




Development Services Department  
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**TO:** New Bern Historic Preservation Commission  
**FROM:** Matt Schelly, AICP, City Planner  
**DATE:** February 24, 2022  
**RE:** Design Review Meeting, 5:30 PM, Wednesday, March 2, 2022, in the Development Services Conference Room, 303 First St.

### **DESIGN REVIEW AGENDA – 5:30 PM**

- I. **Application Design Review** - Consider certificate of appropriateness applications for proposed major exterior alterations:
  - A. **521 E. Front St.** – garage roof framing, roofing, brickwork, and garage doors
  - B. **720 Pollock St.** – front porch reconstruction, new rear fencing, and new patio paving
  - C. **404 Avenue C** – revisions to approved CoA
  - D. **711 Queen St.** – new fencing
  - E. **511 New St.** – new pool
- II. **Informal Design Review** – Discussions with potential applicants prior to submitting a formal application. Potential applicants may show up with nothing more than a verbal description, however photos and other information are more helpful.
  - A. Walk-ins?
- III. **Informal Board Discussion Items** -
  - A. **Fence Height** - discussion
  - B. **Prevention of Demolition by Neglect Work Group** – report
    - a. Letters to be sent to restart process for \_\_\_\_ properties
    - b. Official complaints received for 2 properties
  - C. 6 properties inspected by CBI and are to be removed from PDBN concern  

  - C. **Guidelines Updates Work Group** – report
  - D. **Historic Property Owners Support (HiP Owners Support) Work Group** – report
  - E. **Preservation Awards Work Group** – report

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

**A. CoAs denied** – None

**B. CoAs issued** in February

**MAJORS:**

301 Johnson St. – the installation of 6-foot-high metal gates for the driveway and two pedestrian entries

**MINORS:**

212 Johnson St. – front gate, fencing, pillars

309 New St. – tree replacement

521 Hancock St. – 3 tree replacements

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

#### **V. Enforcements** - Old and **New** since last DR meeting

**A. Ongoing, Formal:**

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

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

**B. Preliminary, Informal:**

214 Pollock ROW – replacement tree – reminded Horton

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

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

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

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

**C. Remaining to begin contact/enforcement:**

306 Metcalf St. – new gate w/o CoA

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

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

508 C St. – porch revision w/o CoA

509 Craven – follow up on 2018 violation, porch columns

510 C St. – shed w/o CoA

511 Middle St. – fence w/o CoA

525 Queen St. – repair to soffit unfinished; contractor contacted by HPA

601 Broad St. – reroofing w/o CoA or consent as RiK

605 Hancock St. – mech unit w/o CoA for screening

624 E. Front St. – installation of fencing not according to CoA or Guidelines

702 E. Front St. – landscaping required as condition of CoA not yet installed

707 Craven St. – post removed w/o CoA

715 Craven St. – new shed w/o CoA

809 N. Craven St. – replacement of siding and window trim w/o consent or CoA; owner to contact HPA

812 Queen St. – building demolition w/o CoA

813 N. Cool Ave. – mech unit needs screening, porch expansion w/o CoA

911 Broad St. – porch revision w/o CoA

1117 N. Craven St. – installation of driveway and tree removal w/o COA; met with owner

#### **VI. Staff and Board:**

**A. Training:** none this month

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

#### **VIII. Adjourn**