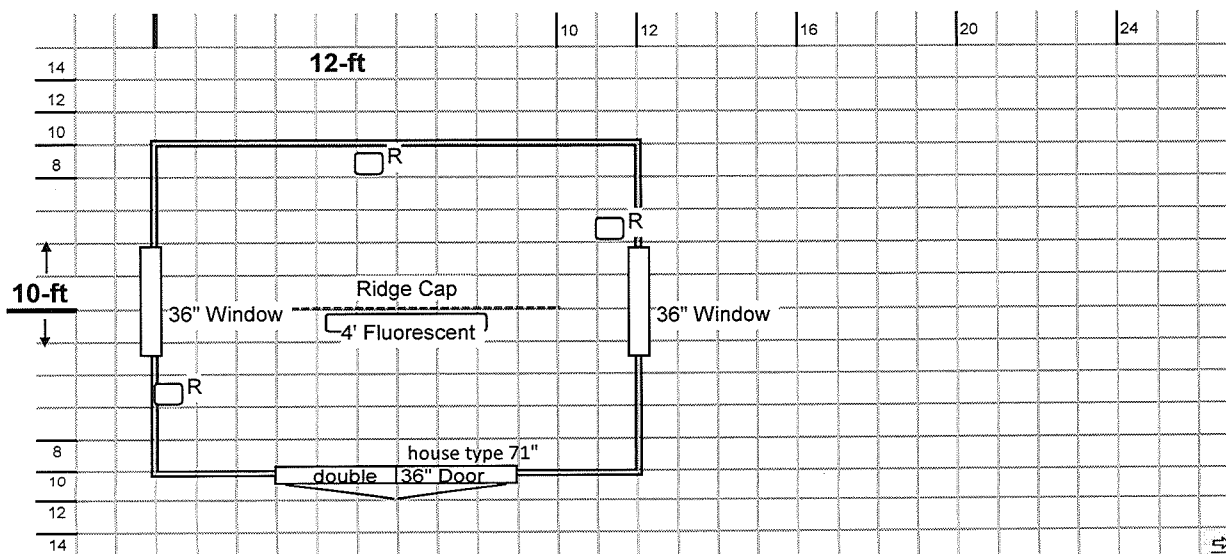
\$0.00 Tax**\$7,029** Total**\$6,760** Cash \$**-\$269** Savings**\$3,514** Deposit

order number

RTO ☐
SOLD ☐

Customer Approval Signature

Date



Customer agrees that this form accurately captures specifications for the building being purchased/lease purchased. The dimensions of the building on this form are "Nominal Measurements" and actual dimensions will be marginally smaller. Customer is responsible for this building meeting any/all applicable building code requirements and/or zoning restrictions. Customer must read and sign a separate "Delivery Request Form" which will confirm the official delivery charge. Price is valid for 7 days from date.



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: 616 New St. - to include a new shed, extend the driveway, and new fencing, all in the Tertiary AVC.

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

Zoning District: R-8

Required Setbacks (primary structure): Front average Side 5 ft Rear 6 ft

Accessory Setbacks: From Nearest Structure 8 ft Side 3 ft Rear 3 ft

Maximum Lot Coverage for proposed use: 60%

Maximum Height of Structure: 50 ft

Required Site Improvements: Landscaping N/A Buffer N/A Parking N/A

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:

MUST meet accessory structure setbacks shown above (8', 3', 3')

Zoning Administrator *[Signature]* 1/19/22

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 *[Signature]* 1/19/22

Certificate of Appropriateness Findings & Recommendations

HPC Regular Meeting – January 19, 2022

Applicant: Adam & Sabra McCallister
Applicant Address: 616 New St., New Bern, NC 28560
Project Address: 616 New St., New Bern, NC

616 New St. – to include a new shed, extend the driveway, and new fencing, all in the Tertiary AVC.

NR Inventory (2003) Information

Historic Property Name: Cicero Duncan House; built 1885.

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

Description: Two stories; three bays wide, two bays deep; four-over-four sash; hip-roofed porch, square posts, balustrades; aluminum siding; metal-clad gable-end roof, curvilinear brackets beneath cornice returns; transverse, two-story rear additions.

Sandbeck Description (1988): N/A

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

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.
- 2.5.3 In Secondary and Tertiary AVCs, erect tall fences and walls with a vertical dimension of six feet or less. Tall fences that abut a structure shall terminate at an architectural feature. Transition low fencing to taller fencing at an architectural feature.
- 2.5.4 It is not appropriate to use utilitarian fences in a Primary AVC. In addition, it is not appropriate to use chain link fencing in the historic districts.

Accessory Structures

- 2.6.1 Locate accessory structures in Secondary or Tertiary AVCs, and behind primary structures when possible. Accessory structures are to be secondary to the primary structure in regard to mass, scale, form, and texture.
- 2.6.3 Accessory structures such as sheds, gazebos, pergolas, arbors, trellises, and similar types of site improvements with minimal foundations are to serve as focal points within rear yard landscapes. These forms and detailing have little relationship to historic fabric and can be easily removed without creating permanent damage.

Parking

- 2.7.1 Confine driveways on narrow lots to the Secondary AVC.
- 2.7.2 Use driveways to access off street parking areas located in the Tertiary AVC. Areas for vehicular use shall not exceed more than 50% of the rear yard in the *tight weave* development pattern.
- 2.7.4 Contain loose paving materials within masonry, concrete, steel, or similar types of fixed edging. It is not appropriate to use contemporary drive and parking edging materials such as landscape timbers or plastic borders.

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.

Certificate of Appropriateness Findings & Recommendations

HPC Regular Meeting – January 19, 2022

- 3.1.2 Windows, doors and openings shall be compatible in proportion, shape, location, size and quantity with those on surrounding historic structures. Avoid large expanses of blank walls. Establish bays, visually subdivide facades and delineate building elevations to create form and rhythm.

Foundations

- 4.1.3 Use traditional materials when constructing foundations. Concrete block should receive a veneer of stucco, brick or other appropriate masonry material.

Walls, Trim and Ornamentation

- 4.2.4 Incorporate wood trims and articulate masonry appropriately for the application.
- 4.2.5 Primary structures are generally more ornate and detailed. Accessory structures are generally subordinate to the primary structure and have minimal ornamentation, if any, and simplified details.

Windows, Doors and Openings

- 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.
- 4.3.3 Glazing should have true divided light muntins, or three-dimensional grilles affixed to both the interior and exterior of the glass. Provide shadow bars between insulated glass panes.

Masonry

- 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.

Metals

- 5.3.4 Provide aluminum fabrications with welded joints or blind, mechanical connections having concealed fasteners.

Paint

- 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 of 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

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

Certificate of Appropriateness Findings & Recommendations

HPC Regular Meeting – January 19, 2022

appearance, dimension, texture, color, sheen, visual weight and similar characteristics.

- 5.5.5 Cement board with a smooth finish is acceptable as the predominant siding material for infill construction and non-historic accessory structures.
- 5.5.6 Contemporary materials such as synthetic slate and fiberglass asphalt shingles are acceptable for sloped roofing regardless of building age. Select fiberglass asphalt shingles from a darker color palette. Contemporary membrane and roll roofing are acceptable for low-sloped roofs with a 1 inch per foot pitch or less regardless of building age.

Statements of Reason, based on the information contained in the application, in Staff's judgment are:

- 1. The structure is a contributing resource in the *Tight Weave* development pattern;
- 2. The project is within the Tertiary AVC;
- 3. The proposed design, components, and materials meet the requirements of the Guidelines;
- 4. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly;
- 5. The project is not incongruous with the Guidelines.

MOTION

Staff recommends the Commission approve this application to include a new shed, extend the driveway, and new fencing, all in the Tertiary AVC.

FEE SCHEDULE (office use only)

[] \$22 Standard Application [minor]
 [x] \$107 Projects Requiring Design Review*



NEW BERN

NORTH CAROLINA

Everything comes together here

HPC Administrator
HPAdmin@newbern-nc.org
 Work (252) 639-7583
 Fax: (252) 636-2146

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

(for Alteration 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]:
 316 Liberty Street

Property Owner Name[s]: Bern Investment Group, Inc for M/M Zeb Hough	Owner Mailing Address: 316 Liberty Street New Bern, NC 28562	Phone #'s: 252.675.1889	Email: katherineadolph@me.com
Applicant Name [if different]: C. R. Francis / Architecture, p.a.	Applicant Mailing Address: 329 Middle Street New Bern, NC 28560	Phone #'s: 252.637.1112	Email: crfrancis1@embarqmail.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:

A new residence of 1782 square feet comprised of a brick rectangular mass overlaid with right-triangular massed shed roofs creating a sculptural juxtaposition of two roofs set 90° to each other; all designed to reflect the massing of the existing 1970's unoccupied adjacent structure [Charles Taylor Day-Care Center]. No adjacent structure should be considered contributing – see photos.

2. Reference the specific Guideline[s] in the "Historic District Guidelines" which you believe apply to this project:

2.1 Development Pattern: 2.1.1; 2.1.2; 2.1.3
 2.3 Utilities: 2.3.1; 2.3.2; others N/A
 2.4 Landscaping: 2.4.1; 2.4.2; 2.4.3; 2.4.4; others N/A
 2.7 Parking: 2.7.2; 2.7.4; 2.7.5; other N/A
 3.1 Design Principles: 3.1.1; 3.1.2; 3.1.4; 3.1.5; others N/A
 3.4 Infill Construction: 3.4.1; 3.4.2; 3.4.3; 3.4.4

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].

Slab on grade foundation, brick veneer clad wood stud framing[, truss-rafter framed roofing system sheathed with asphalt shingles on top with wood siding above brick veneer work, glazed and flush panel wood doors, synthetic framed windows with thermal glazing. [please note that the various material guidelines are N/A for infill]

III. Additional Information Provided: [See "CoA Instructions" for more detail]

Plans 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
- ☐ Elevations with dimensions
- ☐ 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 prior to submittal for initial review of the application and advisement if additional information will be required before consideration at an Historic Preservation Commission meeting.

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

22 December 2021

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 NEW BERN HISTORIC PRESERVATION COMMISSION AT (252) 639-7583.



CERTIFICATE OF APPROPRIATENESS OWNERS AUTHORIZATION

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

PROPERTY ADDRESS: 316 LIBERTY STREET, NEW BERN, NC

PROPERTY OWNER: BERN INVESTMENT GROUP, INC.

As Owner of the aforesated property, I hereby authorize Charles R. Francis AIA, architect of record for the project, with C. R. Francis / Architecture, p.a. to appear with my consent before the City of New Bern Historic Preservation Commission in order to request a Certificate of Appropriateness for the property referenced above with respect to the project:

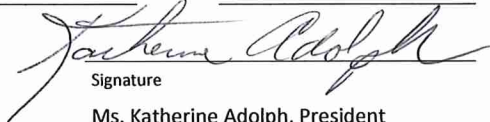
RESIDENCE FOR BERN INVESTMENT GROUP, INC.
316 LIBERTY STREET
NEW BERN, NC

I authorize you to present this matter on our behalf as the owners of the property.

If there are any questions, please contact me at the following address and phone number:

Address: 316 Liberty Street, New Bern, NC

Phone: 252.675.1889



Signature

Ms. Katherine Adolph, President

Print Name

18 January 2022

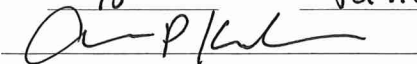
Date

NOTARY

STATE OF NORTH CAROLINA, COUNTY: Craven

SUBSCRIBED AND SWORN TO BEFORE ME

THIS 18th DAY OF January 2022



NOTARY PUBLIC

Andrew P. Kemske

NOTARY PUBLIC [PRINT NAME]

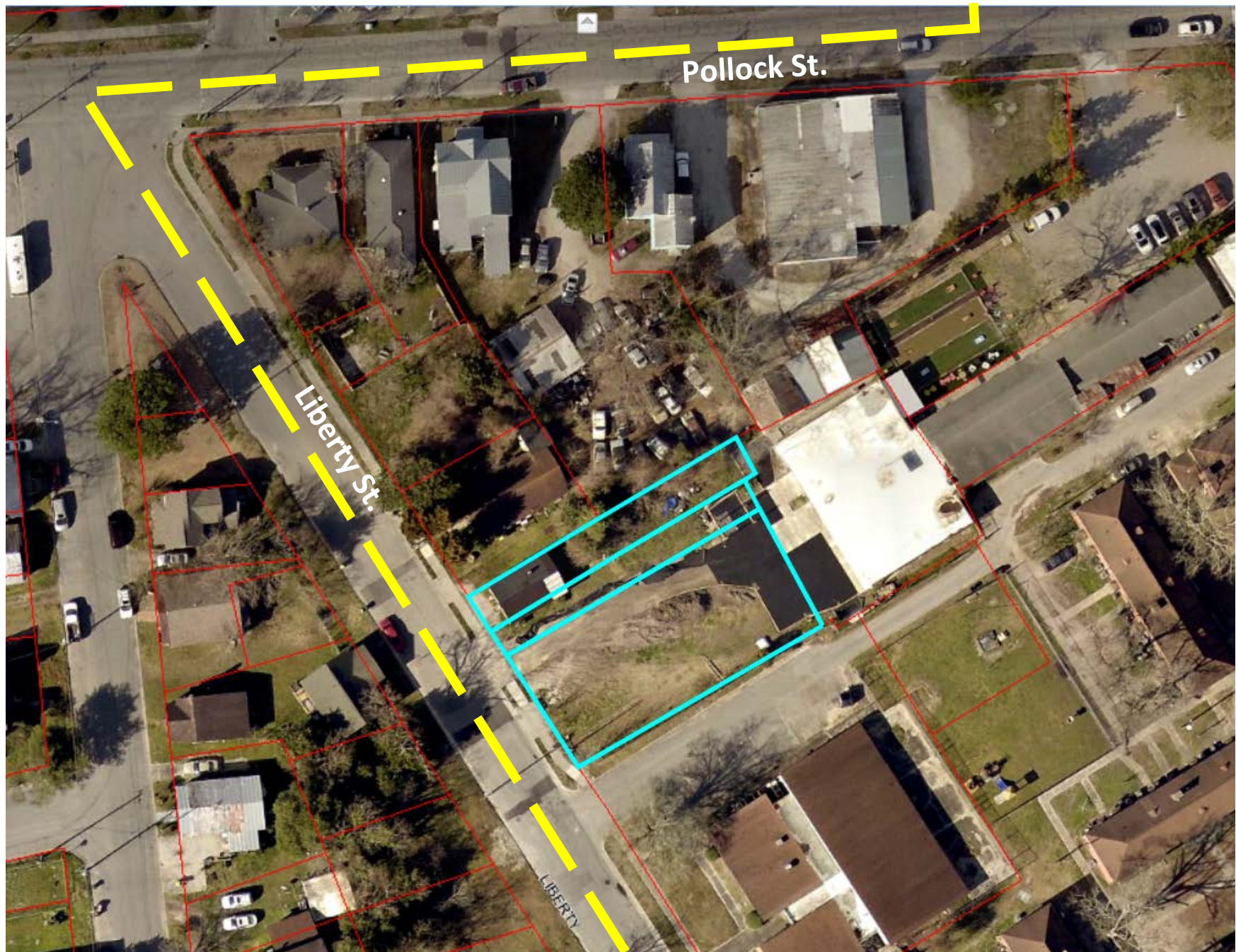
July 7th 2025

MY COMMISSION EXPIRES

[SEAL]

Andrew P Kemske
NOTARY PUBLIC
Craven County, NC
My Commission Expires July 7, 2025

316 Liberty St. – 2021 aerial photo with property lines and Local Historic District Boundaries



316 Liberty St. – Applicant-provided photos





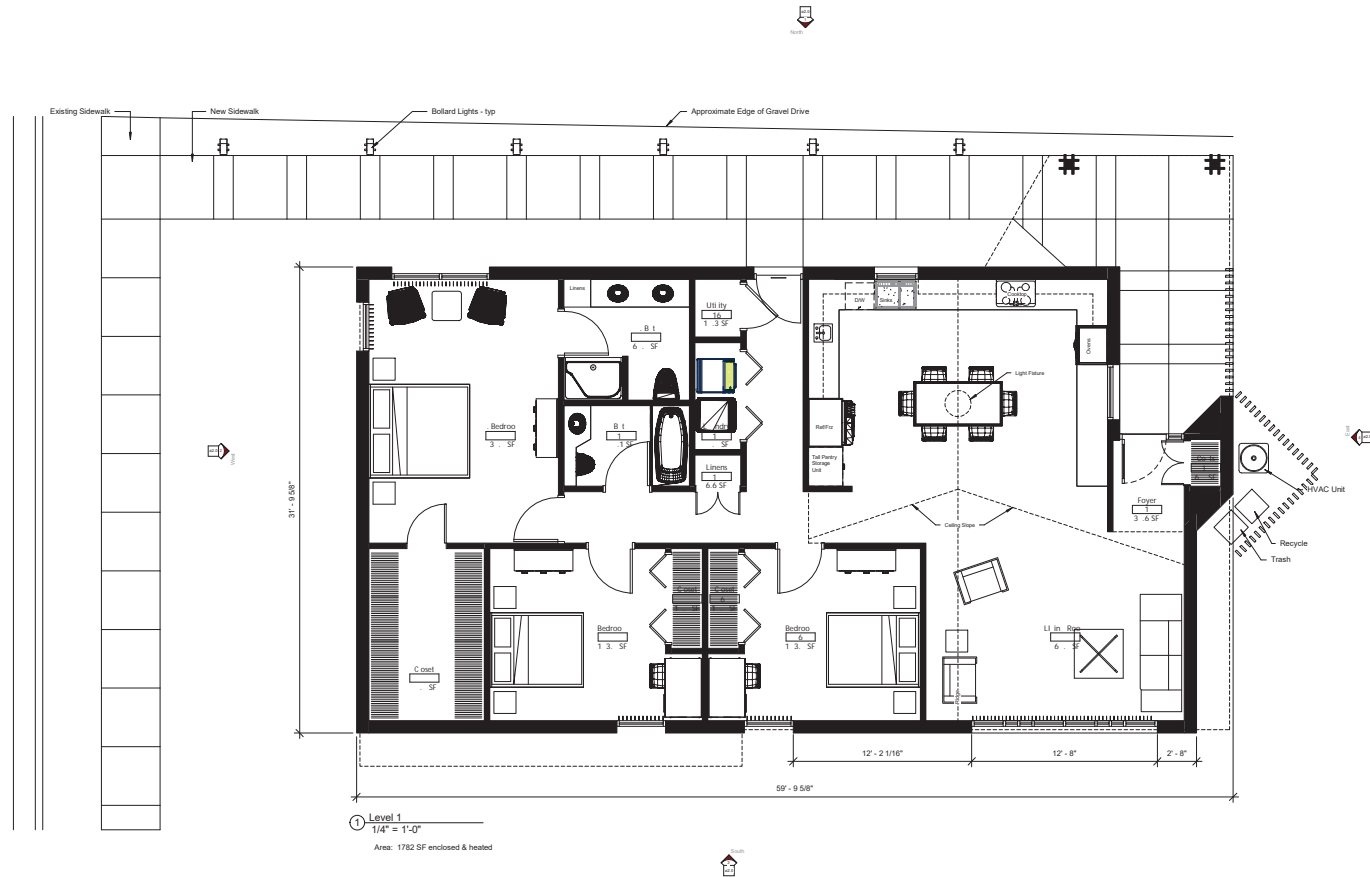
616 Liberty St. - Photos by staff

Streetview 2012









Residence for Bern Investment Co., Inc.
316 Liberty Street New Bern, NC



C. R. FRANCIS / ARCHITECTURE



① North
3/16" = 1'-0"



② West
3/16" = 1'-0"



③ South
3/16" = 1'-0"



④ East
3/16" = 1'-0"

Residence for Bern Investment Group, Inc.
316 Liberty Street New Bern, NC



316 Liberty St. – Applicant-provided illustrations







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: 316 Liberty St. - to include a new infill 1-story house and parking area.

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

Zoning District: R-8

Required Setbacks (primary structure): Front average Side 5 ft Rear 6 ft

Accessory Setbacks: From Nearest Structure 8 ft Side 3 ft Rear 3 ft

Maximum Lot Coverage for proposed use: 60%

Maximum Height of Structure: 50 ft

Required Site Improvements: Landscaping N/A Buffer N/A Parking N/A

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:

MUST meet the setbacks provided above (Ave, 5-6')
Zoning Administrator *[Signature]* 11/19/22

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 *[Signature]* 11/19/22

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – January 2022

Applicant: Bern Investment Group, Inc./C. R. Francis Architecture, P. A.

Applicant Address: 329 Middle St., New Bern, NC 28560

Project Address: 316 Liberty St., New Bern, NC 28560

Historic Property Name: N/A

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

NR Inventory Description (2003): N/A.

Sandbeck Description (1988): N/A

316 Liberty St. - to include a new infill 1-story house and parking area.

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

Development Pattern

- 2.1.1 Maintain the established development pattern for placement of infill construction. The relationship of a structure to the property boundaries should be similar to those up the street, down the street and in most cases, across the street.
- 2.1.2 There are areas within the historic districts where the development pattern may have been weakened by vacant lots and nonconforming structures. In such areas, preference shall be given to contributing structures when defining the development pattern for infill construction.
- 2.1.3 The footprint, scale and proportion of infill construction shall be in keeping with neighboring properties. In general, it is not appropriate to construct a three-story structure in an area that is dominated by one-story structures.

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

Landscaping

- 2.4.4 Incorporate trees, shrubbery, and other landscape features around the periphery of a lot and within parking areas.

Parking

- 2.7.1 Confine driveways on narrow lots to the Secondary AVC.
- 2.7.2 Use driveways to access off street parking areas located in the Tertiary AVC. Areas for vehicular use shall not exceed more than 50% of the rear yard in the tight weave development pattern.
- 2.7.4 Contain loose paving materials within masonry, concrete, steel, or similar types of fixed edging. It is not appropriate to use contemporary drive and parking edging materials such as landscape timbers or plastic borders.
- 2.7.5 Screen parking lots with fences, walls and hedgerows to create edges that separate vehicular space from pedestrian space. Parking screens should have a vertical dimension of four feet or less.

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – January 2022

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.
- 3.1.2 Windows, doors and openings shall be compatible in proportion, shape, location, size, and quantity with those on surrounding historic structures. Avoid large expanses of blank walls. Establish bays, visually subdivide facades, and delineate building elevations to create form and rhythm.
- 3.1.5 Avoid creating a false sense of historical development. It is not appropriate to apply historic architectural styles to infill construction. Creative interpretation of traditional detailing and ornamentation is encouraged.

Infill Construction

- 3.4.1 Maintain the relationship between building mass and open space that exists on the block or streetscape.
- 3.4.2 The predominant material of an infill building shall visually emulate the palette of materials traditionally found in the historic districts.
- 3.4.3 Use of modern materials is acceptable as a means of continuing the evolution of architecture through time. However, the use of aluminum and vinyl siding, faux brick and stone, stamped concrete and similar imitation materials is not appropriate.
- 3.4.4 Contemporary materials shall be appropriately proportioned, used in traditional ways and installed in a traditional manner.

Foundations

- 4.1.3 Use traditional materials when constructing foundations. Concrete block should receive a veneer of stucco, brick, or other appropriate masonry material.

Walls, Trim and Ornamentation

- 4.2.4 Incorporate wood trims and articulate masonry appropriately for the application.

Windows, Doors and Openings

- 4.3.3 Glazing should have true divided light muntins, or three-dimensional grilles affixed to both the interior and exterior of the glass. Provide shadow bars between insulated glass panes.

Entrances

- 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.

Paint

- 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 of 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.

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – January 2022

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.
- 5.5.6 Contemporary materials such as synthetic slate and fiberglass asphalt shingles are acceptable for sloped roofing regardless of building age. Select fiberglass asphalt shingles from a darker color palette. Contemporary membrane and roll roofing are acceptable for low-sloped roofs with a 1 inch per foot pitch or less regardless of building age.

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 existing development pattern along Liberty St. has been severely weakened by vacant lots and nonconforming structures;
- 3. The proposal is an infill project in a Modern Style to fit with a neighboring structure;
- 4. The proposed design, components, and materials meet the requirements of the Guidelines;
- 5. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly;
- 6. The project is not incongruous with the Guidelines.

MOTION

Staff recommends the Commission approve this application to include a new infill 1-story house and parking area with the following condition:

- **Before pulling a building permit, the applicant shall provide verification of the zoning and subdivision requirements to the HPA. If site changes are needed, the applicant shall submit revised drawings to the HPA for his approval or for review and approval by the HPC.**

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): 521 Hancock St (Coor-Cook House ca 1790) garage recent			
Property Owner Name(s): Matthew & Jessica Conard	Owner Mailing Address: 521 Hancock Street New Bern, NC 28560	Phone #'s: 919-618-1562	Email: jessica.conard@gmail.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)

Add a dormer to each side of the existing non-contributing garage to provide additional living space in the finished room over the garage. The new roof, siding, and windows will match the existing.

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):

2.6.2 Accessory Structures - 4.2.5 Walls & Trim - 4.3.2, 4.3.3 Windows & Doors - 4.5.2, 4.5.4 Roofs

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).

Standing seam metal roof, painted hardie board siding, vinyl windows with 3D grilles inside and out.

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

12.27.21

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:

521 Hancock 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:

Jessica Conard Phone 919-618-1562

Jessica Conard
Owner's Signature

Jessica Conard
Print Name

12-21-2021
Date

Sworn to and subscribed before me this 21st day of December, 2021.

A Chrystine Underwood
Notary Public

My commission expires: 11/03/2026

A CHRYSTINE UNDERWOOD
NOTARY PUBLIC
Craven County, North Carolina

CONARD RENOVATIONS



SCALE: 1/16" = 1'-0"

EXISTING GARAGE LOCATION

1
A-101

KEYS & SYMBOLS

DOOR & WINDOW SIZE KEY

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

DRAWING NUMBER
1
SHEET NUMBER
A-204

ROOM NAME
BEDROOM

CEILING HEIGHT AND
SQUARE FOOTAGE
10' CLG WOOD
FLOOR FINISH

DRAWING NUMBER
1
SHEET NUMBER
A-101
FIRST FLOOR PLAN
Scale: 1/4" = 1'-0"

0'-0" GRADE
ELEVATION HEIGHT

ELECTRICAL ELEGEND

- RECEPTACLE
- FLOOR RECEPTACLE
- GFCI RECEPTACLE
- WATER PROOF RECEPTACLE
- RECEPTACLE W/ USB PORT
- VEHICLE RECHARGE RECEPTACLE
- SWITCH
- 3 WAY SWITCH
- RADIANT HEAT FLOORING SWITCH
- FAN / LIGHT
- SECURITY LIGHT
- CEILING MOUNT
- WALL SCONCE
- CEILING PENDANT
- FAN / LIGHT
- 6" RECESSED CAN
- DIRECTIONAL PIN LIGHT
- FLUORESCENT
- UNDER-CABINET
- CABLE
- GARAGE DOOR OPENER W/ LIGHT
- DOOR ACTIVATED LIGHT
- CEILING SPEAKER

SHEET SCHEDULE

- G-101 TITLE SHEET
- PHOTO
- A-101 EXISTING FLOOR PLANS
EXISTING ELEVATIONS
- A-102 NEW FLOOR PLANS
NEW ELEVATIONS

SQUARE FOOTAGE

EXISTING	
GARAGE & STORAGE	746 SF
FINISHED ROOM OVER GARAGE	589 SF
TOTAL	1,335 SF

NO NEW SQUARE FOOTAGE IS ADDED



1202-A Pollock Street
New Bern, NC 28560
252-633-0322
www.goarchdesign.com

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521 HANCOCK ST, NEW BERN, NC 28560

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G-101

TITLE SHEET

01.09.2021
CONARD - 521 HANCOCK ST



PHOTO 01



PHOTO 02



PHOTO 03



PHOTO 04



PHOTO 05

EXISTING MINI SPLIT



PHOTO 06



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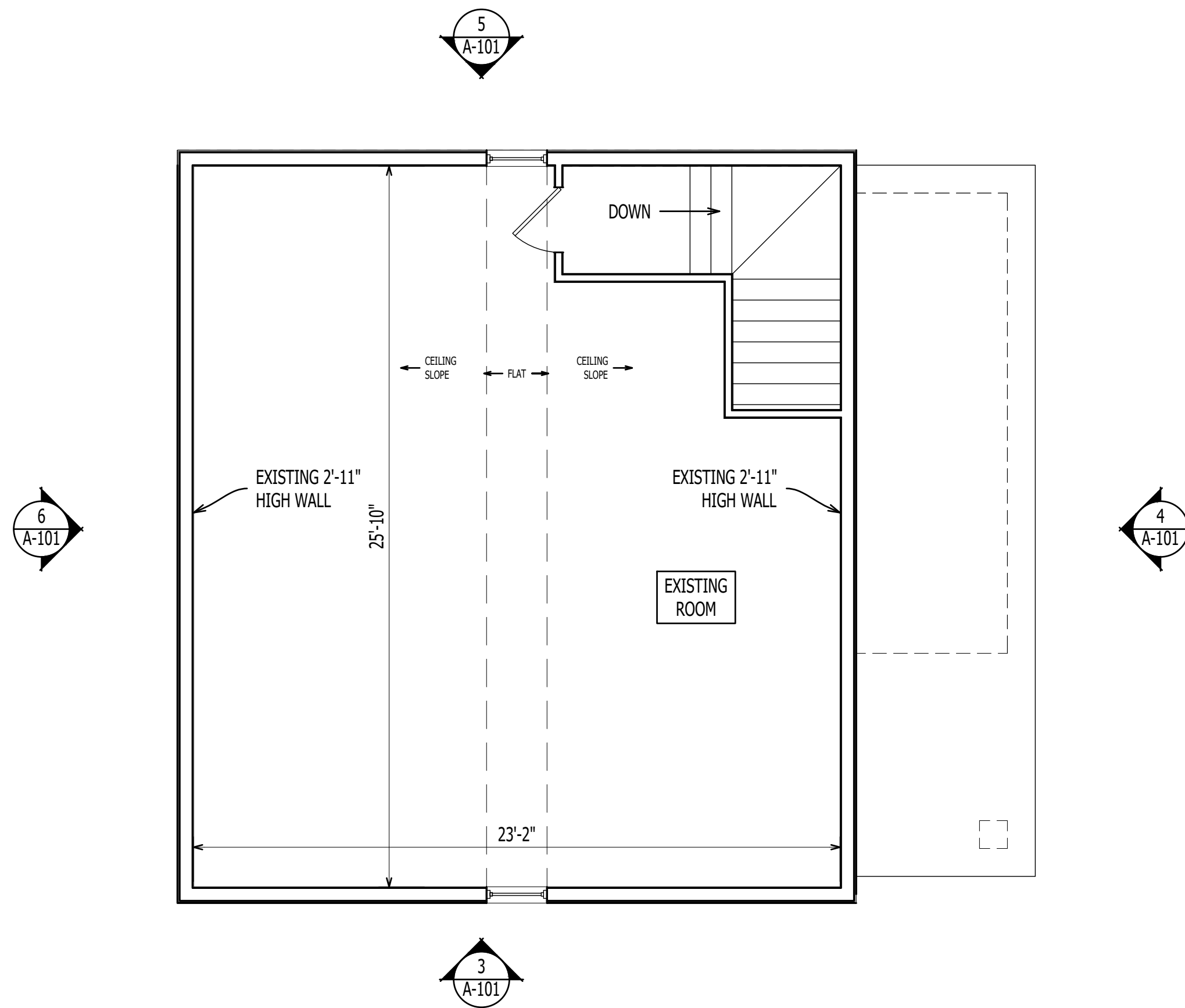
CONARD RENOVATIONS

521 HANCOCK ST, NEW BERN, NC 28560

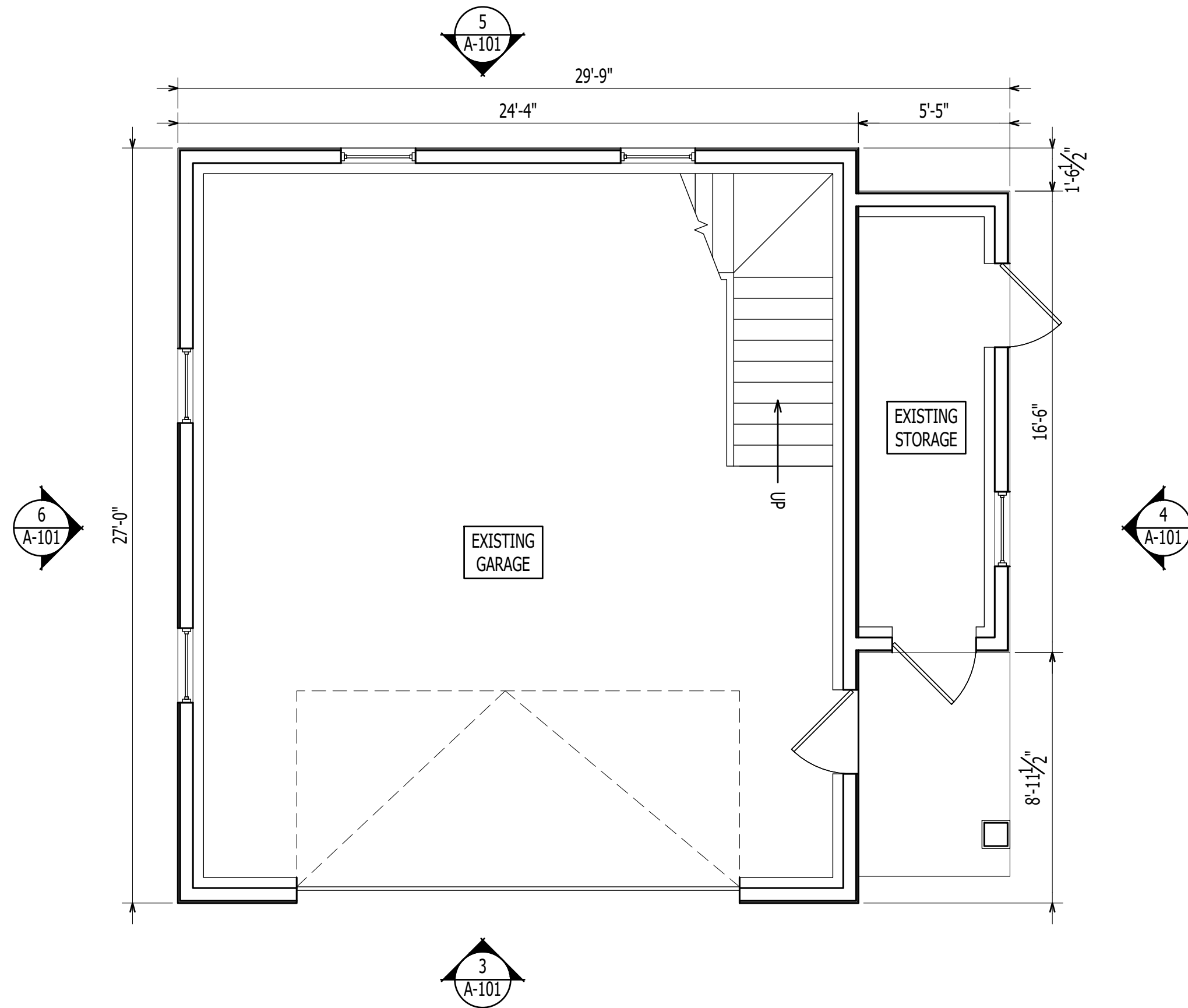
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PHOTO

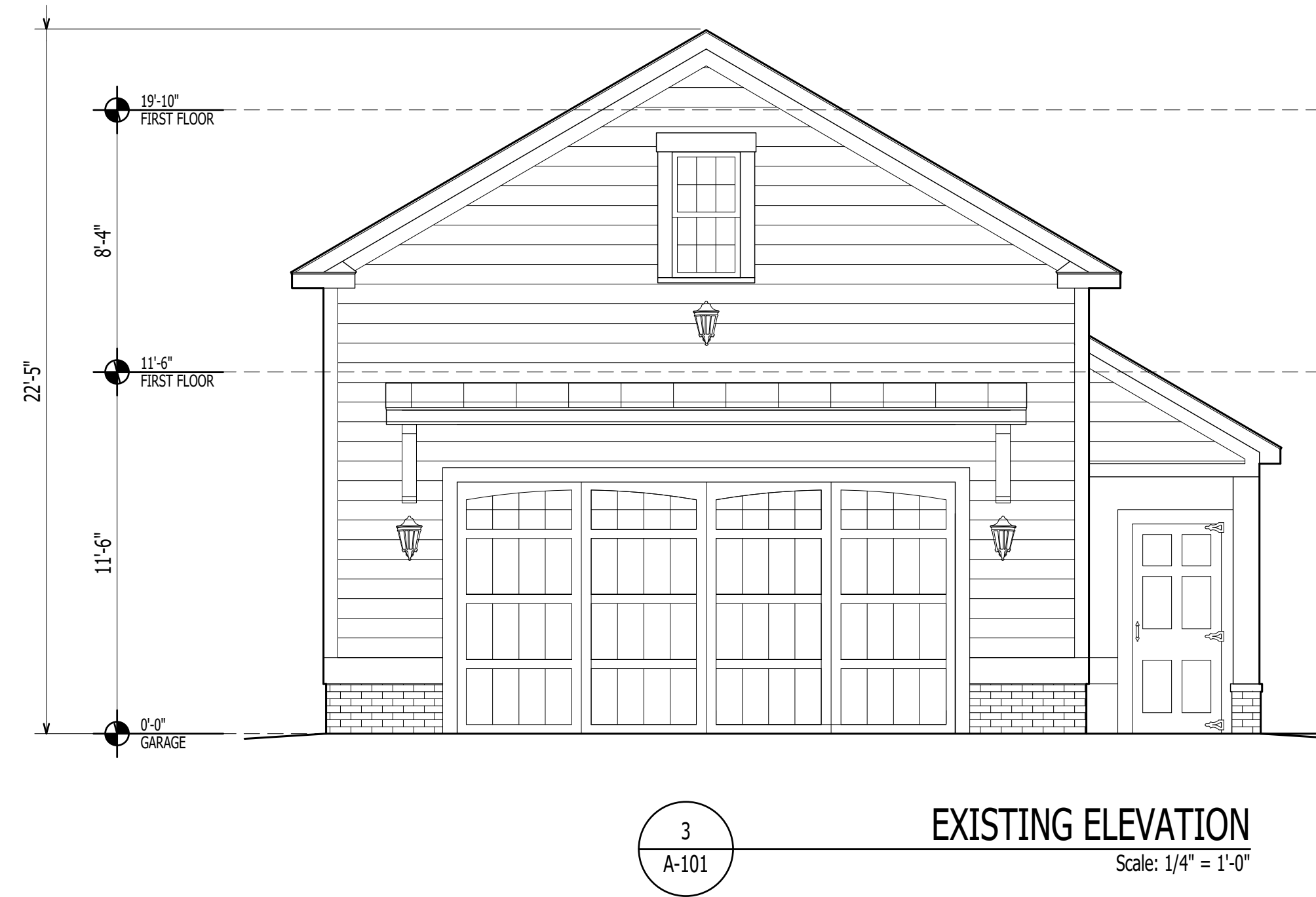
01.09.2021
CONARD - 521 HANCOCK ST



2
A-101
EXISTING FIRST FLOOR PLAN
Scale: 1/4" = 1'-0"



1
A-101
EXISTING GARAGE FLOOR PLAN
Scale: 1/4" = 1'-0"



3
A-101
EXISTING ELEVATION
Scale: 1/4" = 1'-0"



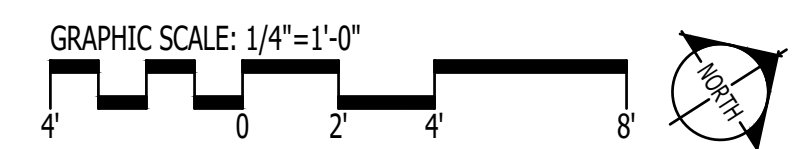
4
A-101
EXISTING ELEVATION
Scale: 1/4" = 1'-0"



5
A-101
EXISTING ELEVATION
Scale: 1/4" = 1'-0"



6
A-101
EXISTING ELEVATION
Scale: 1/4" = 1'-0"



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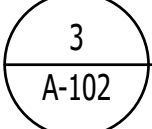

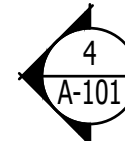

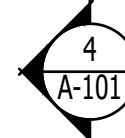
CONARD RENOVATIONS
521 HANCOCK ST, NEW BERN, NC 28560

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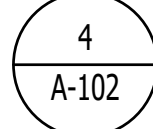
A-101

EXISTING FLOOR PLANS
EXISTING ELEVATIONS

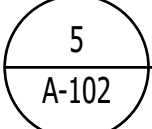
01.09.2021
CONARD - 521 HANCOCK ST



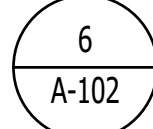
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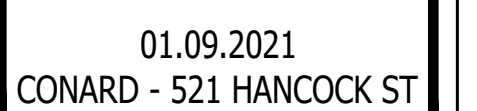
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Zoning and Inspections Review of

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: 521 Hancock St. - to include roof revisions to an existing garage in the Tertiary AVC.

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

Zoning District: R-8

Required Setbacks (primary structure): Front average Side 5 ft Rear 6 ft

Accessory Setbacks: From Nearest Structure 8 ft Side 3 ft Rear 3 ft

Maximum Lot Coverage for proposed use: 60%

Maximum Height of Structure: 50 ft

Required Site Improvements: Landscaping N/A Buffer N/A Parking N/A

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

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

Certificate of Appropriateness Findings & Recommendations

HPC Regular Meeting – January 19, 2022

Applicant: Mr. & Ms. Conard/GO Architectural Design, PLLC
Applicant Address: 1202A Pollock St., New Bern, NC 28560
Project Address: 521 Hancock St., New Bern, NC

521 Hancock St. – to include roof revisions to an existing garage in the Tertiary AVC.

NR Inventory (2003) Information

Historic Property Name: Coor-Cook House; built ca. 1790, remodeled 1822 and 1850, moved from 411-415 Craven Street in 1981.

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

Description: Two-and-a-half stories; L-plan; four bays wide; gable and hip roofs; interior chimneys.

Sandbeck Description (1988): N/A

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

Accessory Structures

2.6.2 It is appropriate for outbuildings, and similar structures with substantial foundations, to have a similar form and detailing as the primary structure. Reduce these elements in scale to compliment the outbuilding massing, and incorporate less ornate and simpler elements than found on the primary structure.

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.
- 3.1.2 Windows, doors and openings shall be compatible in proportion, shape, location, size and quantity with those on surrounding historic structures. Avoid large expanses of blank walls. Establish bays, visually subdivide facades and delineate building elevations to create form and rhythm.

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.

Walls, Trim and Ornamentation

- 4.2.4 Incorporate wood trims and articulate masonry appropriately for the application.
- 4.2.5 Primary structures are generally more ornate and detailed. Accessory structures are generally subordinate to the primary structure and have minimal ornamentation, if any, and simplified details.

Windows, Doors and Openings

- 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.
- 4.3.3 Glazing should have true divided light muntins, or three-dimensional grilles affixed to both the interior and exterior of the glass. Provide shadow bars between insulated glass panes.

Certificate of Appropriateness Findings & Recommendations

HPC Regular Meeting – January 19, 2022

Roofs

- 4.5.2 Alterations to roof forms such as changes in roof pitch, the introduction of dormers, skylights or rooftop ornamentation shall not be undertaken in a Primary AVC.
- 4.5.4 Standing seam metal roofs shall have a pan width no greater than 24 inches. Pans shall be completely flat without corrugation. Provide double locked seams with flush ridge and hip flashings on contributing structures.

Paint

- 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

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.
- 5.5.5 Cement board with a smooth finish is acceptable as the predominant siding material for infill construction and non-historic accessory structures.

Statements of Reason, based on the information contained in the application, in Staff's judgment are:

1. The structure is a contributing resource in the *Tight Weave* development pattern;
2. The project is within the Tertiary AVC;
3. The proposed design, components, and materials meet the requirements of the Guidelines;
4. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly;
5. The project is not incongruous with the Guidelines.

MOTION

Staff recommends the Commission approve this application to include roof revisions to an existing garage in the Tertiary AVC.

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