



Development Services Department  
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**TO:** New Bern Historic Preservation Commission  
**FROM:** Matt Schelly, AICP, City Planner  
**DATE:** May 2, 2022  
**RE:** Design Review Meeting, 5:30 PM, Wednesday, May 4, 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. 226 New St.** – New shed
  - B. 706 E. Front St.** – Replacement windows
  - C. 516 Craven St.** – Replacement gate and short length of fence
  - D. Pollock St. & Middle St.** – Underground fiber cable pull boxes
  - E. 512 Middle St.** – AMENDMENT – Change driveway gate material and design
  - F. 101 King St.** – Demolition of house and new infill house
  - G. 407 Avenue D** – New accessory building
- II. Informal Design Review** – Discussions with potential applicants prior to submitting a formal application. Potential applicants may show up with nothing more than a verbal description, however photos and other information are more helpful.
- A. Trent Court**
  - B. Shriner’s Temple** – partial or entire demolition
- III. Informal Board Discussion Items** -
- A. Fence Height** - discussion
  - B. Prevention of Demolition by Neglect Work Group** – report
  - C. Guidelines Updates Work Group** – report
  - D. Historic Property Owners Support (HiP Owners Support) Work Group** – report
  - E. Preservation Awards Work Group** – report

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

**A. CoAs denied** – None

**B. CoAs issued** in April

**MAJORS:**

207 Pollock St. – stair removal, door closure, fencing

216 Johnson St. – fencing

411 Broad St. – rear patio, fence, door and window closures, lighting

509 Queen St. – infill one-and-a-half-story house

810 E. Front St. – Amendment - infill two-story house

**MINORS:**

215 New St. – tree replacement

424 Craven St. – tree replacement

511 Metcalf St. – gutters and downspouts

609 New St. – gravel driveway, minor landscaping

610 New St. – hvac unit

720 Pollock St. – paving, planting, fencing

720 Pollock St. – tree replacement

**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

**223 E. Front St. – began inappropriate metal roofing; stop work order; restarted with appropriate Replacement-in-Kind; case closed**

**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:** upcoming webinar: May 20, 1 pm, Making Your Local Government Preservation Program More Equitable: Local government programs have the ability to be leaders in creating a more inclusive historic preservation program.

**VII. Other Discussion Items**

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

**IX. Adjourn**