



Development Services Department  
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**TO:** New Bern Historic Preservation Commission  
**FROM:** Matt Schelly, AICP, City Planner  
**DATE:** September 5, 2022  
**RE:** Design Review Meeting, **5:30 PM, Wednesday, September 7, 2022**, in the Development Services Conference Room, 303 First St.

**DESIGN REVIEW AGENDA – 5:30 PM**

- I. **Application Design Review** - Consider certificate of appropriateness applications for proposed major exterior alterations:
  - A. **405 Avenue A** (Riverside Methodist Church) – remove brick exhaust stack.
  - B. **222 Middle St.** – new and repaired windows
  - C. **715 E. Front St.** – infill house
- II. **Informal Design Review** – Discussions with potential applicants prior to submitting a formal application. Potential applicants may show up with nothing more than a verbal description, however photos and other information are more helpful.
  - A. **Trent Court**
- III. **Informal Board Discussion Items** -
  - A. **Prevention of Demolition by Neglect Work Group** – report
  - B. **Guidelines Updates Work Group** – report
  - C. **Historic Property Owners Support (HiP Owners Support) Work Group** – report
  - D. **Preservation Awards Work Group** – report
  - E. **Work Group Assignments**
- IV. **Project Follow-Ups, Updates, and Questions**
  - A. **CoAs denied** – None
  - B. **CoAs issued** in August
    - MAJORS:  
None – 2 pending
    - MINORS:

104 King St. – new pier  
301 Johnson St. – tree replacement  
510 George – gas meter, exterior water heater  
221 Craven St. – limited lighting

**C. Resiliency Plan:** recent activities, upcoming items

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

**A. Ongoing, Formal:**

215 Pollock St. – modern metal roofing – City Attorney pausing for owner to sue contractor  
221 E. Front St. – long-time DBN case – “221 Team” mtg. with owner 7/28; Minor CoA application submitted for repointing; informed HPA about proposed brick repair work

**B. Preliminary, Informal:**

214 Pollock ROW – replacement tree  
311 Hancock St. – repointing w/o CoA - inspection and photos, discussion with contractor in 2020  
319-323 Middle St. – painting previously unpainted brick – discussed with HPC; no new action since late 2020  
711 Pollock St. – paint removal – siding to be removed for insulation, then same siding returned in place  
819 N. Craven St. - new fencing w/o CoA - waiting for email that Morgan approved fencing as RiK.

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

408 Avenue A – reroofing w/o CoA or consent as RiK; repaving driveway apron  
411 Johnson St. – incorrect standing seam metal roof (w/ or w/o a CoA?)  
508 C St. – porch revision w/o CoA  
509 Craven – follow up on 2018 violation, porch columns  
510 C St. – shed w/o CoA  
511 Middle St. – fence w/o CoA  
525 Queen St. – repair to soffit unfinished; contractor contacted by HPA  
601 Broad St. – reroofing w/o CoA or consent as RiK  
605 Hancock St. – mech unit w/o CoA for screening  
624 E. Front St. – installation of fencing not according to CoA or Guidelines  
702 E. Front St. – landscaping required as condition of CoA not yet installed  
707 Craven St. – post removed w/o CoA  
715 Craven St. – new shed w/o CoA  
809 N. Craven St. – replacement of siding and window trim w/o consent or CoA; owner to contact HPA  
812 Queen St. – building demolition w/o CoA  
911 Broad St. – porch revision w/o CoA  
1117 N. Craven St. – installation of driveway and tree removal w/o COA; met with owner

**VI. Staff and Board:**

**A. Training: Local Landmarks**

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

**VIII. Adjourn**