



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: July 7, 2022
RE: Regular Meeting, **5:30 PM, Wednesday, July 20, 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. T 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. Adjustments to the Agenda
4. 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. **Bike Share Stations in Various Locations** – to include installation of bicycle docking stations in the Primary AVCs at 300 E. Front St., 504 S. Front St., and 902 Pollock St..
 - C. **206 Change St.** – to include two pergolas, patio pavement extension, hot tub, front paving replaced with raised planter, in all AVCs.
 - D. **405 Johnson St.** – to include replacing wooden front steps with brick steps in the Primary AVC.
 - E. **Federal Alley** – to include installing wall-mounted arbors in the east end of the Public Right of Way.

**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):
6. General Public Comments

7. New Business:
 - A. **416 – 418 Broad St.** – extension of CoA
8. HPC Administrator's Report:
 - A. Report on CoAs Issued 06/04/2022 – 07/12/2022
MAJORS, including AMENDMENTS:
 1. 101 King St. – demolition of house
 2. 101 King St. – infill house
 3. 226 New St. - shed
 4. 318 Liberty St. – addition
 5. 509 Queen St. – infill house
 6. 516 Craven St. – fencing
 7. 622 E. Front St. – dormer and deck on garageMINORS:
 1. 205 Broad St. – porch railing, handrail
 2. 216 Middle St. – walk-in freezer
 3. 244 Middle St. – cable handhold
 4. 302 Avenue A – window revisions
 5. 514 Broad St. – tree replacement
 6. 520 New St. – tree replacement
 7. 706 E. Front St. – window replacements
 - B. Report on CoA Extensions Issued since the Prior Regular Meeting: None
 - C. Other Items and Updates by the Administrator
9. Commissioners' Comments
10. Adjourn

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): 300 E. Front Street (2005)			
Property Owner Name(s): John Haroldson	Owner Mailing Address: PO Box 1169 NB NC 28563	Phone #s: 252.638.8300	Email: mark@galleystores.com
Applicant Name (if different): Stephen & Maureen Chylar	Applicant Mailing Address: 4508 Berkley Drive Trent Woods, NC 28582	Phone #s: 252.631.6213	Email: admin@coastalcyclestore.com

II. Project Information: <i>(See "CoA Instructions" & "Historic Guidelines" for help in completing this section)</i>	
1. Provide a detailed description of work to be conducted on site: (Attach additional sheets if needed) Install 6 bike racks in front of Galley Store. Location on property is attached.	
Continued on additional sheet or attached brochure <input type="checkbox"/>	
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 <input type="checkbox"/>	
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 attachment same as 904 Block St	
Continued on additional sheet or attached brochure <input type="checkbox"/>	

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.

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:

The Galley Store, 300 East Front Street, New Bern, NC 28560

(address, city, zip code)

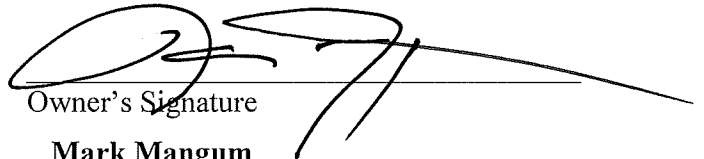
I hereby authorize Stephen Clayton to appear with my consent, before the City of New Bern Historic Preservation Commissioner in order to request a Certificate of Appropriateness for the property referenced above.

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:

Same as above.

Phone 252-670-2519


Owner's Signature

Mark Mangum

Print Name

7-6-2022

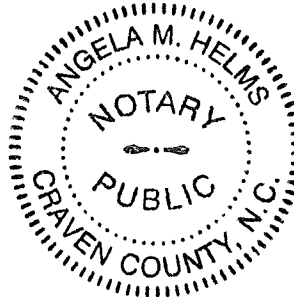
Date

Sworn to and subscribed before me this 6th day of July, 2022.

Angela M. Helms

Notary Public: Angela M. Helms

My commission expires: April 30, 2023



Bike Share – 300 E. Front St. – Applicant's Photos



FEE SCHEDULE (office use only)

- [] \$22 Standard Application (minor)
 [] \$107 Standard Application (major)



HPC Administrator
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Application for a Certificate of Appropriateness

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- 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): <u>504 S. Front St.</u>			
Property Owner Name(s): <u>TarDawg Properties</u>	Owner Mailing Address: <u>602 Pollock St.</u>	Phone #s: <u>252.633.1365</u>	Email: <u>Chris@nautiluswealthmanagement.com</u>
Applicant Name (if different): <u>Stephen Clayton</u>	Applicant Mailing Address: <u>4508 Berkley Drive Trent Woods NC 28822</u>	Phone #s: <u>252.631.6213</u>	Email: <u>admin@coastalcycleshare.com</u>

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)	
<u>Install 8 bike racks, secured in concrete.</u> <u>Location marked on map</u>	
Continued on additional sheet or attached brochure <input type="checkbox"/>	
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 <input type="checkbox"/>	
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).	
<u>See attachment</u>	
Continued on additional sheet or attached brochure <input type="checkbox"/>	

III. Additional Information Provided: (See "CoA Instructions" for more detail)

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Signature of Applicant/Owner

6/29/22

Date

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CERTIFICATE OF APPROPRIATENESS OWNERS AUTHORIZATION

Dear Sir or Madame:

I am the owner of the property located at:

504 S. Front St. New Bern NC 28562
(address, city, zip code)

I hereby authorize Stephen Clayton 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:

622 Block St New Bern NC 28562 Phone 252-633-1365

 Chris Reray
Owner's Signature

Chris Reray, number 1/19/22 Tim Dany
Print Name Property

7/19/22
Date

Sworn to and subscribed before me this 19th day of July, 2022.

Christina Biles Ayers
Notary Public:

My commission expires: 11-19-24



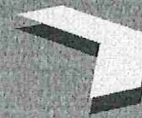
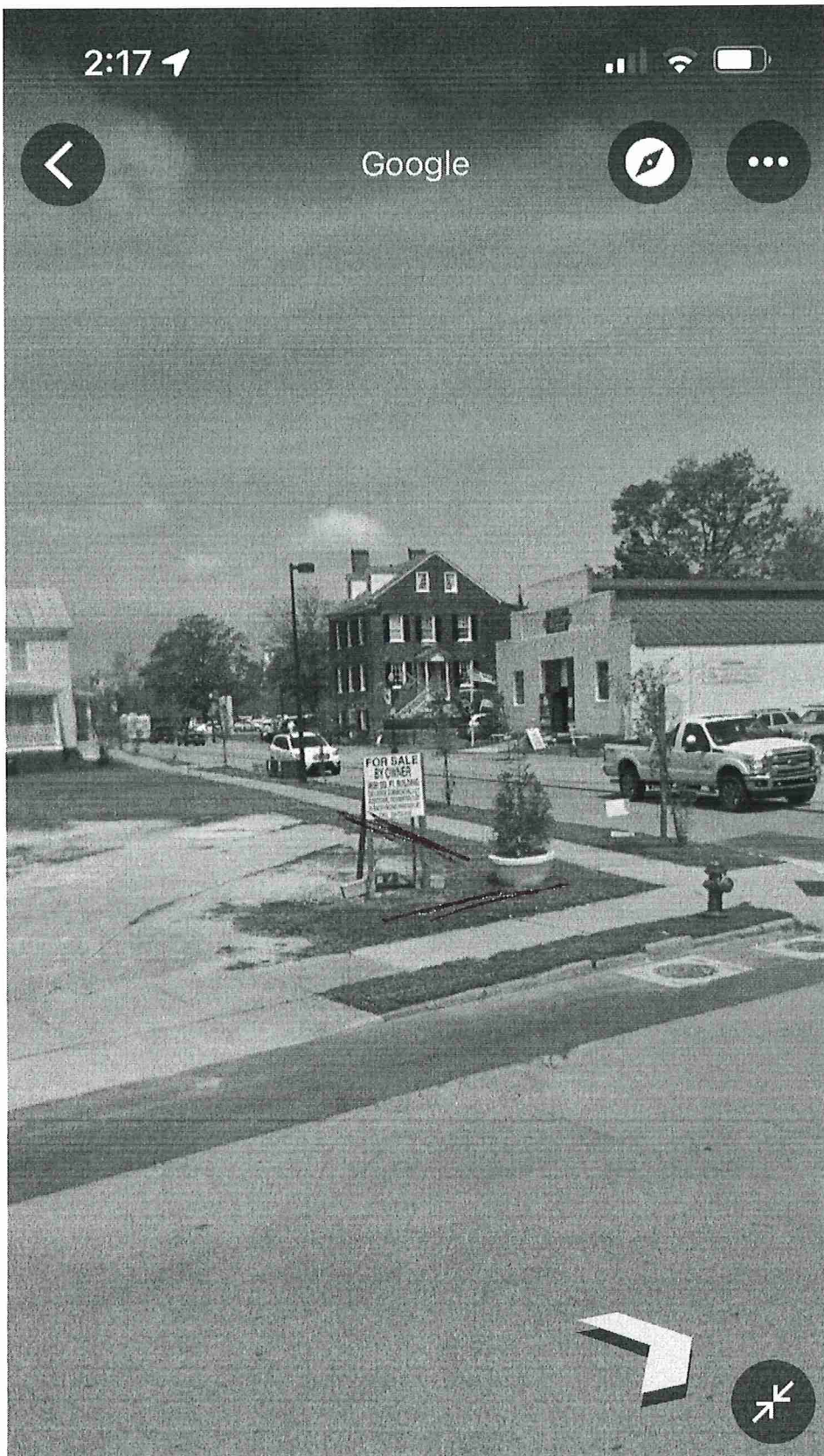
Bike Share – 504 S. Front St. – Applicant's Photos



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Beary The Hatchet Axe Throwing Co.

4.9 ★★★★★ (154)

Bar • 3.2 mi



FEE SCHEDULE (office use only)

- [] \$22 Standard Application (minor)
 [] \$107 Standard Application (major)



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Type of Project: ☐ Exterior Alteration ☐ Addition ☐ Infill ☐ Site Work ☒ Other

I. Applicant/Owner Information:

Property Address (Include year built, if known):

904 Pollock Street (1950 & 1980)

Property Owner Name(s):	Owner Mailing Address:	Phone #s:	Email:
Brandon & Tia Shaver	904 Pollock St.	252.626.6777 252.671.1758	info@freshwaterbeerco.com
Applicant Name (if different):	Applicant Mailing Address:	Phone #s:	Email:
Stephen & Maureen Chylin	4508 Berkley Drive Trent Woods, NC 28562	252.631.6213	admin@coastalcycleshore.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)

Install 8 bike racks with bikes to be placed on the corner of Pollock and Fleet St. Bike racks will be secured into concrete. Exact location is attached

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).

See attachment

Continued on additional sheet or attached brochure ☐

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Signature of Applicant/Owner

6/27/22

Date

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CERTIFICATE OF APPROPRIATENESS OWNERS AUTHORIZATION

Dear Sir or Madame:

I am the owner of the property located at:


Freshwater Beer Co., 904 Pollock St., New Bern 28562
(address, city, zip code)

I hereby authorize Stephen Clayton 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 Reinach Ln. New Bern NC 28562 Phone 858-366-2946


Owner's Signature

Tia D. Shawer
Print Name

6/29/22
Date

Sworn to and subscribed before me this 29th day of June, 2022.

Ann H. Crawford
Notary Public:

My commission expires:
October 26, 2022



Bike Share – 902 & 904 Pollock St. – Applicant’s Photos

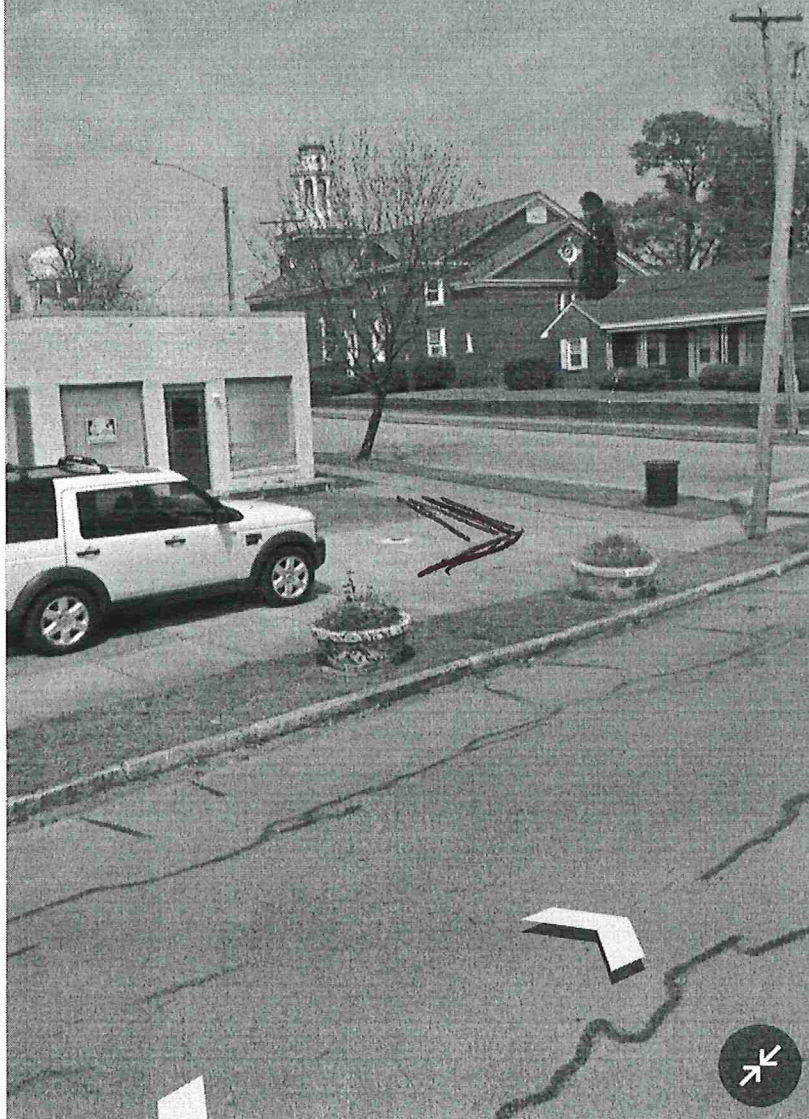




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Google



Freshwater Beer Co.

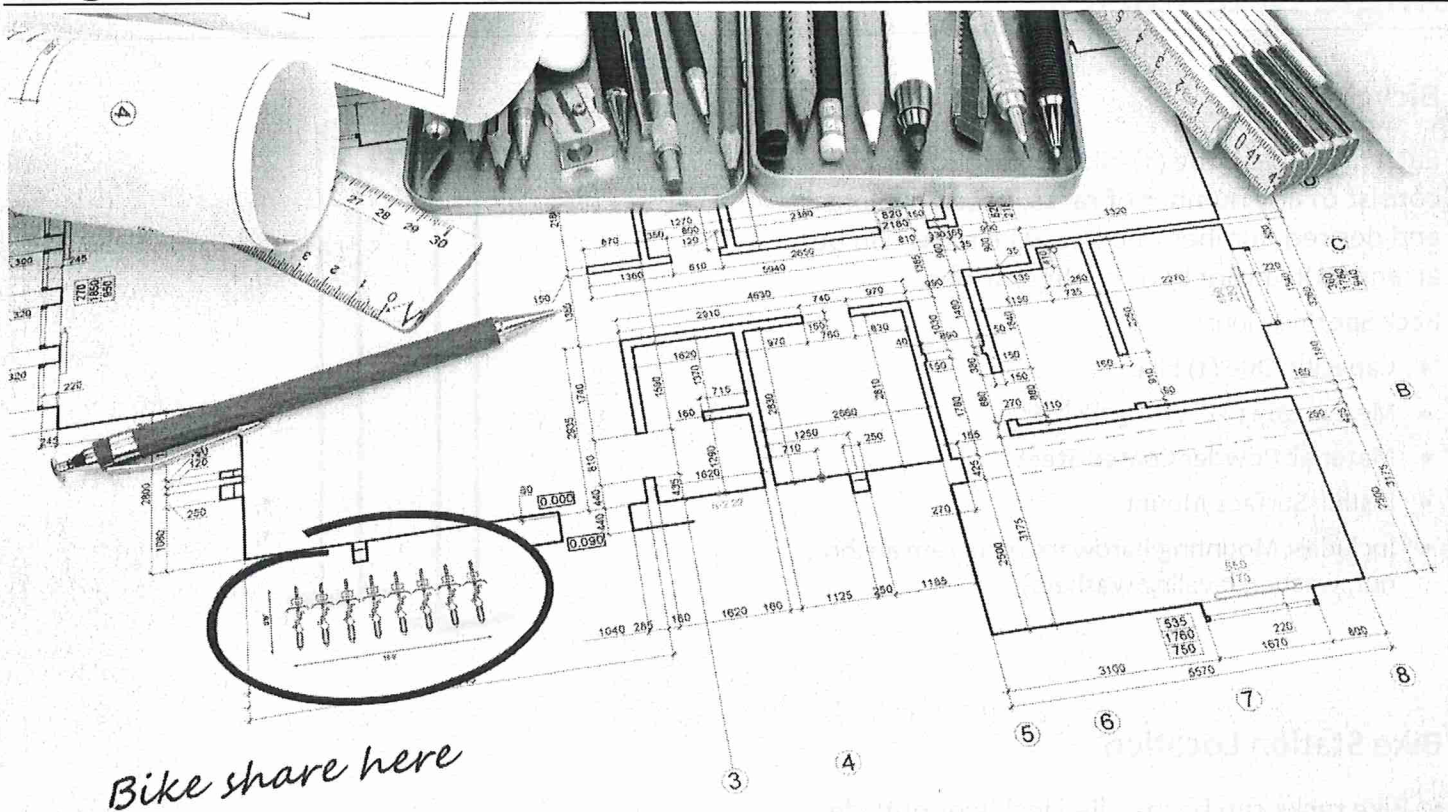
4.8 ★★★★★ (38)

Brewery · 3 mi



Bike Rack Installation Guide

Single Bike Racks



Plan Ahead. Avoid Surprises.

Planning ahead is the best way to get your system off to a great start. The first step is to select locations for your 'bike stations'. Choosing the right bike station location(s) can save you a lot of time and frustration when the system arrives.

A 'bike station' can consist of any number of racks – depending on desired bike capacity and available space. **The bike racks must be installed onto concrete.** Concrete pads should be at least 3" deep, and meet the minimum measurements required for the desired number of racks, as provided in this guide.

If you are doing the work yourself, prepare all tools in advance. Locate the nearest power outlet if using a drill that needs to be plugged in.

If hiring a contractor for the installation, be sure to provide them these instructions in advance.

We recommend watching the rack installation video in advance of the installation.

If you have questions, please contact us at 401-475-8094.

Bike Rack Installation Guide

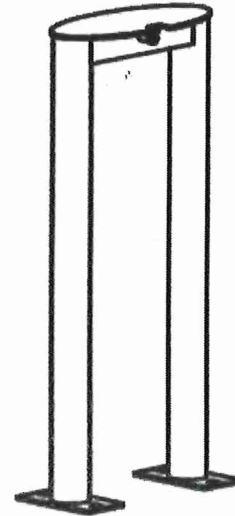
Single Bike Racks

Bicycle Racks

Each rack holds one (1) bike. Bike stations can consist of any number of racks, based on space and desired number of bikes. Bike racks can be arranged in a variety of configurations.

Rack Specifications:

- Capacity: One (1) bike
- Measures: 13 ½" W x 32 ½" H
- Material: Powder Coated Steel
- Install: Surface Mount
- Includes: Mounting hardware (concrete anchor, nut, washer, leveling washers)



Bike Station Location

- Bike racks can be installed inside or outside, but must be installed into concrete.
- The bike racks do not require power. The locks on the bikes are battery powered.
- Bike rack locations should be level. Areas with inclines or declines may affect the docking/releasing of bikes from racks.
- When drilling, confirm there are no pipes, wires or heating elements below the surface.
- The best locations are those most convenient to riders, such as near building entrances or exists. The more likely bikes are to get used.
- We recommend installing the bikes in a location that is not easily seen from the street or accessible.
- If possible, we recommend using camera surveillance for enhanced security.

Watch the Rack Installation Video

<https://youtu.be/ZqYxyh3cwN8>

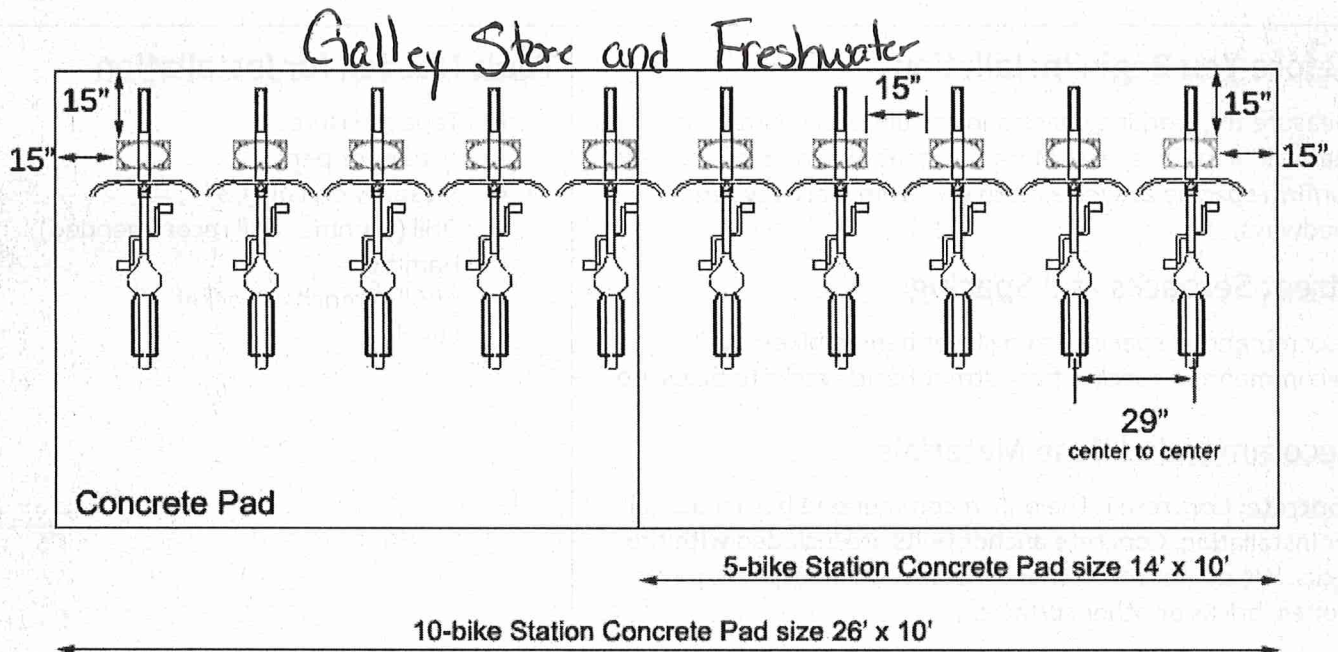


Bike Rack Installation Guide

Single Bike Racks

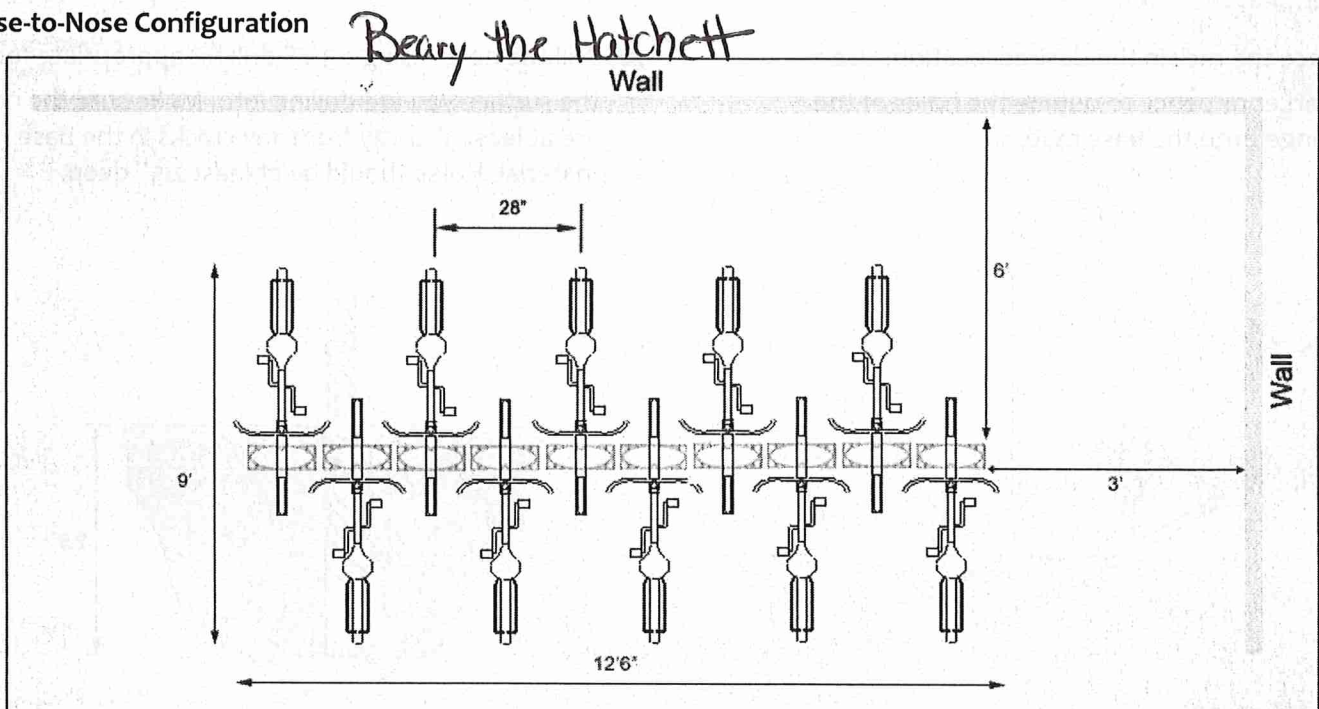
Bike Station Configurations

Side-by-Side Configuration



* Recommended setback of 24" from base of rack to any wall.

Nose-to-Nose Configuration



Bike Rack Installation Guide

Single Bike Racks

IMPORTANT Installation Instructions

Before You Begin Installation

Measure the working space and calculate the number of bikes that will fit in the space. Mark the locations for each rack and confirm spacing as well as setbacks from walkways and roadways.

Street Setbacks and Spacing

Recommended spacing from street behind bikes: 103"
Recommended spacing from street beside racks to bikes: 60"

Recommended Base Materials

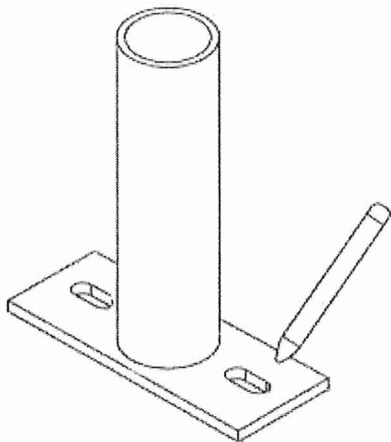
Concrete: Concrete is the only recommended base material for installation. Concrete anchor bolts are included with the racks. We do not recommend installation on asphalt, paver stones, bricks or other surfaces.

Tools Needed for Installation

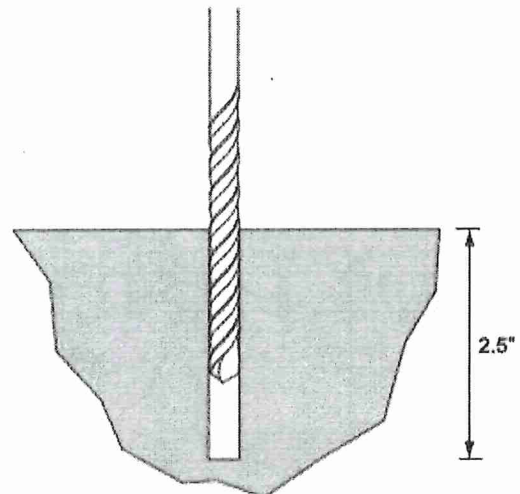
- Tape measure
- Marker or pencil
- Masonry drill bit 3/8"
- Drill (Hammer drill recommended)
- Hammer
- 9/16" Wrench or socket
- Level

Installation Steps

- 1 Place the rack in the desired location. Use a marker or pencil to outline the holes of the flange onto the base material.



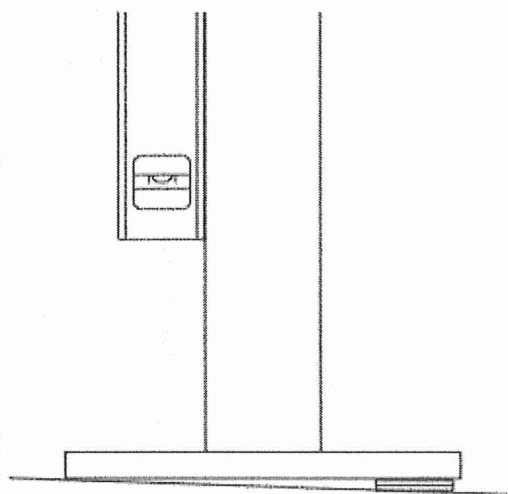
- 2 Drill the holes using a 3/8" drill bit appropriate for the surface you are drilling into. Make sure the holes are at least 3" away from any cracks in the base material. Holes should be at least 2.5" deep.



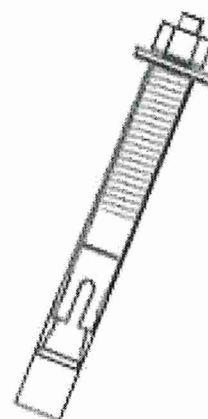
Bike Rack Installation Guide

Single Bike Racks

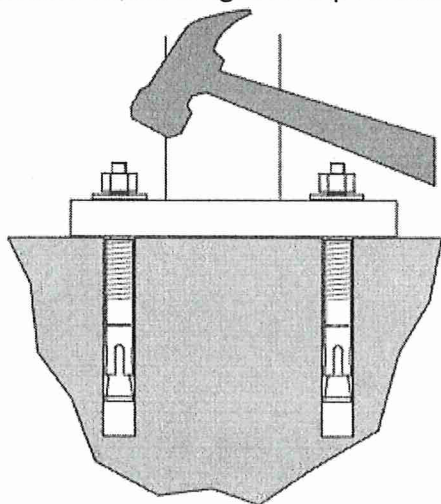
- 3** Use washers to level rack if necessary. The height and angle of the rack pin must match the height of the receiving hole on the bike's smartlock.



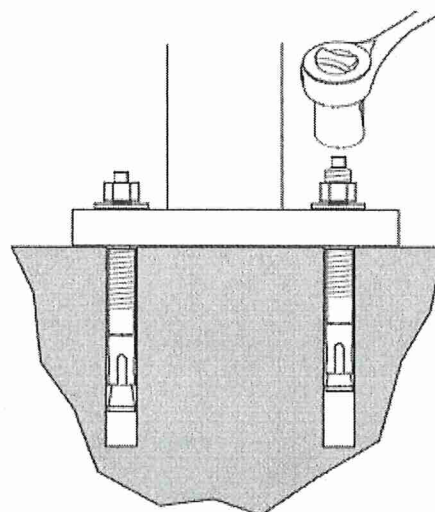
- 4** Place washer on anchor, and thread nut onto top of anchor so the nut is fully threaded onto the anchor. The smaller diameter top of the anchor will extend beyond the nut.



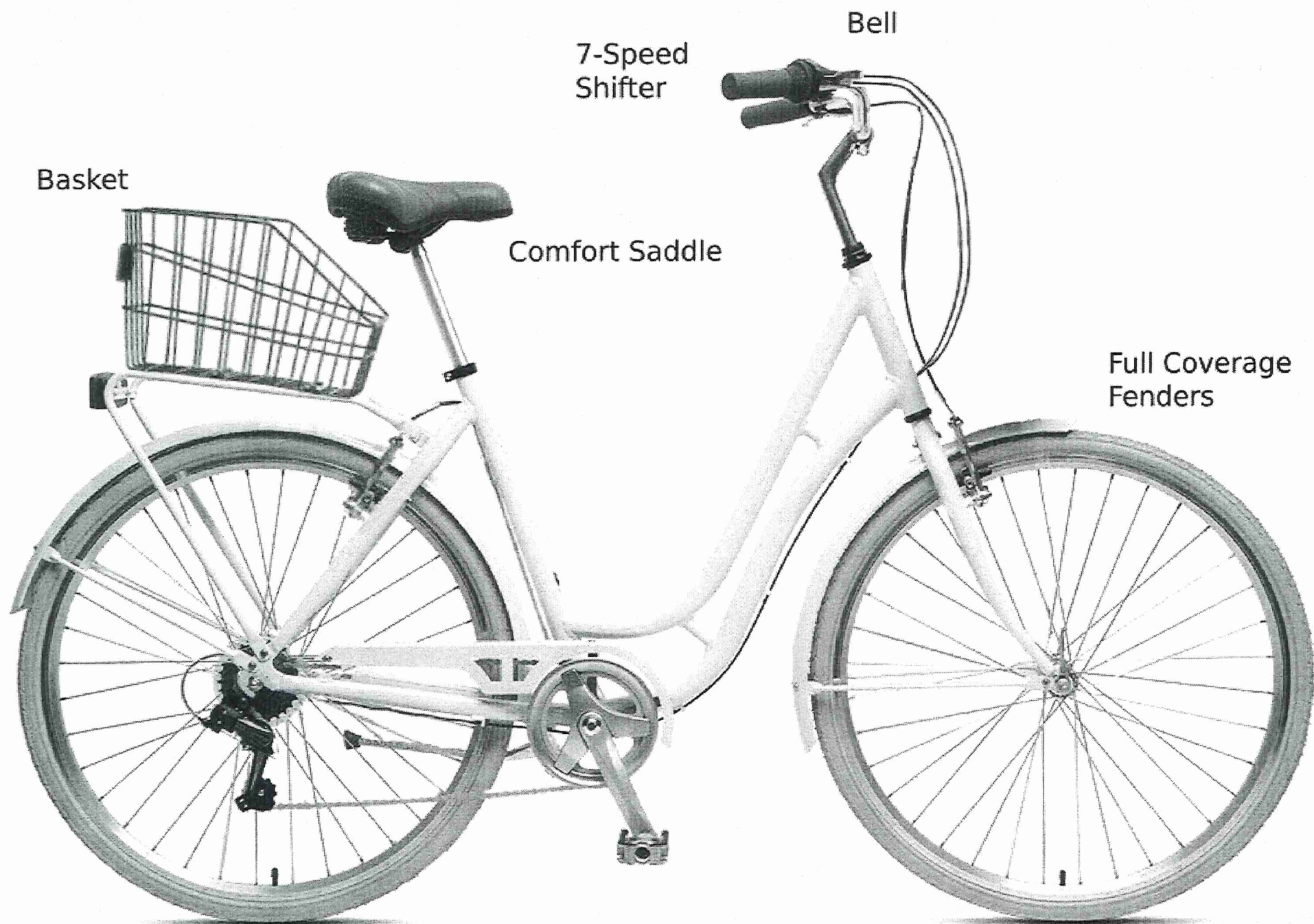
- 5** Using a hammer, tap anchor through hole on top of rack base and into the matching drilled hole in concrete. Hammer until rack is flat on concrete surface and bolt/nut is tight on top of rack base.



- 6** Using a 9/16" wrench or socket wrench, tighten the nut to 20-25 ft/lbs of torque.



IMPORTANT: Once racks are installed, check to make sure bikes dock smoothly onto racks. Use the Maintenance App to unlock each bike and make sure it releases smoothly from rack. If the bike does not dock or unlock smoothly, check the rack angle and adjust as needed.



7-Speed
Shifter

Bell

Basket

Comfort Saddle

Full Coverage
Fenders

Shimano 7-Speed Gearing

Puncture-Resistant Tires



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 is does not represent a formal approval of a permit by any party and does not bind the decisions of Commission.

Application Address and Description: 300 E. Front St. – to include installation of bicycle docking stations in the Primary AVC.

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:

- No Special Use Permit required -

Zoning Administrator

[Signature] 7/19/22

Chief Building Inspector please review the application and include any comments below

The proposed project Will ☐ Will Not ☒ require a building permit(s).

Comments:

Ensure underground utilities are not disturbed during installation

Chief Building Inspector

[Signature] 7/19/22



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: 504 S. Front St. – to include installation of bicycle docking stations in the Primary AVC.

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:

- No Special Use Permit required -
Zoning Administrator *[Signature]* 7/19/22

Chief Building Inspector please review the application and include any comments below

The proposed project Will Will Not ☒ require a building permit(s).

Comments:

Ensure underground utilities are not disturbed during installation
Chief Building Inspector *[Signature]* 7/19/22



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: 902 & 904 Pollock St. – to include installation of bicycle docking stations in the Primary AVC.

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

Zoning District: C-5A

Required Setbacks (primary structure): Front average Side 20 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:

- No Special Use Permit required -

Zoning Administrator

[Signature] 7/19/22

Chief Building Inspector please review the application and include any comments below

The proposed project Will ☐ Will Not ☒ require a building permit(s).

Comments:

Expose underground utilities are not disturbed during installation

Chief Building Inspector

[Signature] 7/19/22

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – July 20, 2022

Applicant: Stephen & Maureen Clayton
Applicant Address: 4508 Berkley Dr., Trent Woods, NC
Project Addresses: 300 E. Front St., New Bern, NC

Historic Property Name: N/A

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

NR Inventory Description (2003): None

Sandbeck Description (1988): None

300 E. Front St. - to include installation of bicycle docking stations in the Primary AVC.

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

Public and Open Spaces

2.2.2 Incorporate streetscape furniture and pavement treatments recommended in the New Bern Urban Design Plan when improving sidewalks and streets within the right of way. Furniture, trash receptacles, mailboxes, newspaper racks and similar elements shall be of a scale that does not detract from historic properties.

Metal

5.3.3 Use full weld iron and steel fabrication techniques. Welds shall be properly dressed, or ground smooth.

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

1. The project is located in the *Waterfront* development pattern;
2. The proposal is a bike-rack-like rental bike docking stations;
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 installation of bicycle docking stations in the Primary AVC.

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – July 20, 2022

Applicant: Stephen & Maureen Clayton
Applicant Address: 4508 Berkley Dr., Trent Woods, NC
Project Addresses: 504 S. Front St., New Bern, NC

Historic Property Name: Farmer's Supply House

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

NR Inventory Description (2003): Built 1925 - One story; brick; continuous display windows and entrance in south facade; three bays deep; concrete block rear wing; stepped parapets in side elevations.

Sandbeck Description (1988): N/A

504 S. Front St. - to include installation of bicycle docking stations in the Primary AVC.

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

Public and Open Spaces

2.2.2 Incorporate streetscape furniture and pavement treatments recommended in the New Bern Urban Design Plan when improving sidewalks and streets within the right of way. Furniture, trash receptacles, mailboxes, newspaper racks and similar elements shall be of a scale that does not detract from historic properties.

Metal

5.3.3 Use full weld iron and steel fabrication techniques. Welds shall be properly dressed, or ground smooth.

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 a bike-rack-like rental bike docking stations;
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 installation of bicycle docking stations in the Primary AVC.

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – July 20, 2022

Applicant: Stephen & Maureen Clayton
Applicant Address: 4508 Berkley Dr., Trent Woods, NC
Project Addresses: 902 and 904 Pollock St., New Bern, NC

Historic Property Name: unknown

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

NR Inventory Description (2003): N/A

Sandbeck Description (1988): N/A

902 and 904 Pollock St. - to include installation of bicycle docking stations in the Primary AVC.

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

Public and Open Spaces

2.2.2 Incorporate streetscape furniture and pavement treatments recommended in the New Bern Urban Design Plan when improving sidewalks and streets within the right of way. Furniture, trash receptacles, mailboxes, newspaper racks and similar elements shall be of a scale that does not detract from historic properties.

Metal

5.3.3 Use full weld iron and steel fabrication techniques. Welds shall be properly dressed, or ground smooth.

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 a bike-rack-like rental bike docking stations;
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 installation of bicycle docking stations in the Primary AVC.

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):

206 Change St., New Bern Ca. 1810

Property Owner Name(s): Winston Ezzell / Leslie Allen	Owner Mailing Address: 206 Change St. New Bern, NC 28560	Phone #s: 704-640-7140 252-671-2148	Email: LALLEN@CAROLINAEASTHEALTH.COM
Applicant Name (if different): Lucien Vaughn Tarheel Associates Inc.	Applicant Mailing Address: P.O. Box 12666 New Bern, NC 28561	Phone #s: 252-633-6452	Email: lucien@tarheelassociates.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

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):

See Attached

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

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:

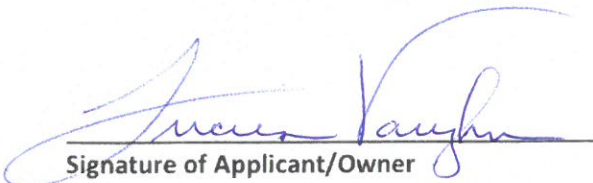
☐

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

5/25/2022

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:

206 Change St., New Bern, 28560

(address, city, zip code)

I hereby authorize Lucien Vaughn, Tarheel Associates Inc. 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:

206 Change St.

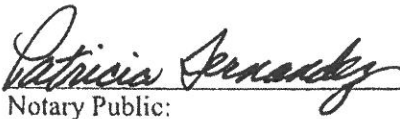
Phone 252-671-2148


Owner's Signature

Leslie Allen
Print Name

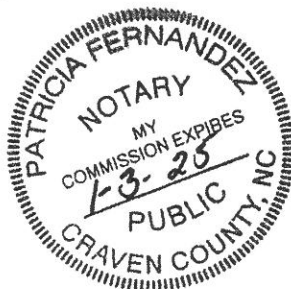
5/13/22
Date

Sworn to and subscribed before me this 13 day of MAY, 20 22.


Notary Public:

My commission expires:

January 03, 2025



**PROJECT: Ezzell/Allen Residence – Front Brick Planter/Rear Patio Improvements/
Rear Pergolas(2)**

206 Change St.

Description of Work

- **Alterations to Existing Contribution Structure in Primary AVC**
 - Remove brick paved area between house and sidewalk.
 - Construct a raised brick planter (approx. 14" high).

- **Alterations to Existing Contributing Structure in Tertiary AVC**
 - Remove section of wide brick steps and extend brick patio to encompass area.
 - Construct a wood pergola over the patio.
 - Add wrought iron railing at perimeter of patio and on existing side steps from patio down to driveway.
 - Cap existing raised planter with brick pavers.
 - Install hot tub.

- **Accessory Structure (Tertiary AVC)**
 - Construct a wood pergola structure in front of existing rear garage.

**PROJECT: Ezzell/Allen Residence – Front Brick Planter/Rear Patio Improvements/
Rear Pergolas(2)**

206 Change St.

Historic District Guidelines

Guidelines for 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.

Guidelines for 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.

Guidelines for 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.

Guidelines for Foundations

- 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.

**PROJECT: Ezzell/Allen Residence – Front Brick Planter/Rear Patio Improvements/
Rear Pergolas(2)**
206 Change St.

Guidelines for Decks and Patios

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

Guidelines for 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.

Guidelines for 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.

**PROJECT: Ezzell/Allen Residence – Front Brick Planter/Rear Patio Improvements/
Rear Pergolas(2)**

206 Change St.

List of Materials

- **Front Brick Planter (Primary AVC)**
 - Red common brick (same as neighbor's brick planters)
 - Type N mortar

- **Rear Patio (Tertiary)**
 - Antique face brick (to match existing)
 - Brick pavers (to match existing)

- **Rear Pergolas (2) (Tertiary AVC)**
 - 6 x 6 treated wood posts
 - Himalayan cedar rafters

Change Street



Rebecca Delastatius House

Rebecca Delastatius House

206 Change Street

ca. 1810; enlarged ca. 1830; remodelled ca. 1890-1900

In 1808, John Spence West, the sheriff of Craven County, purchased a three-quarter-acre lot along Change Street to serve as a garden for his residence, the Smith-Whitford House. A few years later, in 1814, West sold a portion of the same property to Rebecca Delastatius, a widow, for \$1,100. Such a price indicates that this house was then standing on the lot; it had probably been built speculatively for West during the intervening years. In her will of May, 1815, Rebecca Delastatius left most of her estate to her daughter, Esther, including "... the piece of ground on Change Street with improvements which I purchased of John S. West and where I do at present reside. . . ." Her will also referred to many of the furnishings then in the house, including such items as: "... one pair of dining tables, one small breakfast table. . . one large looking glass. . . a pair of andirons and fender. . . one

knife box and a dozen and a half of knives. . . ." Her daughter, who shortly afterwards married James McMain, further subdivided the property, and in 1819 sold the house and its present smaller lot to John Stanly for \$1,300. The property then changed hands frequently for a period, and was occupied during the later nineteenth century by William Edwards Clarke, a state senator, postmaster of New Bern, and son of Col. William Clarke and Mary Bayard Devereux Clarke.

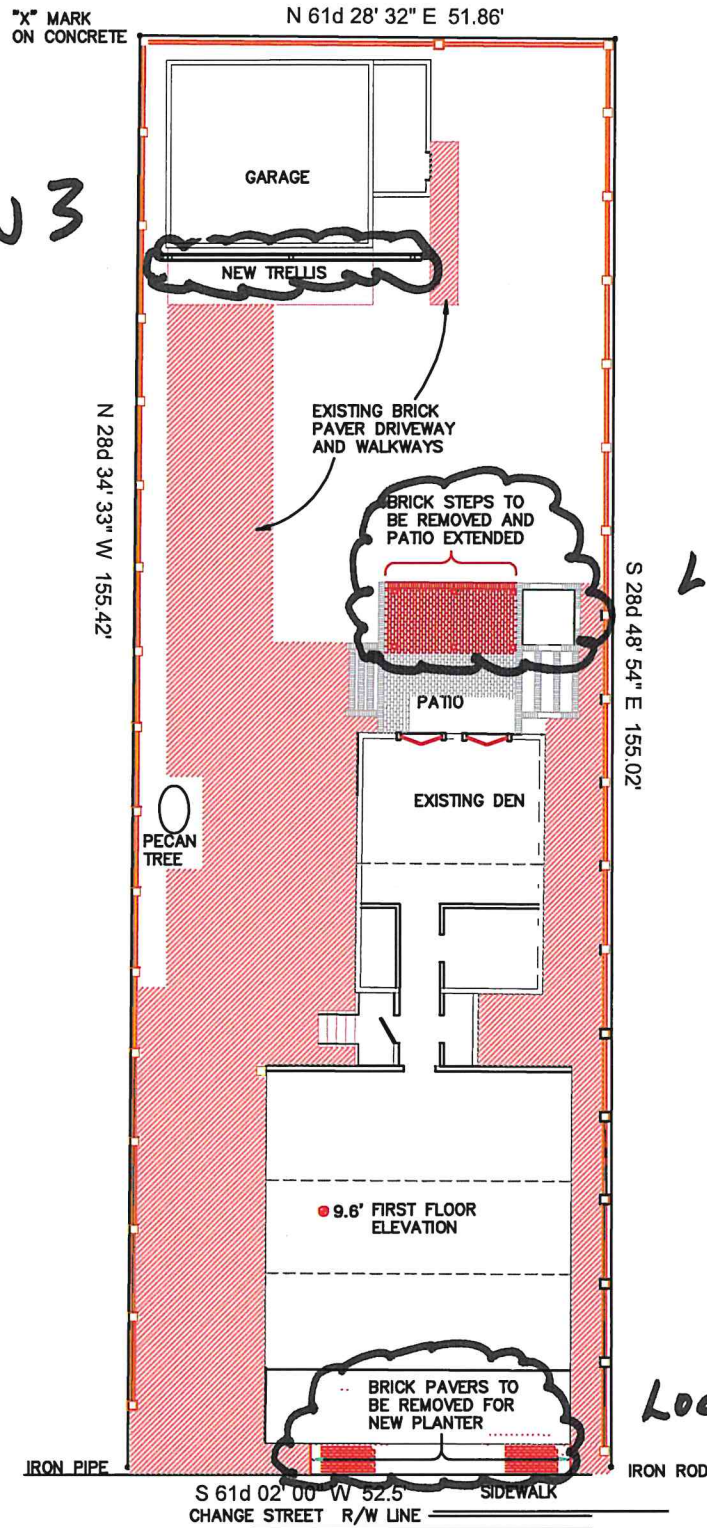
The dominant exterior feature of this vernacular Federal house is the handsome two-story porch running the full width of the facade. As originally constructed, the house followed the popular four-bay single-pile form, but with a central chimney rather than the customary end chimneys. Both house and porch were extended to the east by one additional bay in the late Federal period; breaks in the beaded weatherboarding and Flemish bond foundation indicate the end of the original structure. The two-room plan varied from that of the typical central-chimney New Bern house by having a compact stairhall located

behind the small east rooms. The original central chimney appears to have been removed in the late nineteenth century and the house converted to its present center-hall plan at that time. The interiors are finished with simple Federal woodwork in a manner consistent with the date of construction implied by the deed records. The transverse-landing stair has a plain rounded handrail supported by rectangular pickets. Three original Federal mantels survive, all of diminutive scale and simply ornamented.

Location 3

Location 2

Location 1



SITE PLAN
1" = 20'

REVISIONS
MAY 7, 2022
MAY 16, 2022
-

PROPOSED ALTERATIONS
206 CHANGE STREET
NEW BERN N.C.

DATE: APRIL 28, 2022

1

206 Change St Applicant's photos















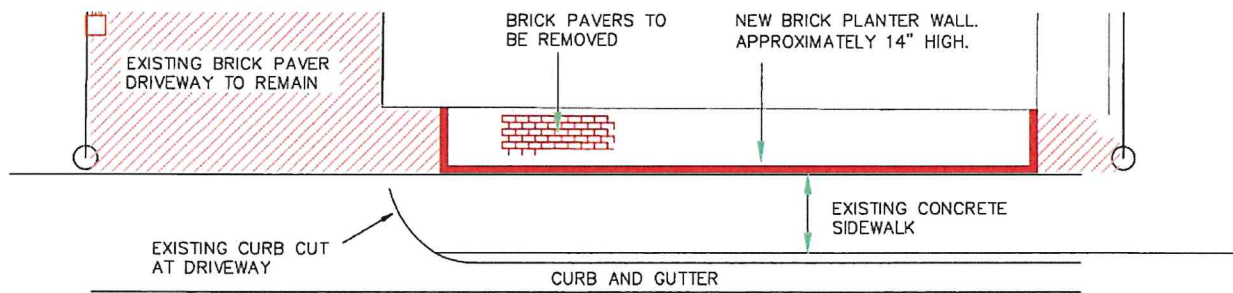












PROPOSED PLAN - FRONT OF HOUSE
1/8" = 1'-0"

LOCATION 1

LOCATION 1

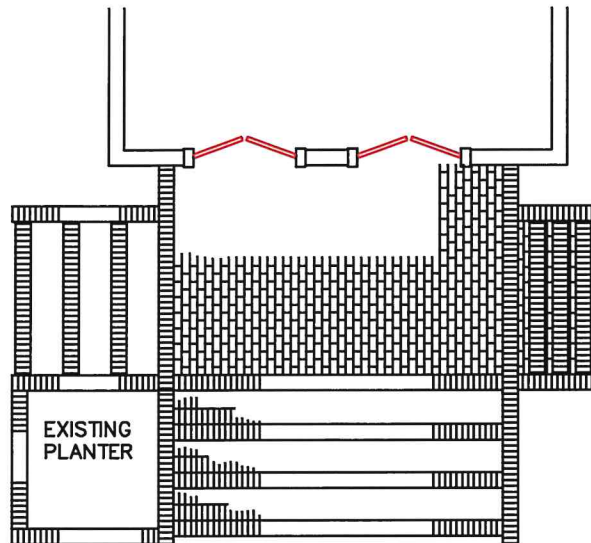
REMOVE BRICK
PAVERS AND BUILD
RAISED BRICK
PLANTER BETWEEN
SIDEWALK (PROP. LINE)
AND HOUSE.

DWARF CAMELLIAS



EXISTING BRICK
STEPS TO REMAIN

EXISTING BRICK
STEPS TO REMAIN

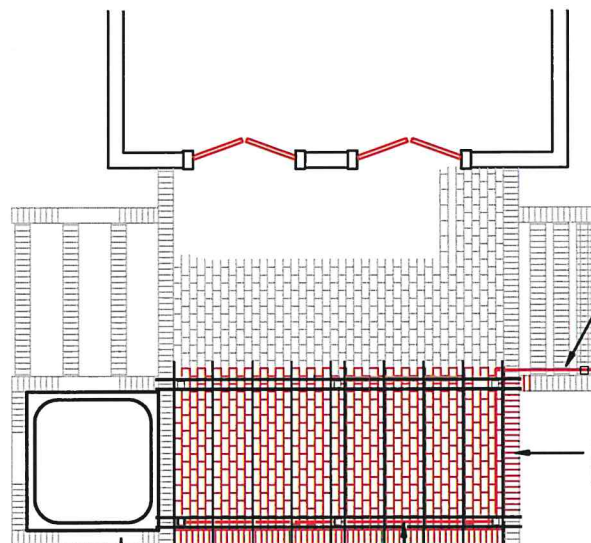


BRICK STEPS TO BE
REMOVED AND PATIO
EXTENDED

PATIO PLAN - EXISTING

1/8" = 1'-0"

EXISTING BRICK
PERIMETER WALL



HANDRAIL

PROPOSED NEW
PERGOLA

PROPOSED
HOT TUB

HANDRAIL

PATIO PLAN - NEW

1/8" = 1'-0"

REVISIONS
MAY 7, 2022
JULY 11, 2022

PROPOSED ALTERATIONS
206 CHANGE STREET
NEW BERN N.C.

DATE: APRIL 28, 2022

Location 2

2

EXISTING BRICK
PERIMETER WALL

PROPOSED NEW
PERGOLA

17'-0"

14'-5"

EXISTING BRICK
PERIMETER WALL

9'-6"

PROPOSED
HOT TUB

WROUGHT IRON HANDRAIL
42" HIGH. BALUSTERS 4" O.C.

DRIVEWAY PAVERS

7'-2"

34"

REAR ELEVATION
1/8" = 1'-0"

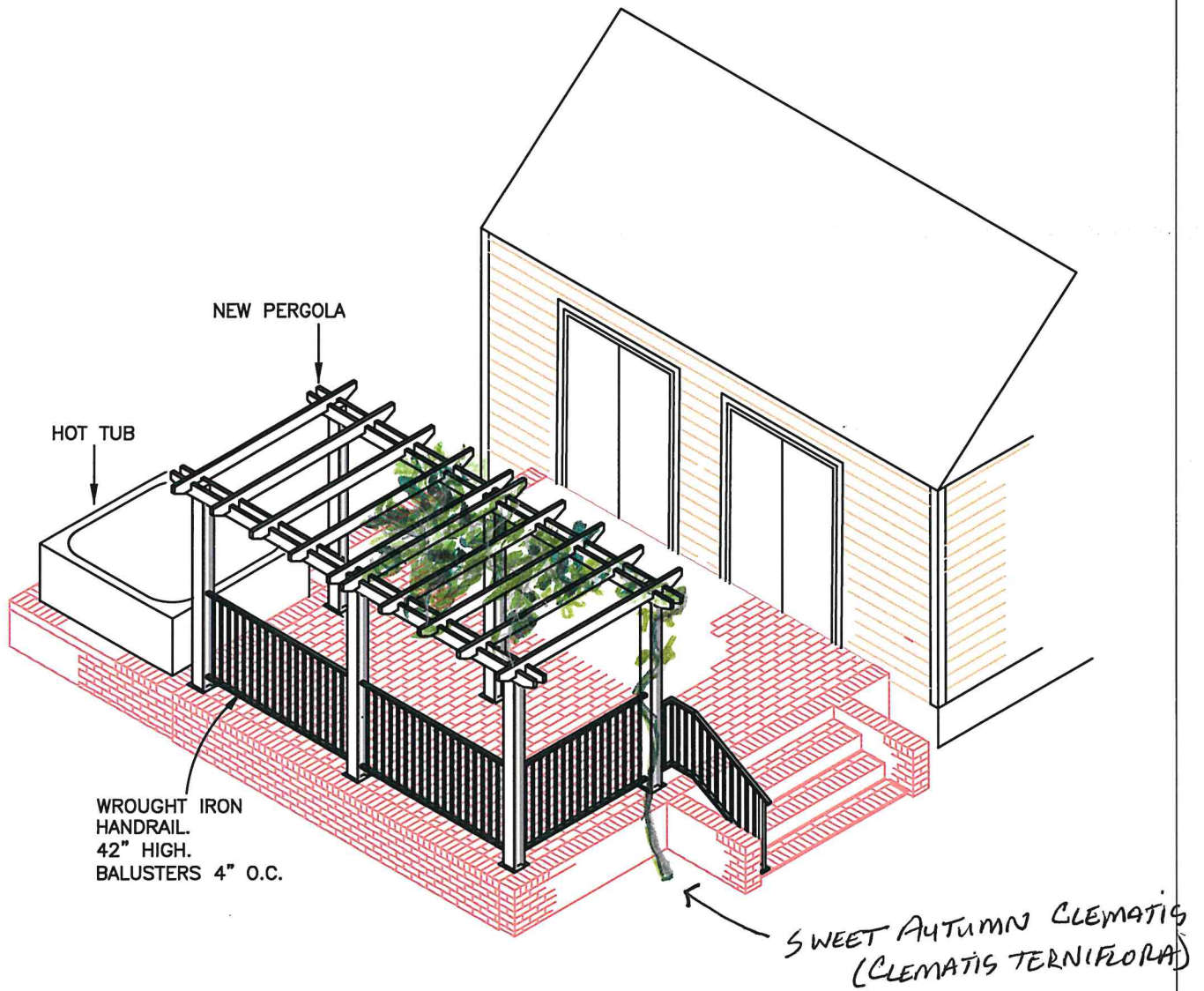
REVISIONS
MAY 7, 2022
JULY 11, 2022
-

DATE: APRIL 28, 2022

Location 2

PROPOSED ALTERATIONS
206 CHANGE STREET
NEW BERN N.C.

3



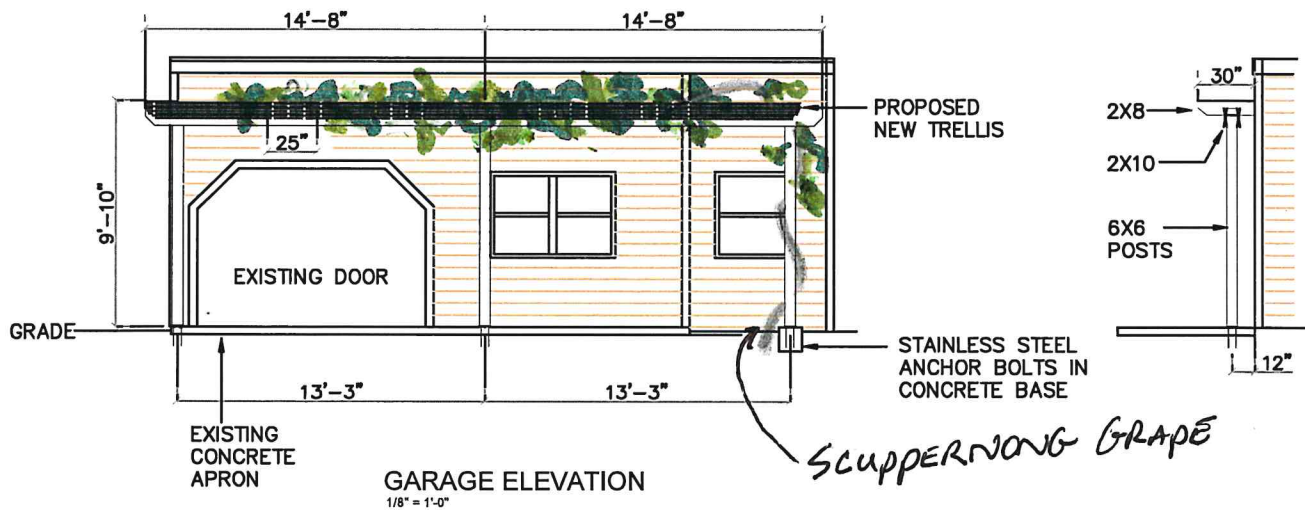
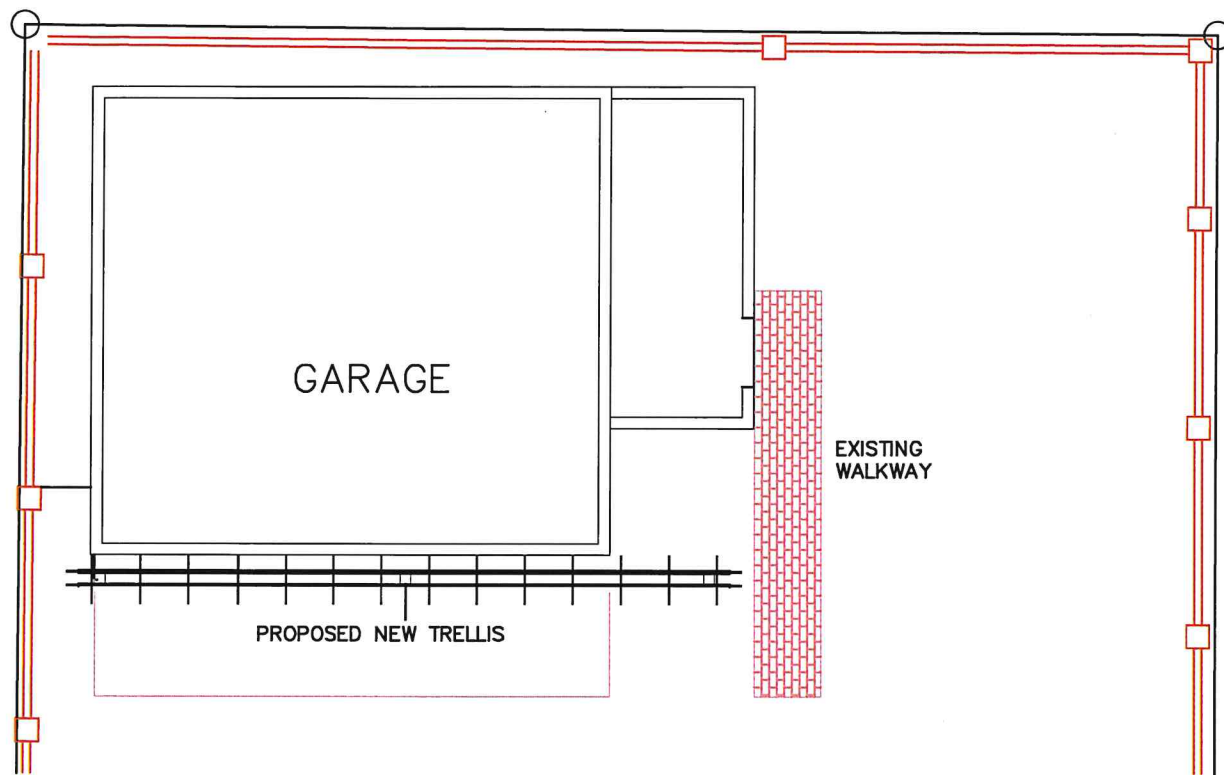
PERSPECTIVE DRAWING
NOT TO SCALE

LOCATION 2

PROPOSED ALTERATIONS
206 CHANGE STREET
NEW BERN N.C.

DATE: JULY 12, 2022

5



REVISIONS
JUNE 29, 2022
-

PROPOSED ALTERATIONS
206 CHANGE STREET
NEW BERN N.C.

DATE: MAY 16, 2022

4

Location 3



New railings to match existing wrought iron railings



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: 206 Change St. – to include two pergolas, patio pavement extension, hot tub, front paving replaced with raised planter, in all 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

[Signature] 2/19/22

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] 7/19/22

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – July 20, 2022

Applicant: Lucien Vaughn, Tarheel Associates, Inc.

Applicant Address: PO Box 12666, New Bern, NC

Project Addresses: 206 Change St., New Bern, NC

Historic Property Name: Rebecca Isaacs Delastatus House and Garage

Status: **Contributing:** X (both) **Non-contributing:** **Vacant:**

NR Inventory Description (2003): House built c. 1810/1830/1890-1900 - Two-and-a-half stories; five bays wide; double-story front porch; gable-end roof; two-story rear wing.

Garage built c. 1924 - Two-car; frame; gable-end roof; southwest of house..

Sandbeck Description (1988): (to be provided)

206 Change St. - to include two pergolas, patio pavement extension, hot tub, front paving replaced with raised planter, in all AVCs.

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

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.
- 2.4.7 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.
- 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..

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.

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.

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.

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – July 20, 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.

Metal

- 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

- 5.4.2 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.

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 project is accessory structures, patio revisions, landscaping, and a garden wall;
- 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 two pergolas, patio pavement extension, hot tub, front paving replaced with raised planter, in all AVCs.

FEE SCHEDULE (office use only)

- [] \$22 Standard Application (minor)
 [] \$107 Standard Application (major)



NORTH CAROLINA

Everything comes together here

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):

405 Johnson St. (1810 c.)

Property Owner Name(s):

Tom + Kelly Sorcie

Owner Mailing Address:

Same

Phone #s:

639-8599

Email:

localbuilders@hotmail.com

Applicant Name (if different):

Local Builders

Applicant Mailing Address:

723 Queen St.

Phone #s:

474-8204

Email:

localbuilders@hotmail.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)

- remove wooden steps
- build new brick steps (ref. photo provided)

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):

4.4.2

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).

brick, Savannah modular by name "Triangle Brick Co."
 Regular Type S mortar

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

7-1-2022

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:

405 Johnson St., New Bern, N.C. 28560
(address, city, zip code)

I hereby authorize Local Builders, LLC 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.

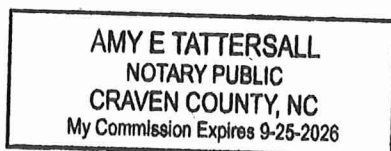
If there are any questions, please contact me at the following address and phone number:

405 Johnson St. Phone 252-639-8599

Thomas J. Sorcic
Owner's Signature

THOMAS J. SORCIC
Print Name

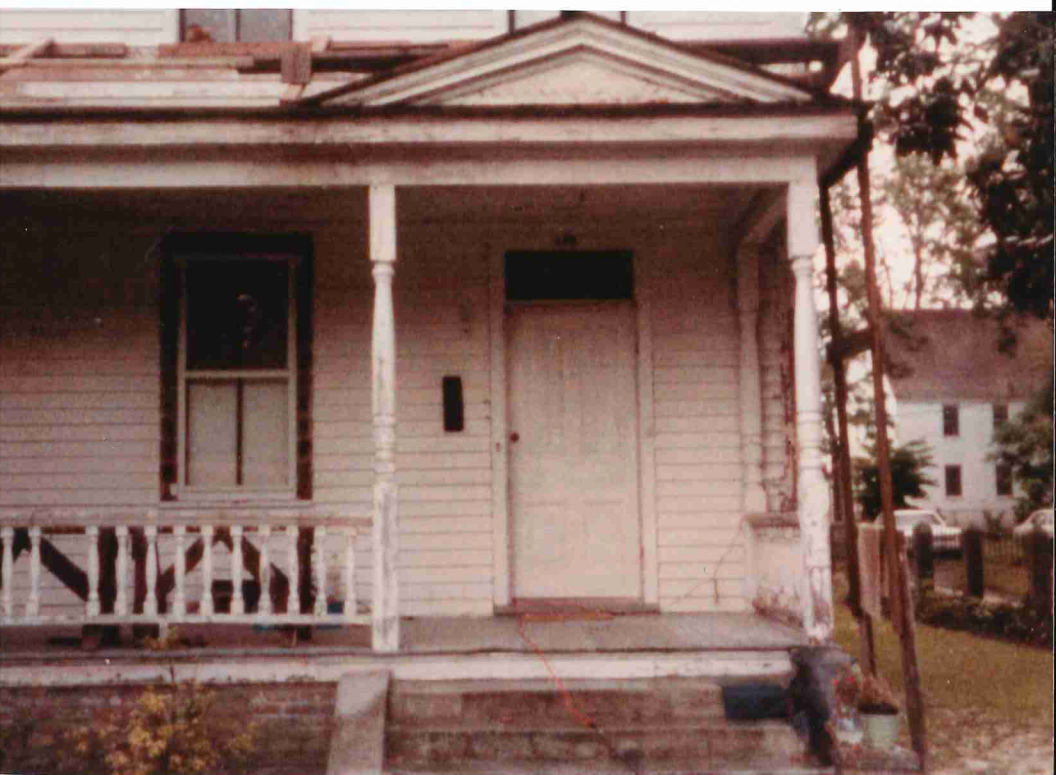
JULY 1, 2022
Date



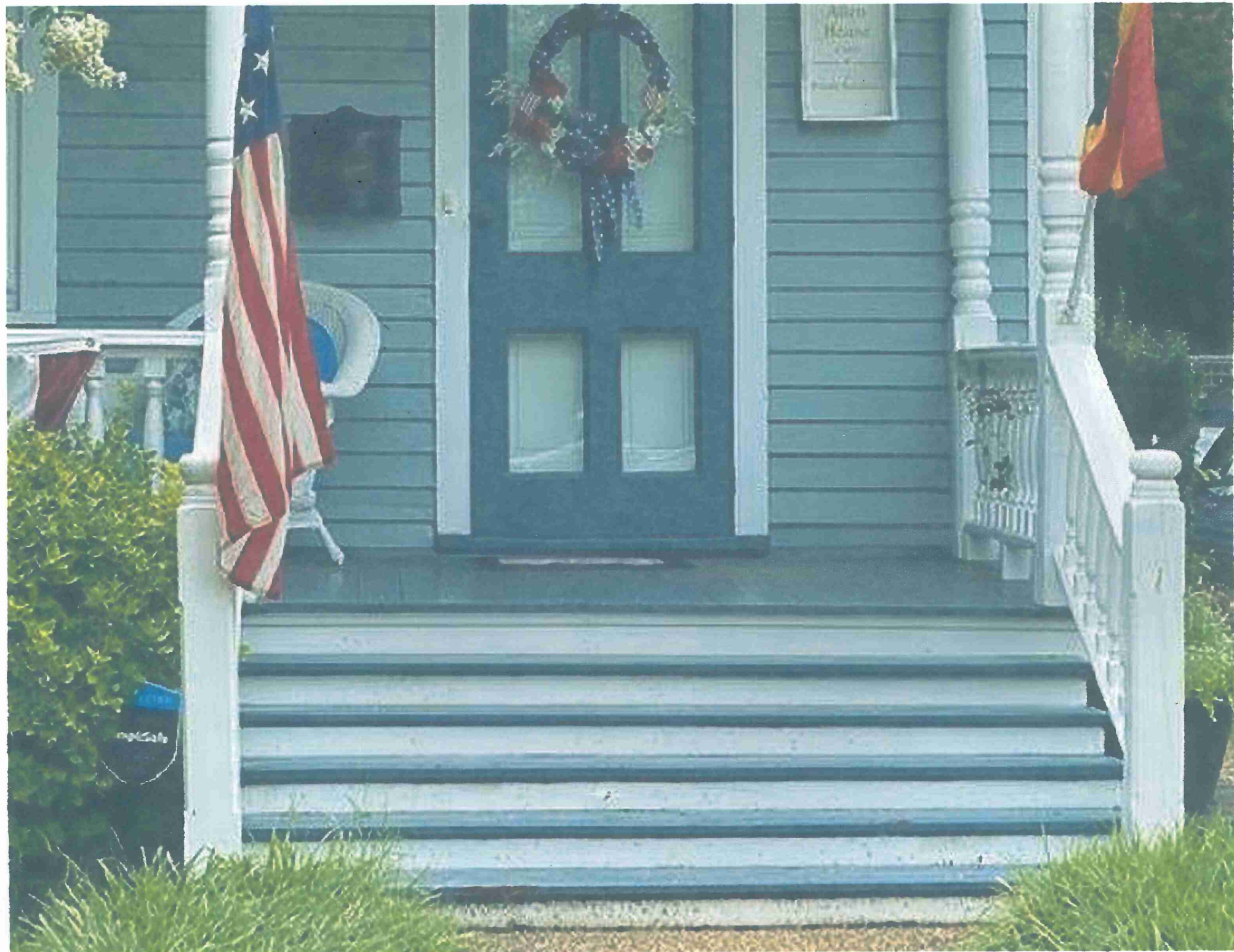
Sworn to and subscribed before me this 1 day of JULY, 2022

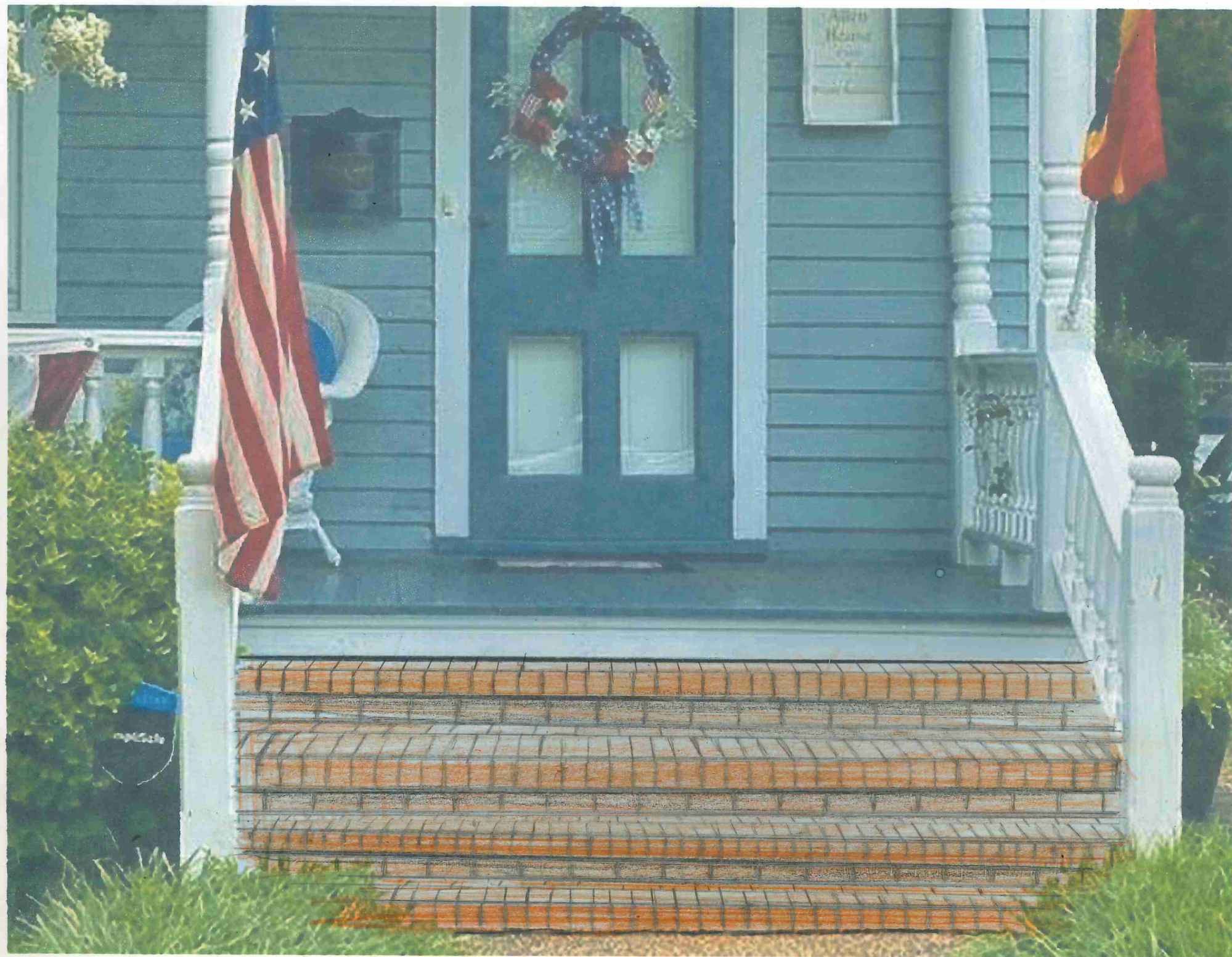
Amy E Tattersall
Notary Public:

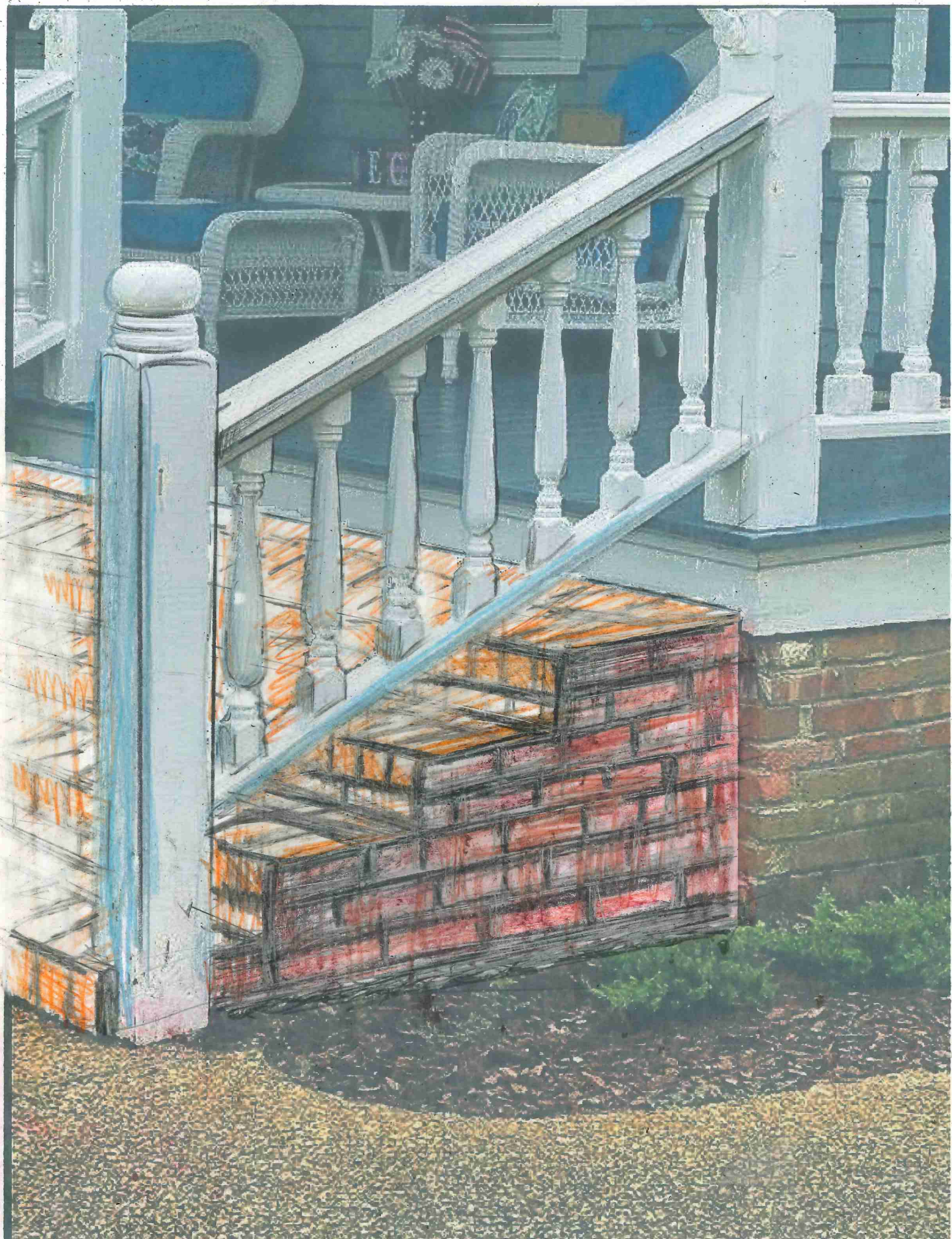
My commission expires: sept. 25, 2026













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: 405 Johnson St. – to include replacing wooden front steps with brick steps and wood handrails in the Primary AVC.

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 and Recommendations

HPC Regular Meeting – July 20, 2022

Applicant: Local Builders
Applicant Address: 723 Queen St., New Bern, NC
Project Addresses: 405 Johnson St., New Bern, NC

Historic Property Name: Stanly-Allen House

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

NR Inventory Description (2003): Built c. 1810/1843/1891 - Two-and-a-half stories; three bays wide; pedimented porch; steep gable-front attic with patterned shingles, gabled side dormers.

Sandbeck Description (1988): Built c. 1810; enlarged c. 1843; remodelled c. 1891. “This two-and-a-half story Federal house, enlarged during the Greek Revival period, was first owned and probably built for John Carruthers Stanly, referred to in Miller’s “Recollections” as: “... one of the most prominent free persons of color in New Bern.” ... As originally constructed, the [house was only the width of the two left windows], with an entrance door located between the two window openings. ... The house was most likely given its present exterior [enlarged size] just after it was purchased by Eliza Allen in 1843. [There is an 1863 photo in Sandbeck.]... The patterned shingle-work in the gables and the full-width front porch were probably added shortly after 1891, when the house was purchased by Mortie M. Marks [who had just built the house next door].

405 Johnson St. - to include replacing wooden front steps with brick steps and wood handrails in the Primary AVC.

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

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.

Entrances

- 4.4.2 Reconstruct entrances and porches based on documentary evidence of the original configuration. Add architectural ornamentation when there is historical evidence of such features.
- 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.

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.

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.

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – July 20, 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.

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 project is replacing the front porch steps and handrail;
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 replacing wooden front steps with brick steps and wood handrails in the Primary AVC.

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):
 Federal Alley

Property Owner Name(s): City of New Bern	Owner Mailing Address: PO Box 1129 New Bern, NC 28563	Phone #s: (252) 636-4000	Email: hughesf@newbernnc.gov
Applicant Name (if different): MBF Architects	Applicant Mailing Address: 317-C Pollock Street New Bern, NC 28562	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)

Add an arbor canopy and pedestrian walk in Federal Alley between Morgan's restaurant and what was formerly Prohibition restaurant.

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):

Dense Fabric Pattern Guidelines 2.2.1, 2.3.6, 2.8.1, 2.8.2, 3.1.2 Avoid large expanses of blank walls, 3.2.1, 5.3.3, 5.4.2

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).

- Steel arbors with string lights
- Concrete and brick paver walks
- Metal street sign and two cast plaques about 12" x 18

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

Darden J. Eure, III, AIA, NCARB

24 June 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:

Federal Alley, New Bern, NC 28560

(address, city, zip code)

I hereby authorize MBF 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:

Foster Hughes, City Manager

Phone (252) 636-4000

City of New Bern

Foster Hughes
Owner's Signature

Foster Hughes
Print Name

24 June 2022
Date

Sworn to and subscribed before me this 24 day of June, 2022.

Allyson E. Leggett
Notary Public:

My commission expires: May 4, 2026





A-101

FILE NAME: S:\projects\2017\1713 Craven Street Parking Lot Study\1713 Design\1713 Dwg's\3D Arbor Federal Alley.dwg LAYOUT NAME: FED ALLEY A-102 PLOTTED: Thursday, June 23, 2022 - 4:10pm

A
B
C
D

1

2

1

2

A1 GROUND-LEVEL PERSPECTIVE
NOT TO SCALE

3

3

A3 OVERHEAD PERSPECTIVE
NOT TO SCALE

4

4

C4 ARBOR ELEVATION
SCALE: 1/2"=1'-0"

5

5

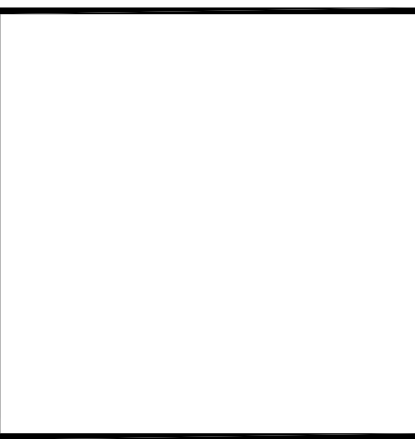
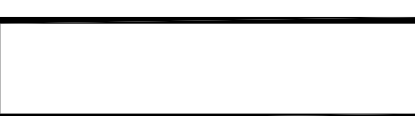
C5 ARBOR ELEVATION
SCALE: 1/2"=1'-0"



FEDERAL ALLEY IMPROVEMENTS
New Bern, Craven County

These drawings (the graphic representation of the design) and the Architectural Design(s) indicated herein created by MBF Architects, PA, remain the property of the Architect. They are protected under the 1990 Architectural Works Copyright Protection Act. Reproduction or reuse of these documents or designs without written consent of the Architect is prohibited. Copyright 2017 © MBF Architects, PA.

#	DATE	DESCRIPTION



MBFA Job#: 1713

FEDERAL ALLEY
WALL MOUNTED ARBORS

A-102



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 is does not represent a formal approval of a permit by any party and does not bind the decisions of Commission.

Application Address and Description: Federal Alley – to include installing wall-mounted arbors in the east end of the Public Right of Way.

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

Zoning District:

Required Setbacks (primary structure): Front Side Rear

Accessory Setbacks: From Nearest Structure Side Rear

Maximum Lot Coverage for proposed use:

Maximum Height of Structure:

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 – July 20, 2022

Applicant: MBF Architects
Applicant Address: 317-C Pollock St., New Bern, NC
Project Addresses: East end of Federal Alley, New Bern, NC

Historic Property Name: Federal Alley

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

NR Inventory Description (2003): N/A

Sandbeck Description (1988): N/A

405 Johnson St. - to include installing wall-mounted arbors and lighting in the east end of the Public Right of Way.

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

2.3.6 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.

Signage

2.8.1 Signage shall incorporate proportions and dimensional details of the surrounding architectural facade. Locate wall signs on lintels or within the sign frieze area. Where multiple storefronts are within a common architectural facade, provide unifying elements such as coordinated lighting, height, border, font, and material treatments.

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

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.

Metal

5.3.3 Use full weld iron and steel fabrication techniques. Welds shall be properly dressed, or ground smooth.

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.

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.

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;

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – July 20, 2022

2. The project is installing steel arbors onto the side of a brick building and adding lighting;
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 installing wall-mounted arbors and lighting in the east end of the Public Right of Way.



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: July 7, 2022
RE: Regular Meeting, **5:30 PM, Wednesday, July 20, 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. T 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. Adjustments to the Agenda
4. 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. **Bike Share Stations in Various Locations** – to include installation of bicycle docking stations in the Primary AVCs at 300 E. Front St., 504 S. Front St., and 902 Pollock St..
 - C. **206 Change St.** – to include two pergolas, patio pavement extension, hot tub, front paving replaced with raised planter, in all AVCs.
 - D. **405 Johnson St.** – to include replacing wooden front steps with brick steps in the Primary AVC.
 - E. **Federal Alley** – to include installing wall-mounted arbors in the east end of the Public Right of Way.

**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):
6. General Public Comments

7. New Business:
 - A. **416 – 418 Broad St.** – extension of CoA
8. HPC Administrator's Report:
 - A. Report on CoAs Issued 06/04/2022 – 07/12/2022
MAJORS, including AMENDMENTS:
 1. 101 King St. – demolition of house
 2. 101 King St. – infill house
 3. 226 New St. - shed
 4. 318 Liberty St. – addition
 5. 509 Queen St. – infill house
 6. 516 Craven St. – fencing
 7. 622 E. Front St. – dormer and deck on garageMINORS:
 1. 205 Broad St. – porch railing, handrail
 2. 216 Middle St. – walk-in freezer
 3. 244 Middle St. – cable handhold
 4. 302 Avenue A – window revisions
 5. 514 Broad St. – tree replacement
 6. 520 New St. – tree replacement
 7. 706 E. Front St. – window replacements
 - B. Report on CoA Extensions Issued since the Prior Regular Meeting: None
 - C. Other Items and Updates by the Administrator
9. Commissioners' Comments
10. Adjourn

FEE SCHEDULE (office use only)
☐ \$22 Standard Application (minor)
☒ \$107 Standard Application (major)



HPC Administrator
HPAdmin@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-guidlines/>

Type of Project: ☐ Exterior Alteration ☐ Addition ☒ Infill ☐ Site Work ☐ Other

I. Applicant/Owner Information:			
Property Address (Include year built, if known): 416-418 Broad Street (undeveloped)			
Property Owner Name(s): Broad Street Ventures, LLC S&T Land, LLC	Owner Mailing Address: P.O. Box 1575 New Bern, NC 28563	Phone #'s: 252-514-5198	Email: stewartsmith@coldwellbanker.com
Applicant Name (if different): Sarah Afflerbach, AIA GO Architectural Design, PLLC	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)
<p>1. Provide a detailed description of work to be conducted on site: (Attach additional sheets if needed)</p> <p>Build 8 new townhouses; 4 along Broad Street, and 4 perpendicular to Broad Street. All units are 3 stories of brick masonry construction with ground faced concrete masonry base, composite columns and trim, concrete walk and step to recessed front entry with fiberglass doors, vinyl windows with 3D grilles inside and out, and aluminum railings and walk up roof access of painted hardie board and metal roofing. The 4 units facing Broad Street have recessed, colonnaded, covered front entry doors at the street with rear facing garage entry doors and recessed 2nd floor recessed covered porches. The 4 Off Broad Street units have the recessed, colonnaded, covered front entry doors, garage doors, and 2nd floor recessed covered porches facing the common driveway area. See attached drawings and renderings.</p> <p align="right">Continued on additional sheet or attached brochure <input type="checkbox"/></p>
<p>2. Reference the specific Guideline(s) in the "Historic District Guidelines" which you believe apply to this project: (page and guideline number):</p> <p>2.1.1-3, 2.3.1-7, 2.4.3-4, 2.7.1-5, 3.1.1-5, 3.4.1-4, 4.1.3, 4.3.1, 4.3.3, 4.4.1, 4.4.3-4, 4.5.1, 5.1.4-6, 5.3.3, 5.4.2, 5.5.1-6</p> <p align="right">Continued on additional sheet or attached brochure <input type="checkbox"/></p>
<p>3. Provide a detailed description of materials to be used (copies of brochures, texture, etc.):</p> <p>Reference the specific Guidelines in the Historic District Guidelines for the proposed material(s). Standard brick masonry, ground faced concrete masonry, vinyl windows and doors with 3D grilles inside and out, fiberglass doors, aluminum garage doors, composite columns and trim, smooth faced painted hardie board at roof stair access with standing seam metal roofing, concrete curb and driveway, concrete walk and step, aluminum railing.</p> <p align="right">Continued on additional sheet or attached brochure <input type="checkbox"/></p>

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:

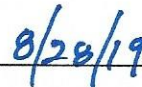
Check one:

- ☐ 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

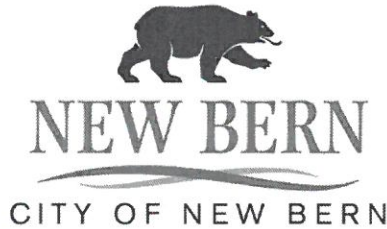


Date

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



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:

416-418 BROAD ST., 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:

115 MIDDLE ST., NEW BERN, NC Phone 252-514-5198

BROAD ST. VENTURE, LLC
S&T LAND, LLC

Stewart H. Smith, member/mgr.
Owner's Signature

STEWART H. SMITH
Print Name

8-28-19
Date

Sworn to and subscribed before me this 28th day of August, 2019.

Lindsay A. Best
Notary Public:

My commission expires: march 20, 2024



BROAD STREET TOWNHOMES



CONCEPTUAL RENDERING

KEYS & SYMBOLS

DOOR & WINDOW SIZE KEY
= 2'-6" WIDE (ASSUME STANDARD DOOR
HEIGHT OF 6'-8" UNLESS NOTED)

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

DRAWING NUMBER
SHEET NUMBER
ROOM NAME
CEILING HEIGHT AND
SQUARE FOOTAGE
DRAWING NUMBER
SHEET NUMBER
ELEVATION HEIGHT

FIRST FLOOR PLAN
Scale: 1/4" = 1'-0"

- ELECTRICAL LEGEND
- RECEPTACLE
 - FLOOR RECEPTACLE
 - GFCI RECEPTACLE
 - WATER PROOF RECEPTACLE
 - SWITCH
 - 3 WAY SWITCH
 - FAN / LIGHT
 - SECURITY LIGHT
 - CEILING MOUNT
 - WALL SCONCE
 - CEILING PENDANT
 - FAN / LIGHT
 - 6" RECESSED CAN
 - DIRECTIONAL PIN LIGHT
 - FLUORESCENT
 - UNDER-COUNTER
 - INDIRECT TRAY LIGHT
 - CABLE
 - GARAGE DOOR OPENER W/ LIGHT

SHEET SCHEDULE

- G-101 TITLE SHEET
- C-101 SITE PLAN
- A-101 FIRST FLOOR PLAN - BROAD ST
- A-102 SECOND FLOOR PLAN - BROAD ST
- A-103 THIRD FLOOR PLAN - BROAD ST
- A-104 ROOF FLOOR - BROAD ST
- A-105 FIRST FLOOR PLAN - OFF BROAD
- A-106 SECOND FLOOR PLAN - OFF BROAD
- A-107 THIRD FLOOR PLAN - OFF BROAD
- A-108 ROOF PLAN - OFF BROAD
- A-201 FRONT ELEVATION - BROAD ST.
- A-202 SIDE ELEVATIONS - BROAD ST.
- A-203 REAR ELEVATION - BROAD ST.
- A-204 FRONT ELEVATION - OFF BROAD
- A-205 SIDE ELEVATIONS - OFF BROAD
- A-206 REAR ELEVATION - OFF BROAD
- A-401 BROAD STREET RENDERINGS
- A-402 BROAD STREET UNITS RENDERINGS
- A-403 OFF BROAD ST UNITS RENDERINGS

IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR
BUILDER TO CONFIRM TO ALL STANDARDS, PROVISIONS,
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REQUIRED BY N.C. UNIFORM BUILDING CODE, LOCAL AGENCIES AND
IN ACCORDANCE WITH GOOD ENGINEERING PRACTICE. VERIFY ALL
DIMENSIONS PRIOR TO CONSTRUCTION. VERIFY ALL COLOR AND
MATERIAL CHOICES WITH OWNER PRIOR TO ORDERING OR
INSTALLING.



BLOCK LOCATION - SCALE: 1/64" = 1'-0"



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Date: 09.18.2019

Revisions:

BROAD STREET TOWNHOUSES

416 & 418 BROAD STREET, NEW BERN, NC 28560

G-101

TOWNHOUSES

12 X 18 SHEETS ARE HALF SIZE



PHOTO 01 - 107 LF



PHOTO 02 - 107 LF



PHOTO 03



PHOTO 04



PHOTO 05



PHOTO 06



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BROAD STREET TOWNHOUSES
416 & 418 BROAD STREET, NEW BERN, NC 28560

Date: 09.18.2019

Revisions:

PHOTO

12 X 18 SHEETS ARE HALF SIZE



PHOTO 07



PHOTO 08



PHOTO 09



PHOTO 10



PHOTO 11



PHOTO 07



PHOTO 08



PHOTO 09



PHOTO 10



PHOTO 11



PHOTO 12



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BROAD STREET TOWNHOUSES

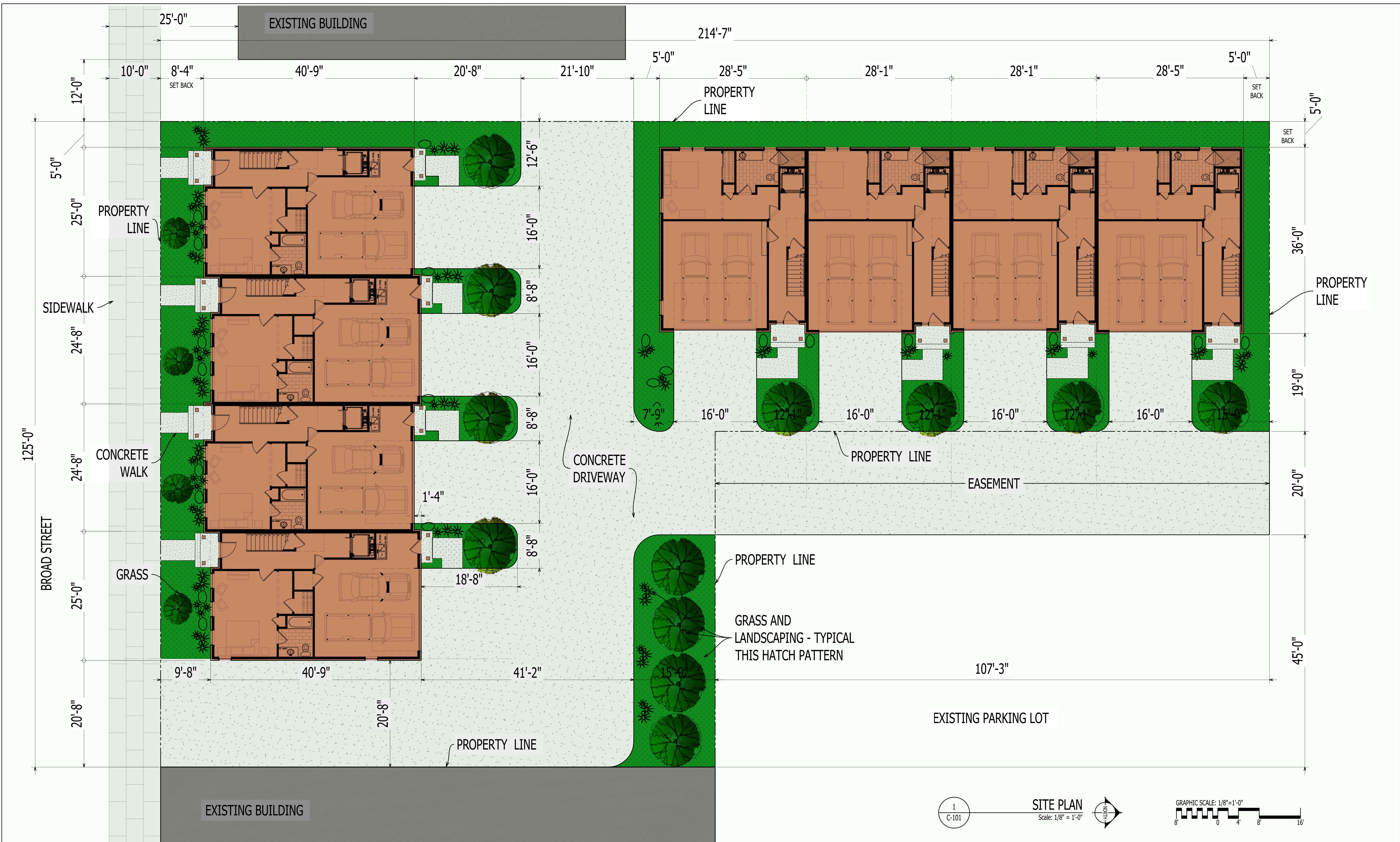
416 & 418 BROAD STREET, NEW BERN, NC 28560

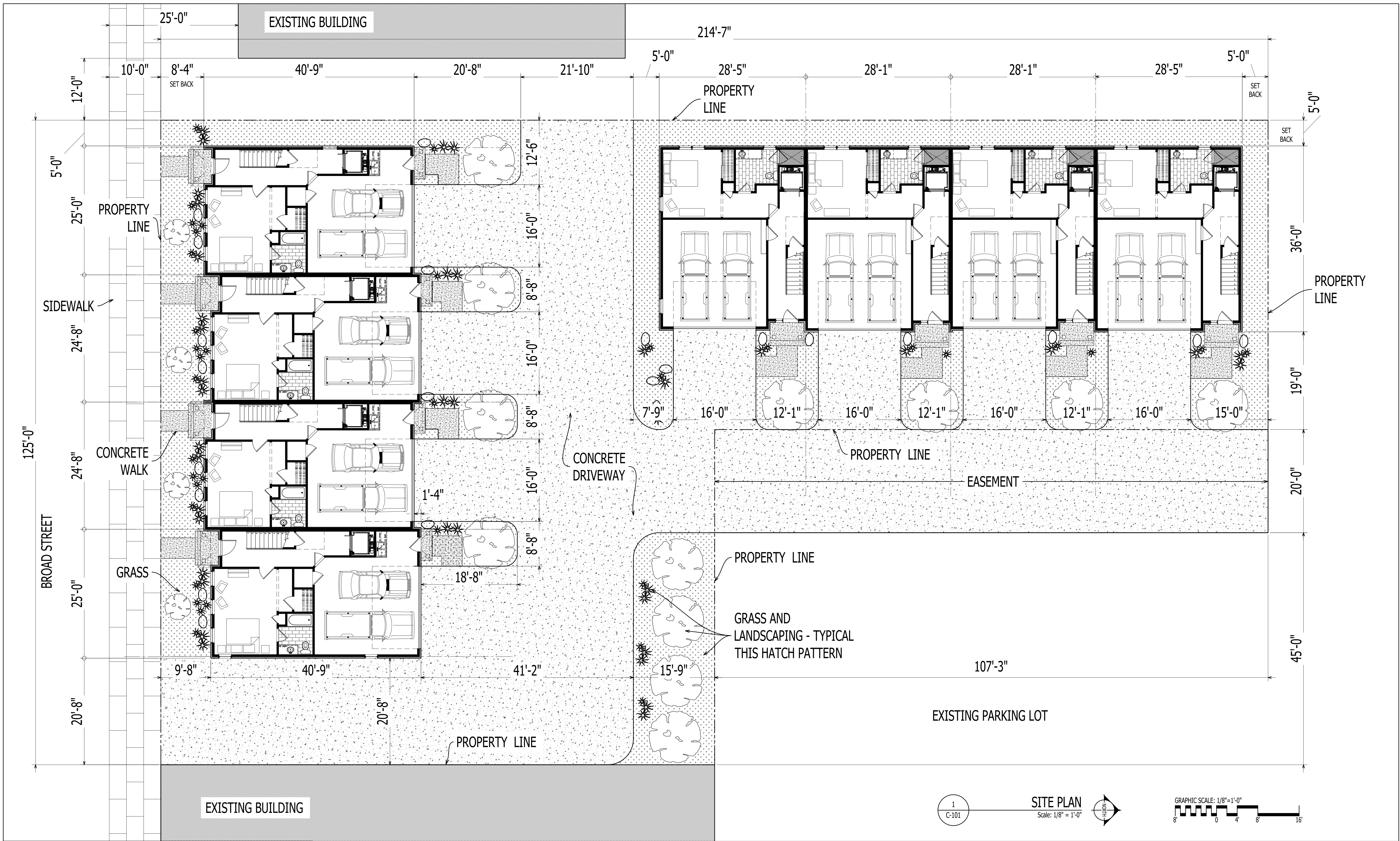
Date: 09.18.2019

Revisions:

PHOTO

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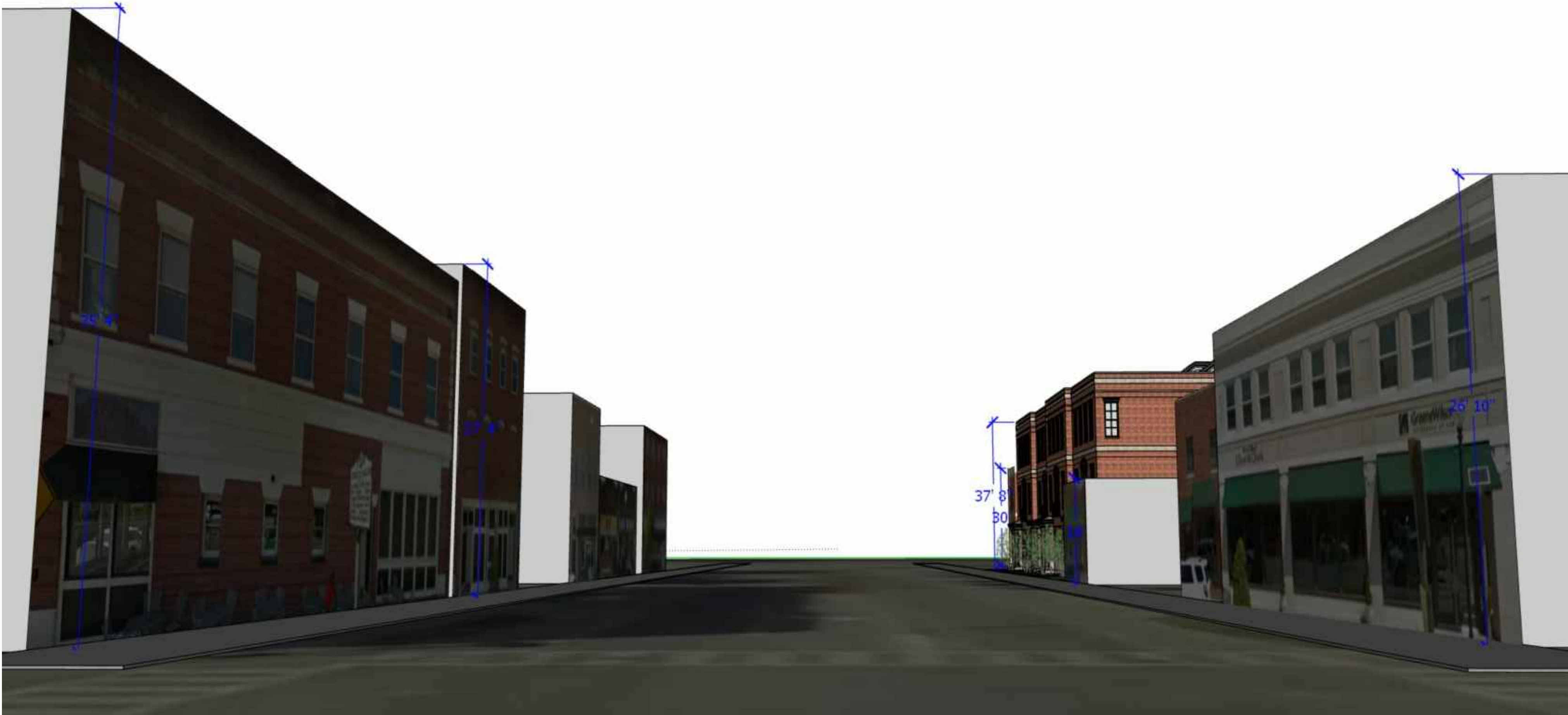
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Date: 09.18.2019
Revisions:

BROAD STREET TOWNHOUSES

416 & 418 BROAD STREET, NEW BERN, NC 28560

C-101
FLOOR PLAN
12 X 18 SHEETS ARE HALF SIZE



BROAD STREET VIEW

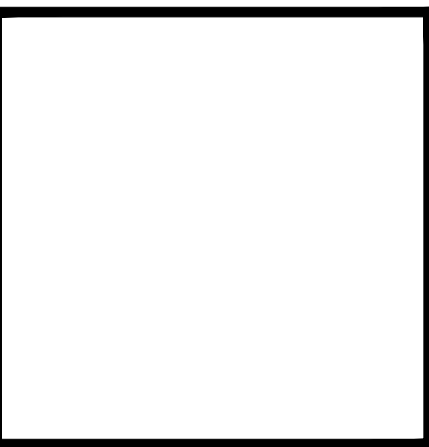


BROAD STREET VIEW



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Date: 09.18.2019

Revisions:

BROAD STREET TOWNHOUSES

416 & 418 BROAD STREET, NEW BERN, NC 28560

A-401

RENDERINGS

12 X 18 SHEETS ARE HALF SIZE



BROAD STREET BIRDS EYE VIEW



BROAD STREET EYE LEVEL



SINGLE UNIT CLOSE-UP



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Revisions:

BROAD STREET TOWNHOUSES

416 & 418 BROAD STREET, NEW BERN, NC 28560

A-402
BROAD STREET UNITS
RENDERINGS
12 X 18 SHEETS ARE HALF SIZE



BROAD STREET BIRDS EYE VIEW



BROAD STREET EYE LEVEL



SINGLE UNIT CLOSE-UP



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Date: 09.18.2019

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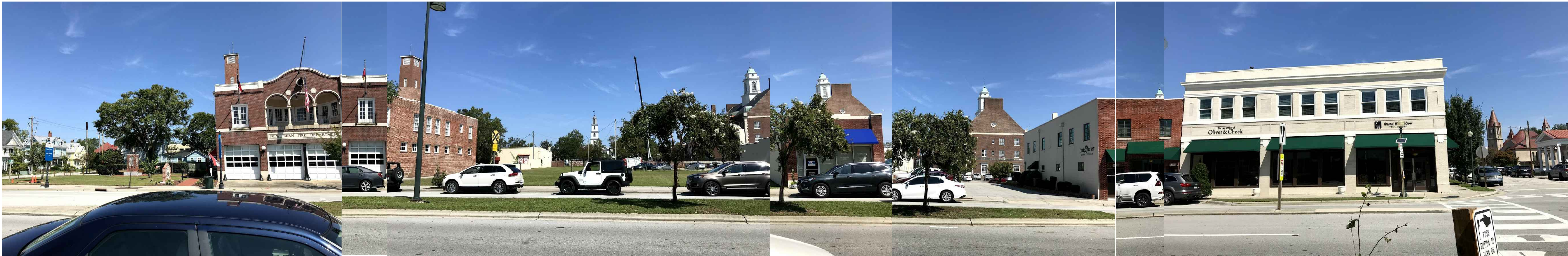
BROAD STREET TOWNHOUSES

416 & 418 BROAD STREET, NEW BERN, NC 28560

A-403

OFF BROAD STREET UNITS
RENDERINGS

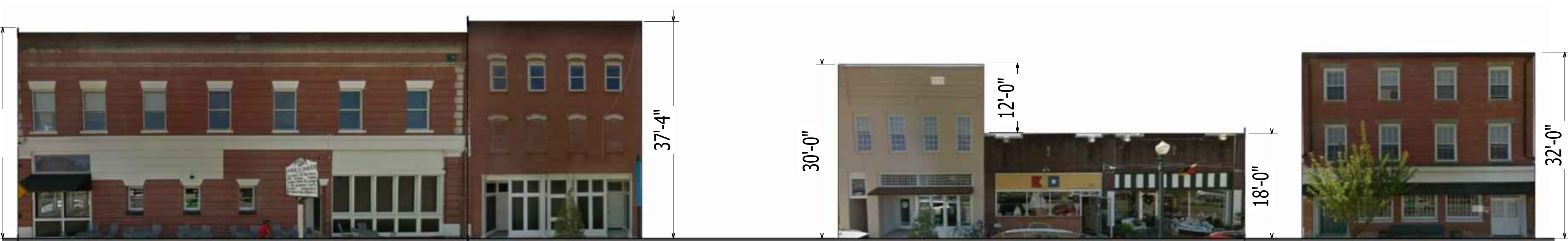
12 X 18 SHEETS ARE HALF SIZE



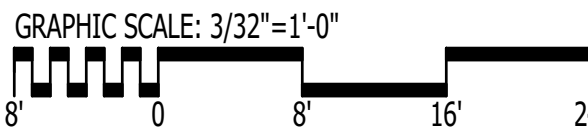
STREET SCAPE PHOTO



1 BROAD STREET ELEVATION (NORTH)
Scale: 3/32" = 1'-0"



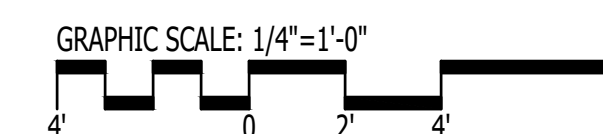
2 BROAD STREET ELEVATION (SOUTH)
Scale: 3/32" = 1'-0"





1
A-101
FIRST FLOOR PLANS
BROAD STREET
Scale: 1/4" = 1'-0"

BROAD STREET UNITS	
HEATED/COOLED SPACE	
1ST FLOOR	475 SF
2ND FLOOR	829 SF
3RD FLOOR	827 SF
TOTAL	2,131 SF
GARAGE	428 SF
PORCH	80 SF
DECK	267 SF



IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR BUILDER TO CONFIRM TO ALL STANDARDS, PROVISIONS, REQUIREMENTS, METHODS OF CONSTRUCTION AND USES OF MATERIALS PROVIDED IN BUILDINGS AND/OR STRUCTURES AS REQUIRED BY N.C. UNIFORM BUILDING CODE, LOCAL AGENCIES AND IN ACCORDANCE WITH GOOD ENGINEERING PRACTICE. VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION. VERIFY ALL COLOR AND MATERIAL CHOICES WITH OWNER PRIOR TO ORDERING OR INSTALLING.



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BROAD STREET TOWNHOUSES 416 & 418 BROAD STREET, NEW BERN, NC 28560

A-101

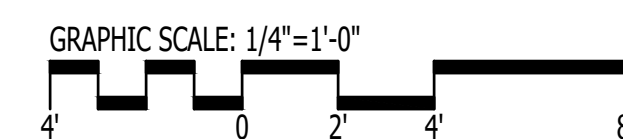
BROAD STREET UNITS
FIRST FLOOR PLANS

12 X 18 SHEETS ARE HALF SIZE



1
A-102 SECOND FLOOR PLANS
BROAD STREET Scale: 1/4" = 1'-0"

BROAD STREET UNITS	
HEATED/COOLED SPACE	
1ST FLOOR	475 SF
2ND FLOOR	829 SF
3RD FLOOR	827 SF
TOTAL	2,131 SF
GARAGE	428 SF
PORCH	80 SF
DECK	267 SF



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Date: 09.18.2019

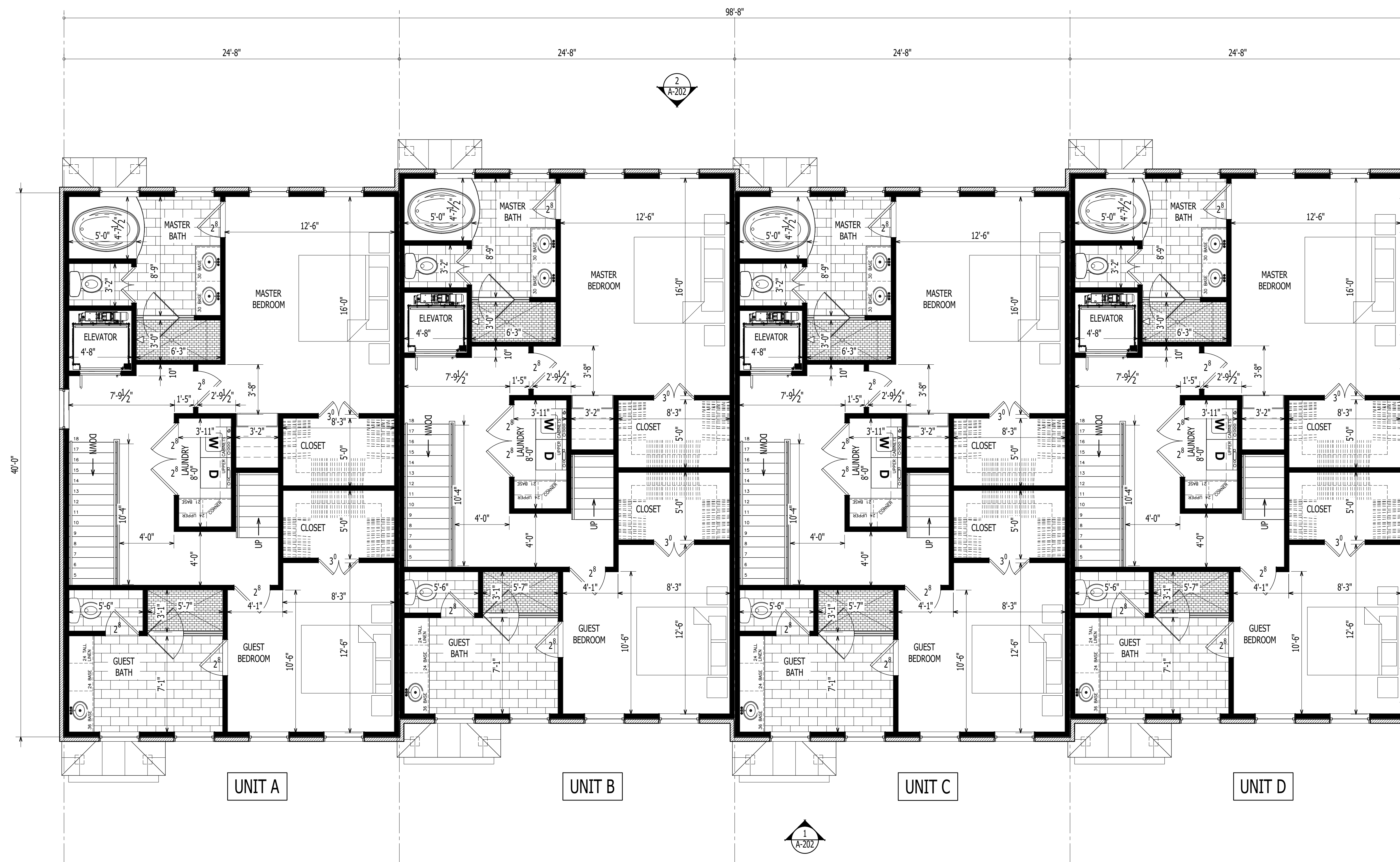
Revisions:

BROAD STREET TOWNHOUSES 416 & 418 BROAD STREET, NEW BERN, NC 28560

A-102

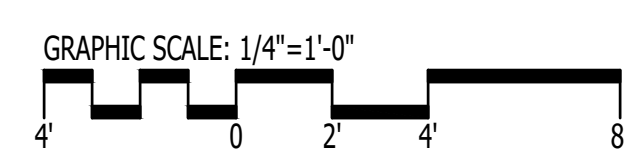
BROAD STREET UNITS
SECOND FLOOR PLANS

12 X 18 SHEETS ARE HALF SIZE



1
A-103
THIRD FLOOR PLANS
BROAD STREET
Scale: 1/4" = 1'-0"

BROAD STREET UNITS	
HEATED/COOLED SPACE	
1ST FLOOR	475 SF
2ND FLOOR	829 SF
3RD FLOOR	827 SF
TOTAL	2,131 SF
GARAGE	428 SF
PORCH	80 SF
DECK	267 SF



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Date: 09.18.2019
Revisions:

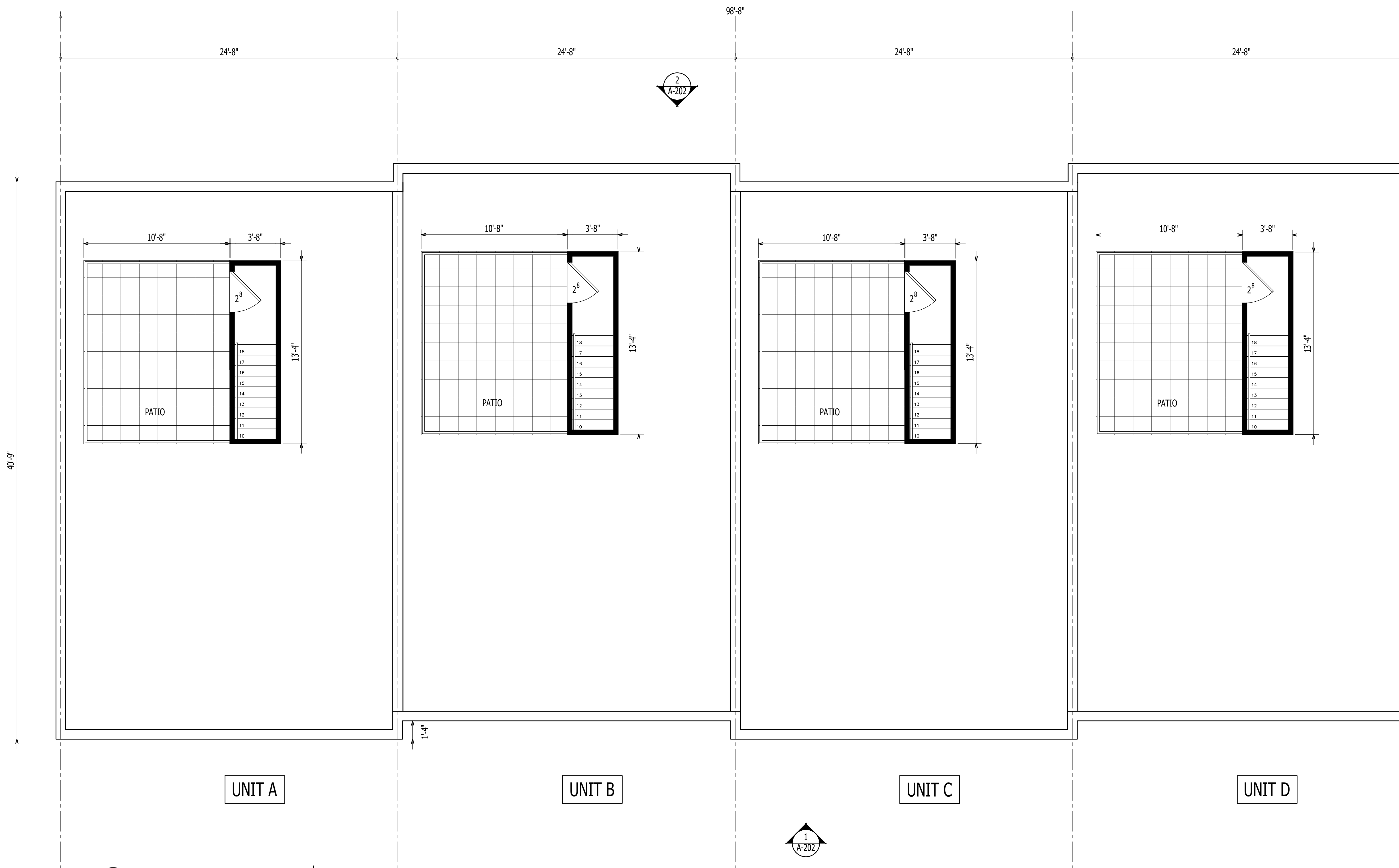
BROAD STREET TOWNHOUSES

416 & 418 BROAD STREET, NEW BERN, NC 28560

A-103

BROAD STREET UNITS
THIRD FLOOR PLANS

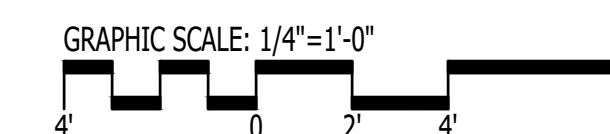
12 X 18 SHEETS ARE HALF SIZE



1
A-104 BROAD STREET
ROOF PLAN
Scale: 1/4" = 1'-0"

BROAD STREET UNITS	
HEATED/COOLED SPACE	
1ST FLOOR	475 SF
2ND FLOOR	829 SF
3RD FLOOR	827 SF
TOTAL	2,131 SF
GARAGE	428 SF
PORCH	80 SF
DECK	267 SF

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Date: 09.18.2019

Revisions:

BROAD STREET TOWNHOUSES

416 & 418 BROAD STREET, NEW BERN, NC 28560

A-104

BROAD STREET UNITS
ROOF PLANS

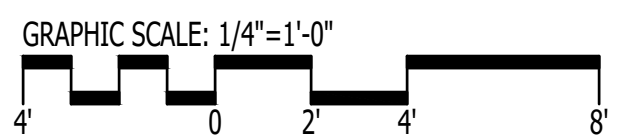
12 X 18 SHEETS ARE HALF SIZE



1
A-105
OFF BROAD STREET
FIRST FLOOR PLAN
Scale: 1/4" = 1'-0"

OFF BROAD STREET UNITS

HEATED/COOLED SPACE	
1ST FLOOR	433 SF
2ND FLOOR	823 SF
3RD FLOOR	875 SF
TOTAL	2,131 SF
GARAGE	416 SF
PORCH	92 SF
ROOF DECK	256 SF



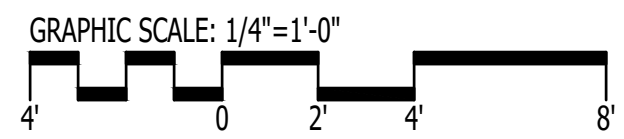
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1
A-106
SECOND FLOOR PLAN
OFF BROAD STREET
Scale: 1/4" = 1'-0"

OFF BROAD STREET UNITS

HEATED/COOLED SPACE	
1ST FLOOR	433 SF
2ND FLOOR	823 SF
3RD FLOOR	875 SF
TOTAL	2,131 SF
GARAGE	416 SF
PORCH	92 SF
ROOF DECK	256 SF



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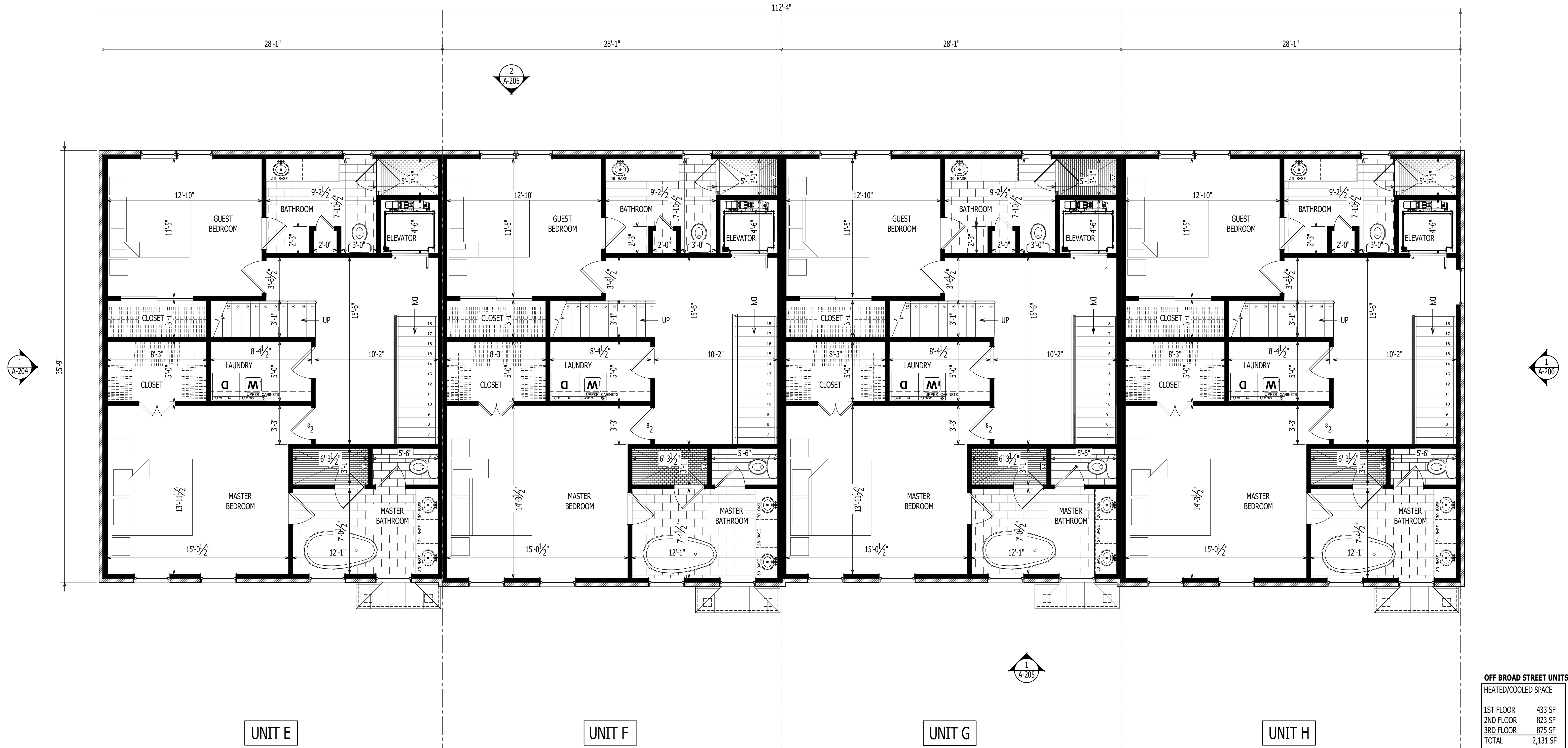
Revisions:

BROAD STREET TOWNHOUSES 416 & 418 BROAD STREET, NEW BERN, NC 28560

A-106

OFF BROAD UNITS
SECOND FLOOR PLANS

12 X 18 SHEETS ARE HALF SIZE

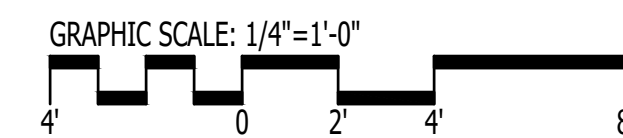


1
A-107
THIRD FLOOR PLAN
OFF BROAD STREET
Scale: 1/4" = 1'-0"

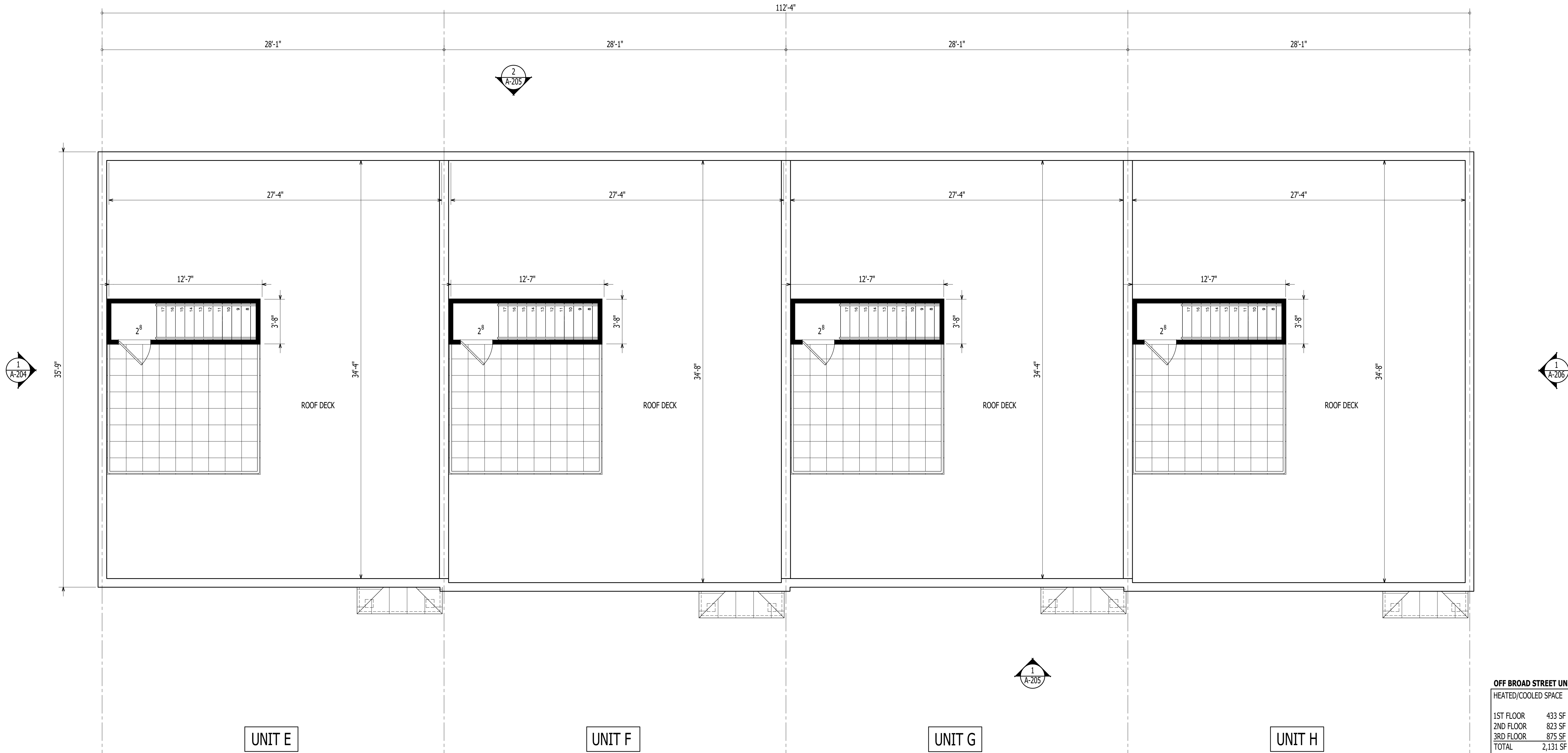
OFF BROAD STREET UNITS

HEATED/COOLED SPACE	
1ST FLOOR	433 SF
2ND FLOOR	823 SF
3RD FLOOR	875 SF
TOTAL	2,131 SF

GARAGE	416 SF
PORCH	92 SF
ROOF DECK	256 SF



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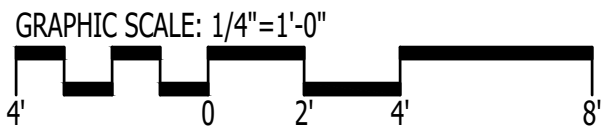


1
A-108 OFF BROAD STREET

ROOF PLAN

Scale: 1/4" = 1'-0"

OFF BROAD STREET UNITS	
HEATED/COOLED SPACE	
1ST FLOOR	433 SF
2ND FLOOR	823 SF
3RD FLOOR	875 SF
TOTAL	2,131 SF
GARAGE	416 SF
PORCH	92 SF
ROOF DECK	256 SF



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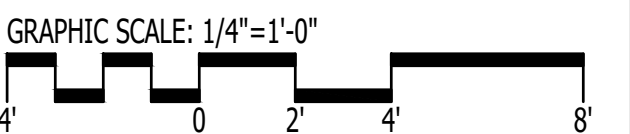
A-108

OFF BROAD UNITS
ROOF PLANS

12 X 18 SHEETS ARE HALF SIZE



1
A-201
FRONT ELEVATION
Scale: 1/4" = 1'-0"



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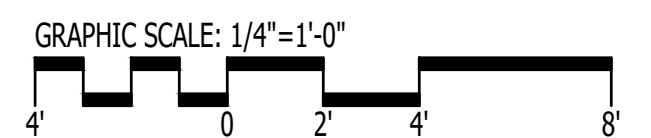
A-201

BROAD STREET UNITS
ELEVATIONS

12 X 18 SHEETS ARE HALF SIZE



1
A-201
FRONT ELEVATION
Scale: 1/4" = 1'-0"



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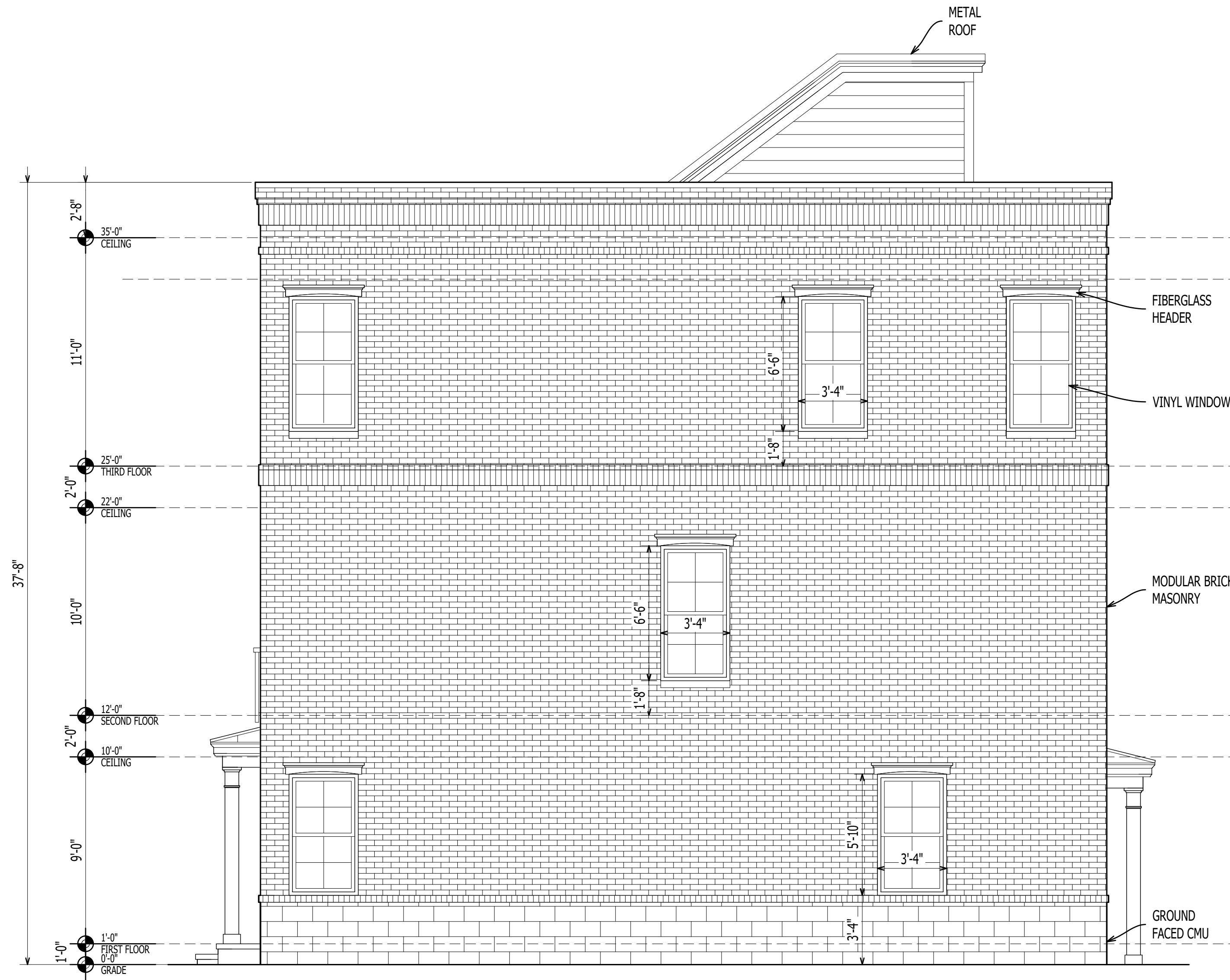
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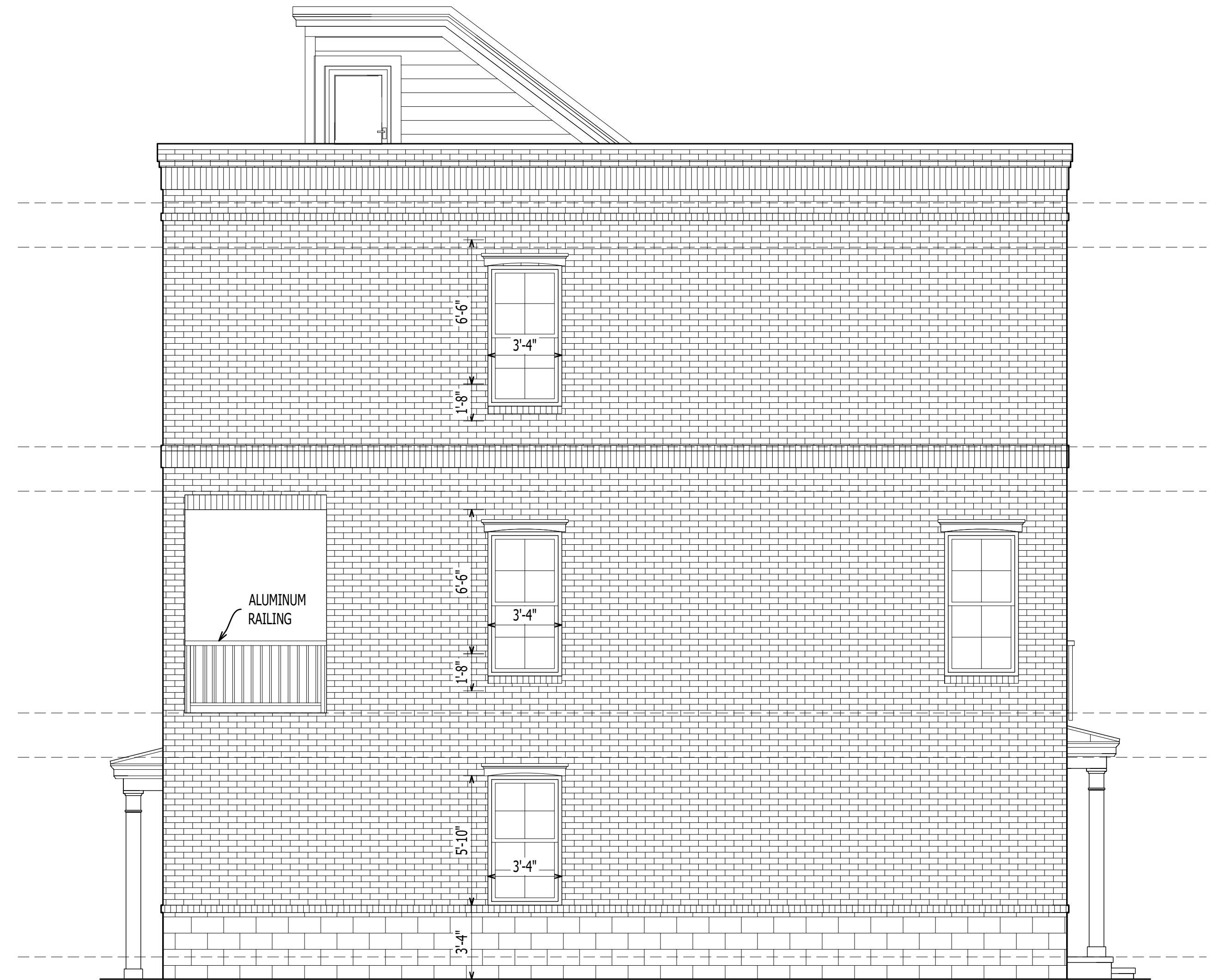
A-201A

BROAD STREET UNITS
ELEVATIONS

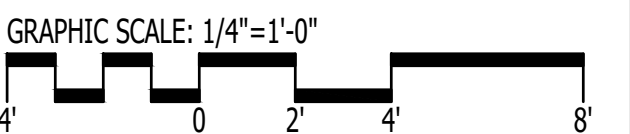
12 X 18 SHEETS ARE HALF SIZE



1
A-202
SIDE ELEVATION
Scale: 1/4" = 1'-0"



2
A-202
SIDE ELEVATION
Scale: 1/4" = 1'-0"



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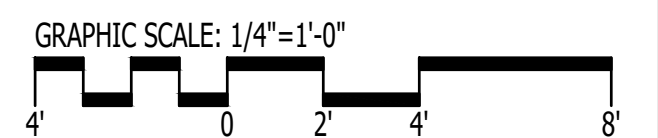
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A-202

BROAD STREET UNITS
ELEVATIONS

12 X 18 SHEETS ARE HALF SIZE



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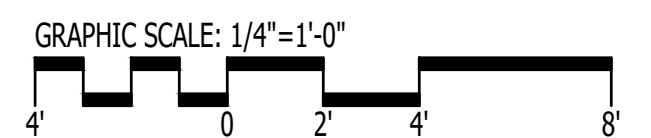
A-203

BROAD UNITS
ELEVATIONS

12 X 18 SHEETS ARE HALF SIZE



1
A-204
FRONT ELEVATION
Scale: 1/4" = 1'-0"



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A-204

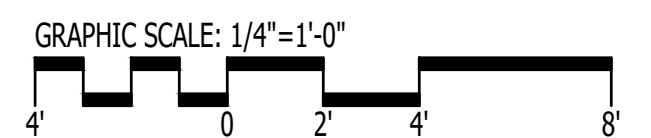
OFF BROAD UNITS
ELEVATIONS

12 X 18 SHEETS ARE HALF SIZE



1
A-204

FRONT ELEVATION
Scale: 1/4" = 1'-0"



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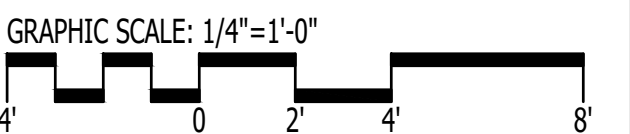
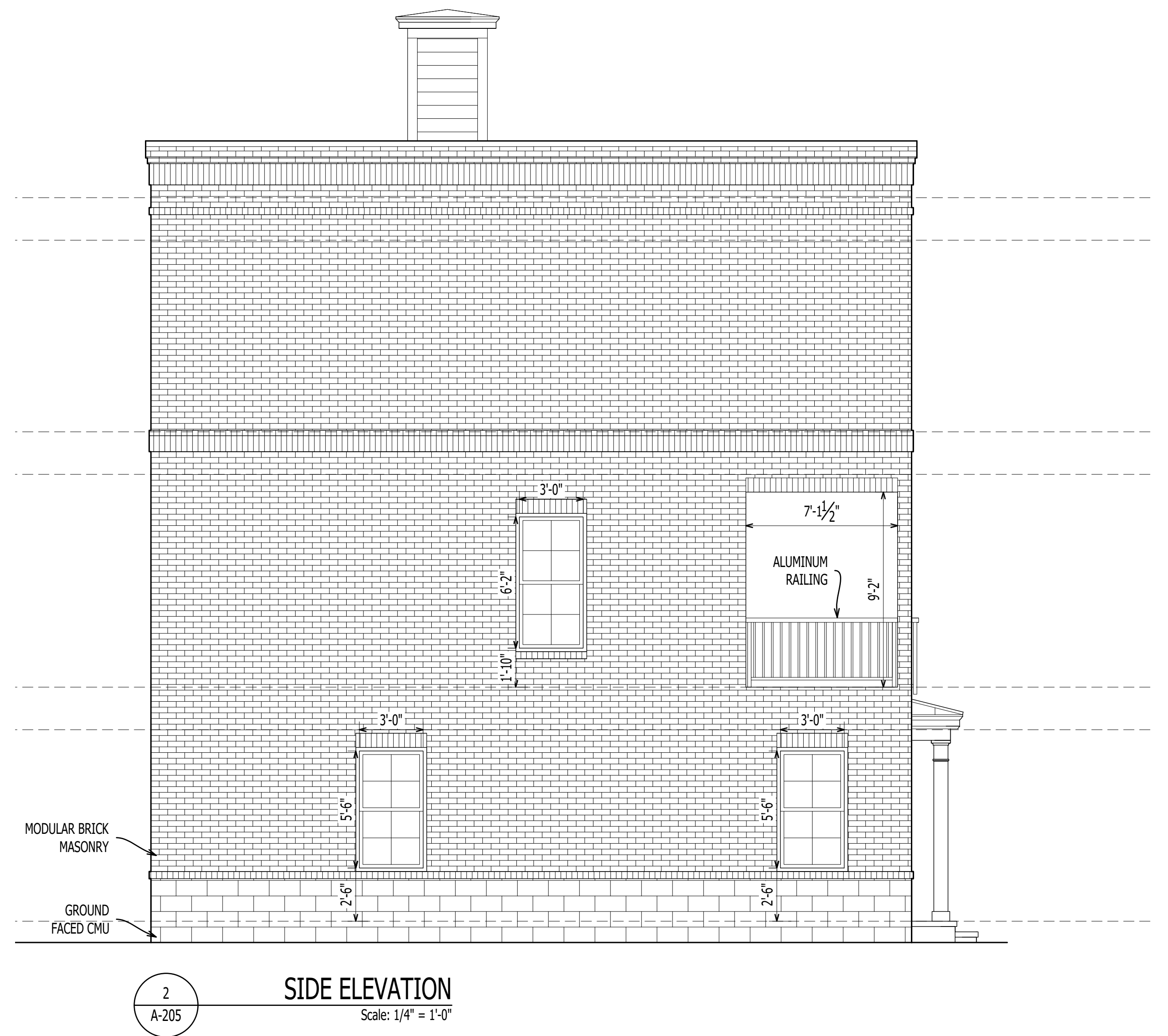
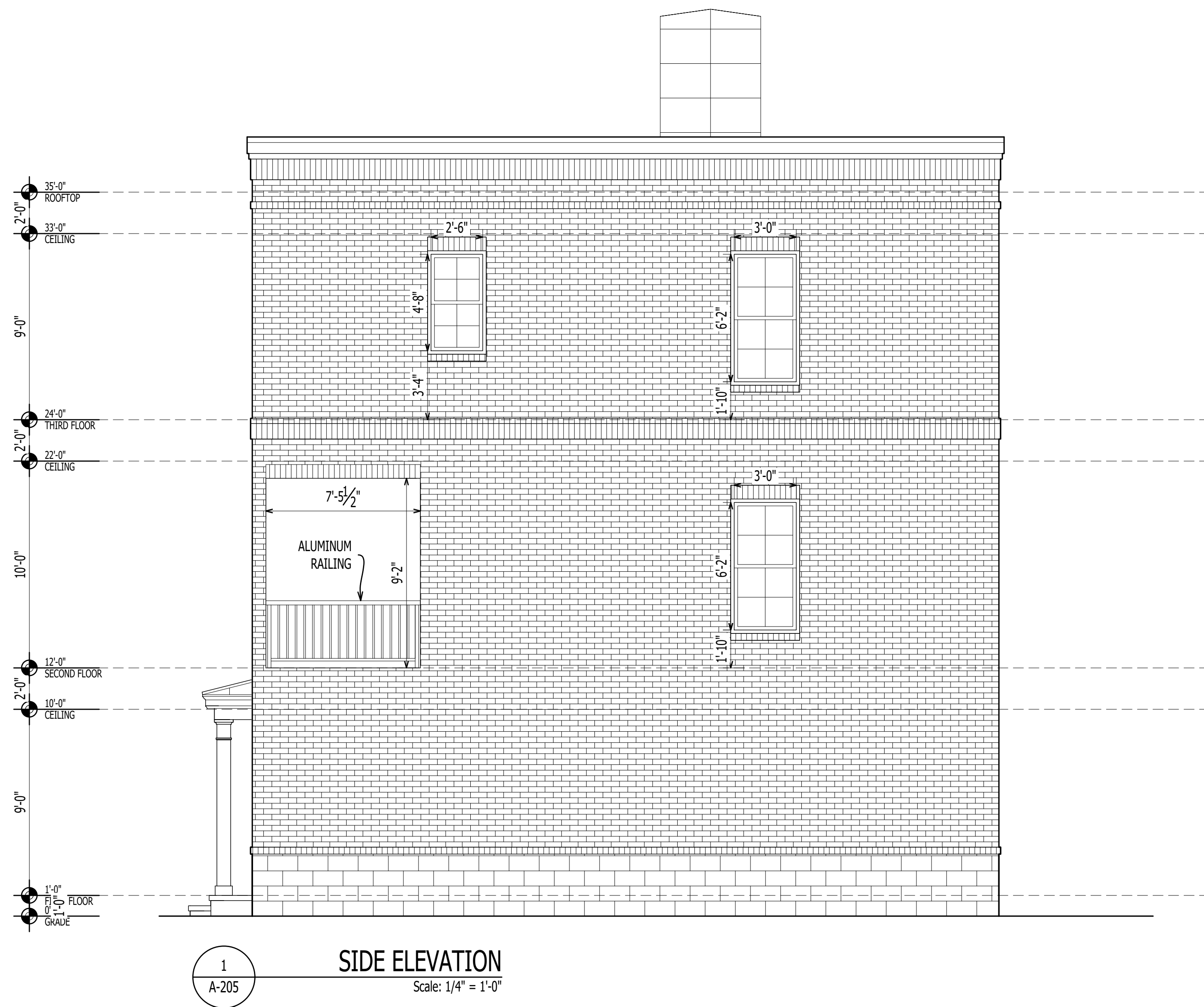
BROAD STREET TOWNHOUSES

416 & 418 BROAD STREET, NEW BERN, NC 28560

A-204A

OFF BROAD UNITS
ELEVATIONS

12 X 18 SHEETS ARE HALF SIZE



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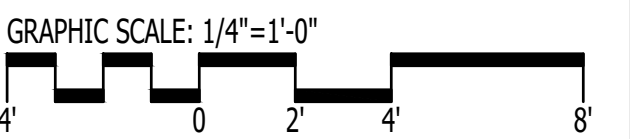
A-205

OFF BROAD UNITS
ELEVATIONS

12 X 18 SHEETS ARE HALF SIZE



1
A-206
REAR ELEVATION
Scale: 1/4" = 1'-0"



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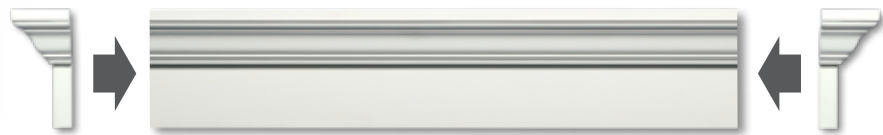
BROAD STREET TOWNHOUSES

416 & 418 BROAD STREET, NEW BERN, NC 28560

A-206

BROAD UNITS
ELEVATIONS

12 X 18 SHEETS ARE HALF SIZE



How to Order

- 1 Determine height.
- 2 Determine breast board width of Crosshead.
- 3 Select End Cap width. End Cap widths should coordinate with Pilaster or Moulding on either side of door / window. If no Moulding is used, then any End Cap can be selected.
- 4 Calculate Trimmable Crosshead; account for End Cap. Crosshead breast board width - (End Cap Back Surface X 2) = Trimmable Crosshead
- 5 Select Trimmable Crosshead.
- 6 Optional: Select Accessory Moulding / Keystone.

Example

6" high
36" width

CHC4X6 (Coordinating over 3 1/2" Flat Trim)

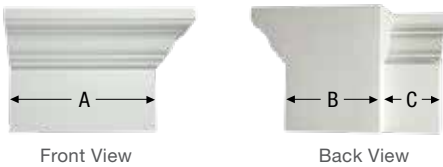
36" - (2.5" x 2) = 31" required*

CHT36X6
K6M and MLD716-12




*End Cap Back Surface

End Cap	End Cap Breast Width (A)	End Cap Back Surface (B)	Rabbet Width (C)
CHC2	1 1/2"	1"	1/2"
CHC4	3 1/2"	2 1/2"	1"
CHC7	7"	3"	4"
CHC11	11"	7"	4"

Note: Rabbet width overlaps Crosshead.



Distinction Accessories

Accessory	6" Height	9" Height
	Keystone K6M	K9M
	Dentil MLD357-8	MLD358-8
	Bottom Trim MLD716-12	MLD758-12

Trimmable

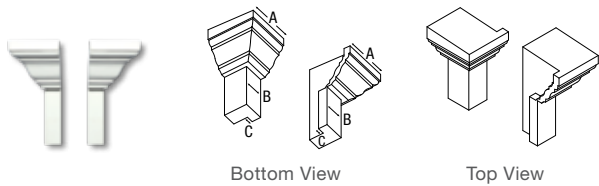
- Distinction Trimmable Crossheads are available in heights measuring 6" and 9", and widths measuring 36", 48", 144" and 216".
 - 36" and 48" widths allow for ease of handling and quick installation.
 - 144" and 216" widths can be cut to any length, minimizing waste in the field.
- End Cap overlaps the Trimmable Crosshead.
- End Cap may be routed.

6" Distinction Crosshead & End Caps

Trimmable



Part Number	Overall Width
CHT36X6	36"
CHT48X6	48"
CHT144X6	144 3/8"
CHT216X6	216 5/8"

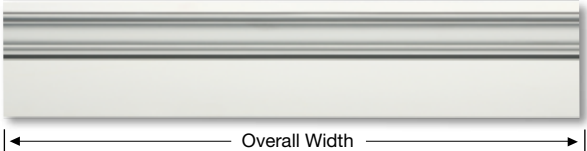


Part Number	Overall Width (A)	Width (B)	Rabbet Width (C)
CHC2X6	3 1/4"	1 1/2"	1/2"
CHC2X6-5*			
CHC4X6	5 1/4"	3 1/2"	1"
CHC4X6-5*			
CHC7X6^	8 3/4"	7"	4"
CHC7X6-5*^			
CHC11X6^	12 3/4"	11"	4"
CHC11X6-5*^			

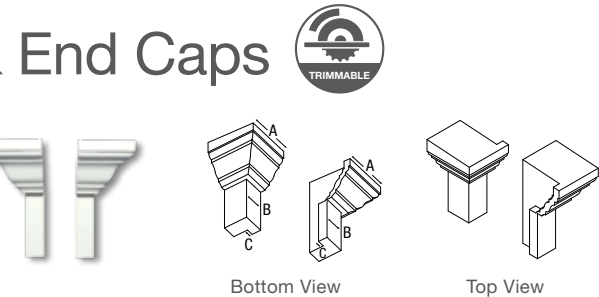
Note: Sold in pairs. *Pack quantity of 5 pair. ^ Trimmable up to 3 1/2".

9" Distinction Crosshead & End Caps

Trimmable



Part Number	Overall Width
CHT36X9	36"
CHT48X9	48"
CHT144X9	144 3/8"
CHT216X9	216 5/8"



Part Number	Overall Width (A)	Width (B)	Rabbet Width (C)
CHC2X9	4 1/4"	1 1/2"	1/2"
CHC2X9-5*			
CHC4X9	6 1/4"	3 1/2"	1"
CHC4X9-5*			
CHC7X9^	9 3/4"	7"	4"
CHC7X9-5*^			
CHC11X9^	13 3/4"	11"	4"
CHC11X9-5*^			

Note: Sold in pairs. *Pack quantity of 5 pair. ^ Trimmable up to 3 1/2".



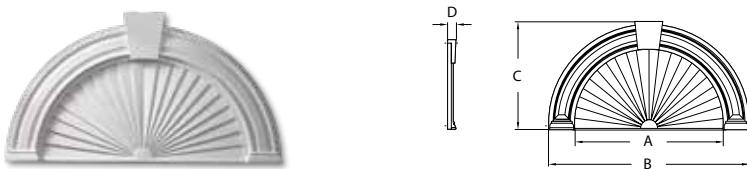
Deluxe Victorian Pediment



Part Number	Inside Width (A)	Inside Height	Overall Width (B)	Radius	Pitch (C)	Accessories
DVP40	40"	24 1/2"	67 1/4"	20"	7 / 12	PIL8X90P, PIL8X108P SWDH40X20

7" Panel Arch

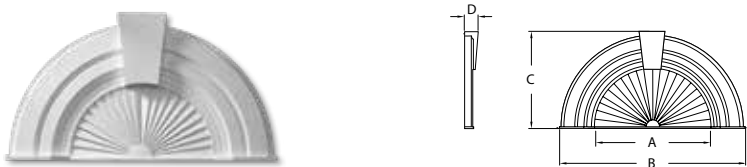
with Sunburst & Keystone



Part Number	Sunburst Width (A)	Overall Width (B)	Height (C)	Radius	Keystone Projection (D)	Pilaster
AR40X54PSK	40"	54"	29"	20"	2 5/8"	PIL7X90DP^

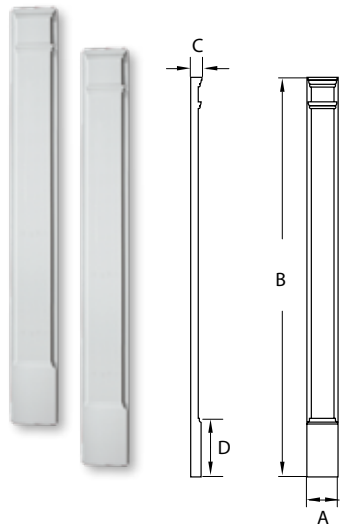
^ PIL7X90DP matches this arch profile only.

10" Decorative Arch



Part Number	Sunburst Width (A)	Overall Width (B)	Height (C)	Radius	Keystone Projection (D)	Pilaster
AR36X10SK	36"	56"	30 1/8"	2 1/8"	4"	PIL10X96A^ PIL10X192A^

^ This arch matches PIL10X96A and PIL10X192A only.

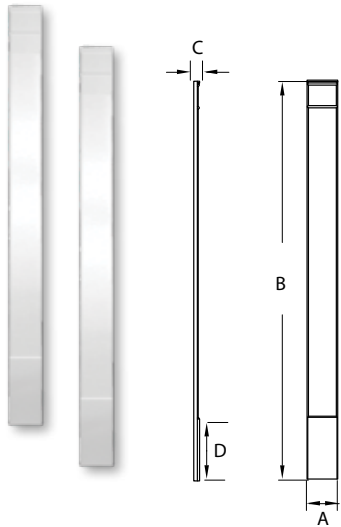


Plain Pilaster

Moulded with Plinth

Part Number	Width (A)	Height (B)	Projection (C)	Plinth Block Height (D)
PIL5X90P	5 1/4"	90"	1 5/8"	10 1/8"
PIL6X90P	6"	90"	2 1/2"	13 1/4"
PIL7X90P	7"	90"	2 1/2"	13 1/4"
PIL8X90P	8"	90"	2 1/2"	13 1/4"
PIL9X90P	9"	90"	3"	14 1/2"
PIL11X90P	11"	90"	3 1/2"	13 1/4"

Note: Sold in pairs. Pilaster may be routed for J-Channel.



Plain Economy Pilaster

Moulded with Plinth

Part Number	Width (A)	Height (B)	Projection (C)	Plinth Block Height (D)
PIL7X90PE	7"	90"	1 1/4"	14 1/4"

Note: Sold in pairs. Pilaster may be routed for J-Channel.



Parts may be required to ship LTL (less than truckload) based on size and overall dimensions.



CERTIFICATE OF APPROPRIATENESS

EXTENSION #2

Applicant (s): Broad Street Ventures, LLC, S&T Land LLC/Go Architectural Design, PLLC

Authorized Representative (if different): GO Architectural Design, PLLC

Property Owner(s): Broad Street Ventures, LLC, S&T Land LLC

Property Address: 416-418 Broad St., New Bern NC 28560

Description of Work: to include infill construction of 8 new townhouse units in 2 new, 3-story buildings; parking and internal garages to be located and accessed from the rear of the buildings.

This application is for a **MAJOR WORK** project.

Comments/Signature/Date:

ZONING ADMINISTRATOR:

Site plan approval Required - DRC
H. L. M. 8-27-21

CHIEF BUILDING INSPECTOR:

Building Permit Needed
M. B. 8-27-21

The Historic Preservation Commission reviewed the application on September 25, 2019, and again on August 18, 2021, and

Approved _____ Disapproved _____ Approved (with conditions listed below) X

the second extension in accordance with the New Bern Historic District Ordinance and Design Guidelines.

Condition: Submit a landscape plan to the Historic Preservation Administrator for review and approval.

Historic Preservation Administrator: _____

Date: August 27, 2021

Expiration Date: 09/25/2020 Extension to 09/25/2021 Extension to 09/25/2022

Permits must be acquired, or significant amount of work started, prior to expiration date. Requests for an extension must be made prior to expiration.

7. New Business:
 - A. **416 – 418 Broad St.** – extension of CoA
8. HPC Administrator's Report:
 - A. Report on CoAs Issued 06/04/2022 – 07/12/2022
MAJORS, including AMENDMENTS:
 1. 101 King St. – demolition of house
 2. 101 King St. – infill house
 3. 226 New St. - shed
 4. 318 Liberty St. – addition
 5. 509 Queen St. – infill house
 6. 516 Craven St. – fencing
 7. 622 E. Front St. – dormer and deck on garageMINORS:
 1. 205 Broad St. – porch railing, handrail
 2. 216 Middle St. – walk-in freezer
 3. 244 Middle St. – cable handhold
 4. 302 Avenue A – window revisions
 5. 514 Broad St. – tree replacement
 6. 520 New St. – tree replacement
 7. 706 E. Front St. – window replacements
 - B. Report on CoA Extensions Issued since the Prior Regular Meeting: None
 - C. Other Items and Updates by the Administrator
9. Commissioners' Comments
10. Adjourn