



Development Services Department  
303 First St. P.O. Box 1129  
New Bern, NC 28563  
(252) 639-7581

**TO:** New Bern Historic Preservation Commission  
**FROM:** Matt Schelly, AICP, City Planner  
**DATE:** January 11, 2023  
**RE:** Regular Meeting, **5:30 PM, Wednesday, January 18, 2023, in the Courtroom, Second Floor, City Hall, 303 Pollock St.**

INDIVIDUALS WITH DISABILITIES REQUIRING SPECIAL ASSISTANCE SHOULD CALL  
639-7501 NO LATER THAN 3 P.M. THE DATE OF THE MEETING

**REGULAR MEETING AGENDA – 5:30 PM**

1. Opening of Meeting with Roll Call
2. Approval of Minutes of Previous Meeting(s)
3. 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. **305 North Ave.** – to include demolition of a contributing structure and construction of a 2-story infill house.
    - C. **302 Broad St. (Courthouse)** – to include an addition and modifications at the modern Craven St. addition for a new accessible entry and new spaces and covered driveway in the Primary and Secondary AVCs.
    - D. **1206 N. Pasteur St.** – to include a front door and sidelights replacement and expand the gravel parking area, all in the Primary, Secondary, and Tertiary AVCs.
    - E. **1512, 1516 National Ave., and 407 North Ave.** – to include fencing in the Primary and Secondary AVCs.
    - F. **305 Bern St.** – to include a new shed in the Tertiary AVC.
    - G. **720 E. Front St.** – to include a new 2-story infill house.

***\*Please note that applications for these projects, including proposed plans, are available for review during normal business hours in the Development Services Department (303 First St.).***

5. Old Business (non-hearing items tabled or continued from a previous meeting): none
6. General Public Comments
7. New Business: none
8. HPC Administrator's Report:
  - A. Report on CoAs Issued 10/12/2022 – 01/11/2023
    - MAJORS:
      - 404 Avenue B – fencing
      - 507 George St. – addition, porches, fencing
      - 5 pending
    - MINORS:
      - 221 E. Front St. – repointing, removal of unused utilities
      - 303 Pollock St. – signs
      - 415 Broad St. – tree replacement
      - 616 Broad St. – hvac units
      - 609 New St. – landscaping, gravel driveway
      - 711 Queen St. - fencing
      - 11 pending
  - B. Report on CoA Extensions Issued since the Prior Regular Meeting: none
  - C. Other Items and Updates by the Administrator
    - i. Commissioner resignations and replacements
    - ii. Annual Report to the SHPO
9. Commissioners' Comments
10. Adjourn

**FEE SCHEDULE** (office use only)  
 [ ] \$22 Standard Application (minor)  
 [ ] \$107 Standard Application (major)



**HPC Administrator**  
**HPAdmin@newbernnc.gov**  
**Work: (252) 639-7583**  
**Fax: (252) 636-2146**

**Application for a Certificate of Appropriateness**  
*(For Alterations to Properties in Locally Designated Historic Districts)*

**For assistance, see "CoA Instructions," as well as "Historic District Guidelines," available online at:**

<https://www.newbernnc.gov> Go to: Departments, Development Services, then:

- For the CoA Instructions: Document Center, Alphabetical Listing, Certificate of Appropriateness – Instructions for COA application
- For the Historic District Guidelines: Historic Preservation, HPC Guidelines, Historic District Guidelines

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

<b>I. Applicant/Owner Information:</b>			
Property Address (Include year built, if known):			
Property Owner Name(s): Paul A. and Karen K. Freeman	Owner Mailing Address: 214 Camp Queen Rd., Swansboro, NC 28584	Phone #s: (301) 898-2631	Email: freepeople09@gmail.com
Applicant Name (if different):	Applicant Mailing Address:	Phone #s:	Email:

<b>II. Project Information:</b> <i>(See "CoA Instructions" &amp; "Historic Guidelines" for help in completing this section)</i>
<p>1. Provide a detailed description of work to be conducted on site: (Attach additional sheets if needed)</p> <p>Demolition of existing dilapidated single family residence. Non-viable (dying) trees and overgrown shrubs removed during demolition. Specimen trees at front lot line to be retained. Debris to be hauled off the site with no proposed burning or burial of material. Utility connections sealed and secured. Re-designation of one lot into two lots currently known as Lots 15 and 16 Block "F". Access to rear yards will consist of a single, Two Track lane with vegetation between wear paths.</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: (only need the guideline numbers):</p> <p>2.1 Tight Weave dev. pattern ; 2.3 Utilities; 2.4 Landscaping; 2.7 Parking</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).</p> <p>n/a Demolition CoA solely</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.

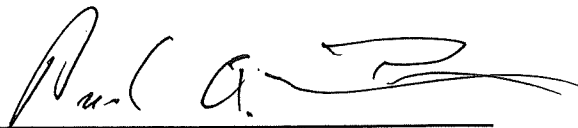
Please see Development Services Staff (Staff) prior to submittal for initial review of the application and advisement if additional information will be required before consideration at a Historic Preservation Commission hearing.

**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 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.



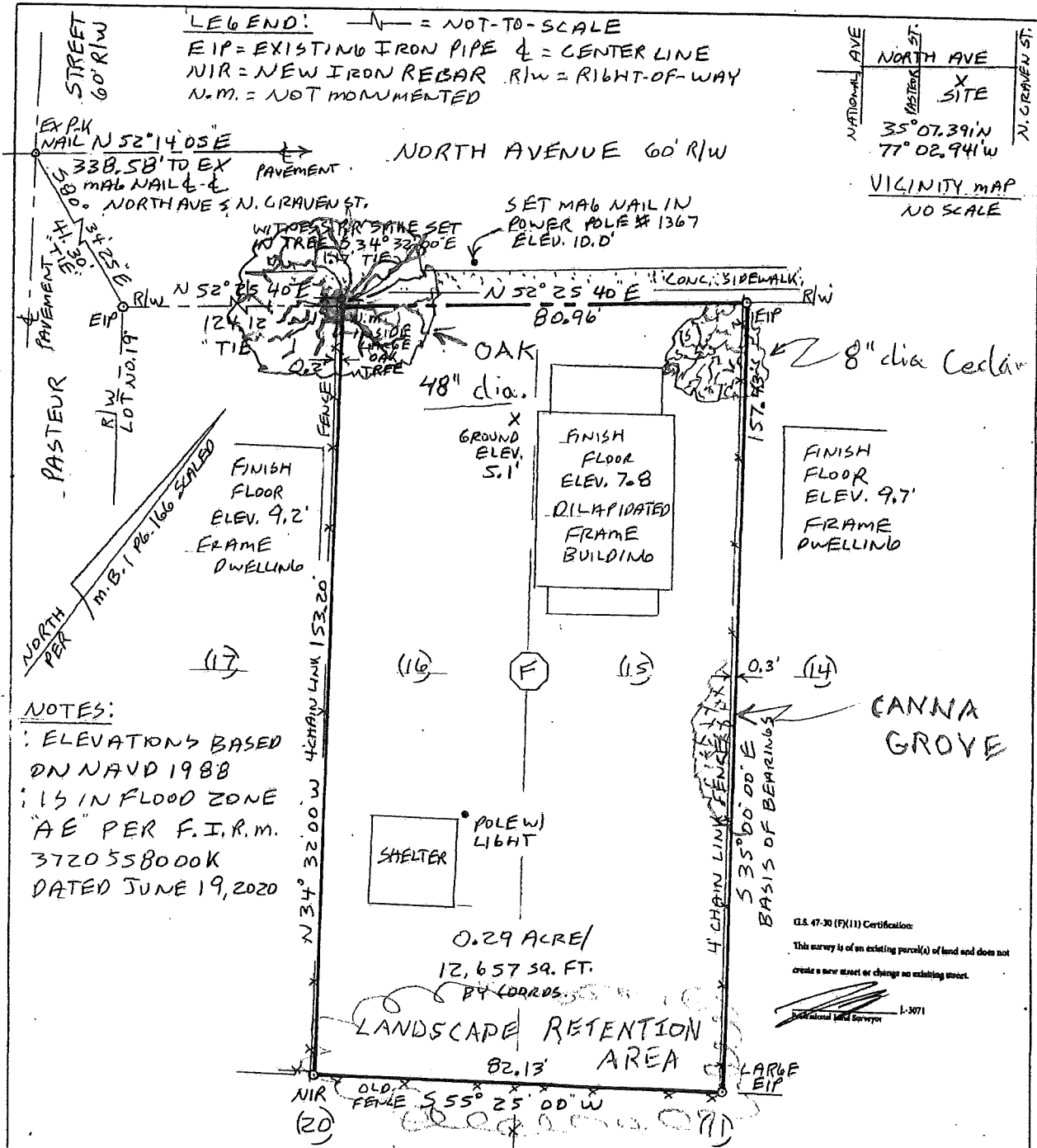
Signature of Applicant/Owner

1/04/2023

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.

# 305 NORTH AVE. LANDSCAPE RETENTION PLAN



## Surveyor's Certificate

I, Roy R. Smith, Jr., certify that this plan was drawn under my supervision from an actual survey made under my supervision (see reference) that the boundaries not surveyed are clearly indicated; that the ratio of precision as indicated is 1:15000; that this plan was prepared in accordance with G.S. 47-30 as amended; Witness my original signature, license number and seal this 31 day of OCT. 2022

Professional Land Surveyor



## SURVEY FOR: PAUL FREEMAN

NEW BERN, TOWNSHIP NO. 8, CRAVEN COUNTY, N. CAROLINA

DATE: OCT. 31, 2022

SCALE: 1" = 20'

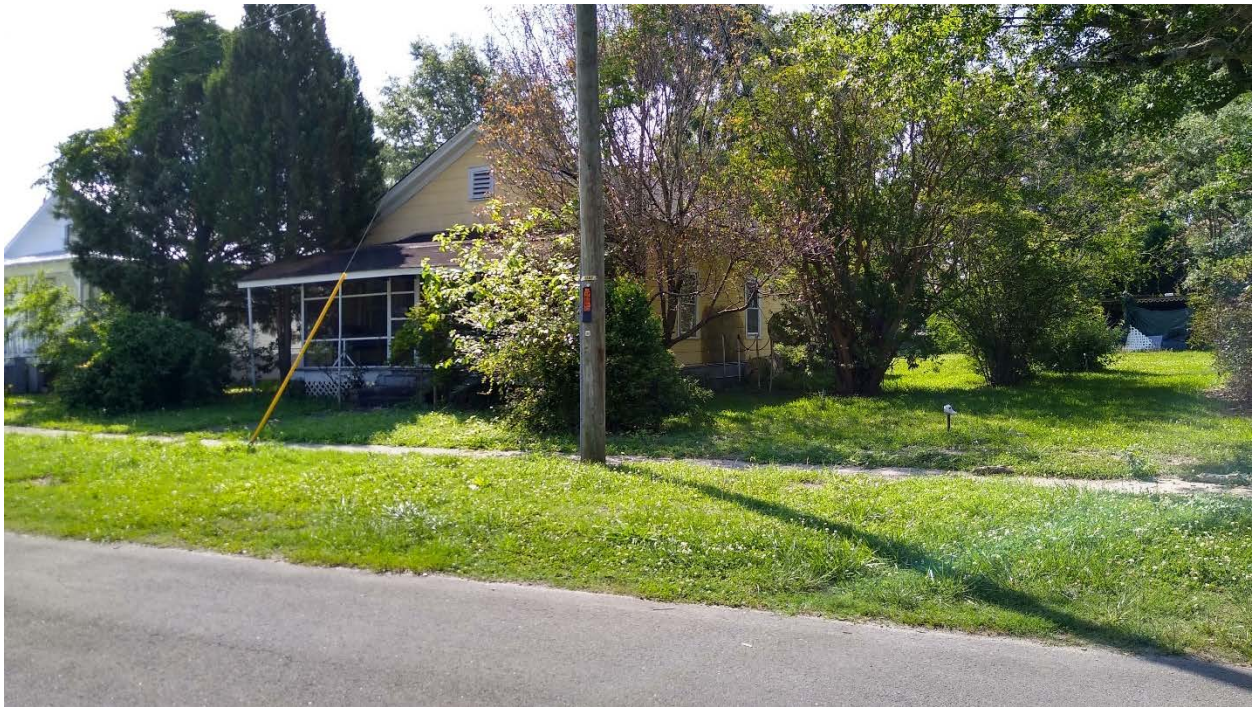
FILE NO: 220155

F-0496  
 Southern Boundaries  
 408 GULAN ST. NEW BERN, NC 633-2771

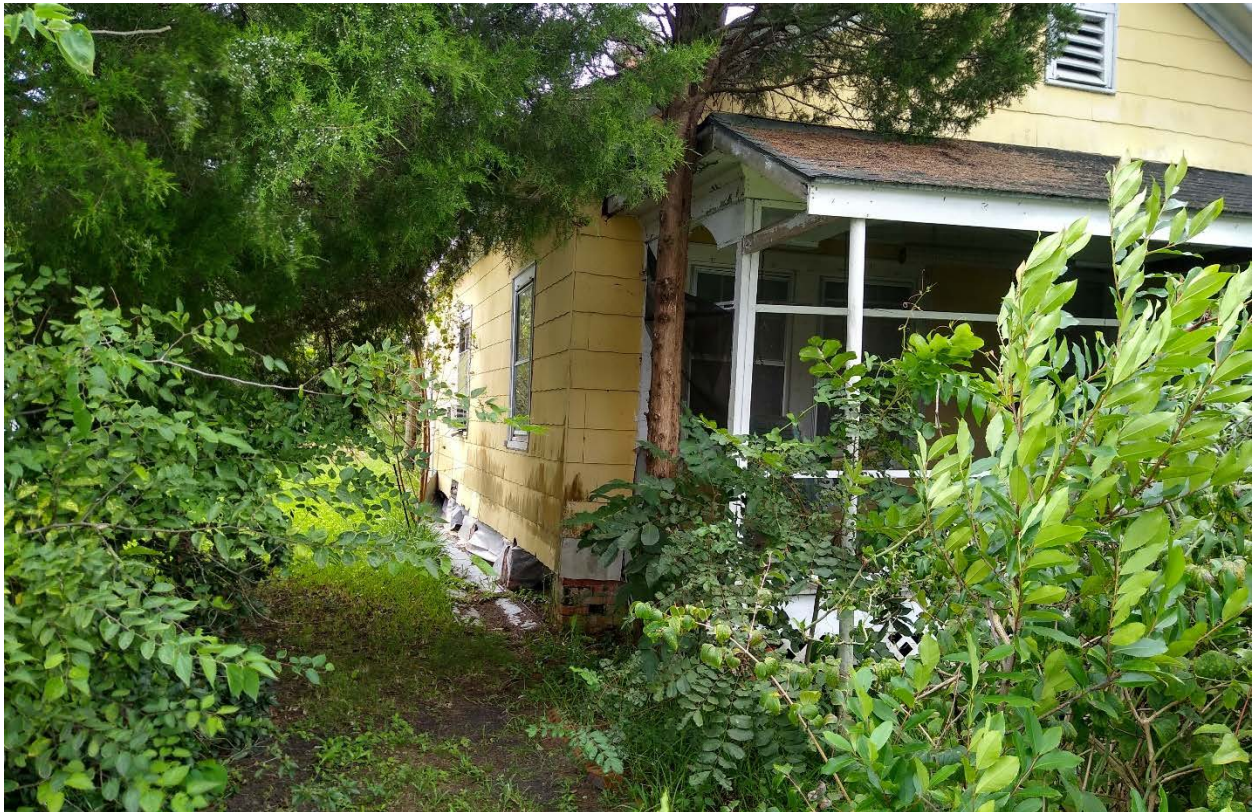
**305 North Avenue – Staff photos June and September 2020**

**June 2020**





September 2020





### **305 North Avenue**

Built in 1940. This is a single-family stick built 1044 Sq-ft home on .29-acre lot. The structure is currently inhabitable because of contributing damages from Hurricane Florence in 2018. During Florence, about four feet of water inundated the house. No repairs have been carried out on this structure since 2018. The whole structure is compromised from the foundation to the roof. In addition, mold has developed in the house.



































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## 3-Bedroom, 1700 Sq Ft Country Plan with Second Floor Master



### About Plan # 126-1339



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## 4-Bedroom, 1758 Sq Ft Country Plan with Butler's Pantry



#105-1072



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FINE HOUSE PLANS

To add this web app to the home screen: tap  and then **Add to Home Screen**.

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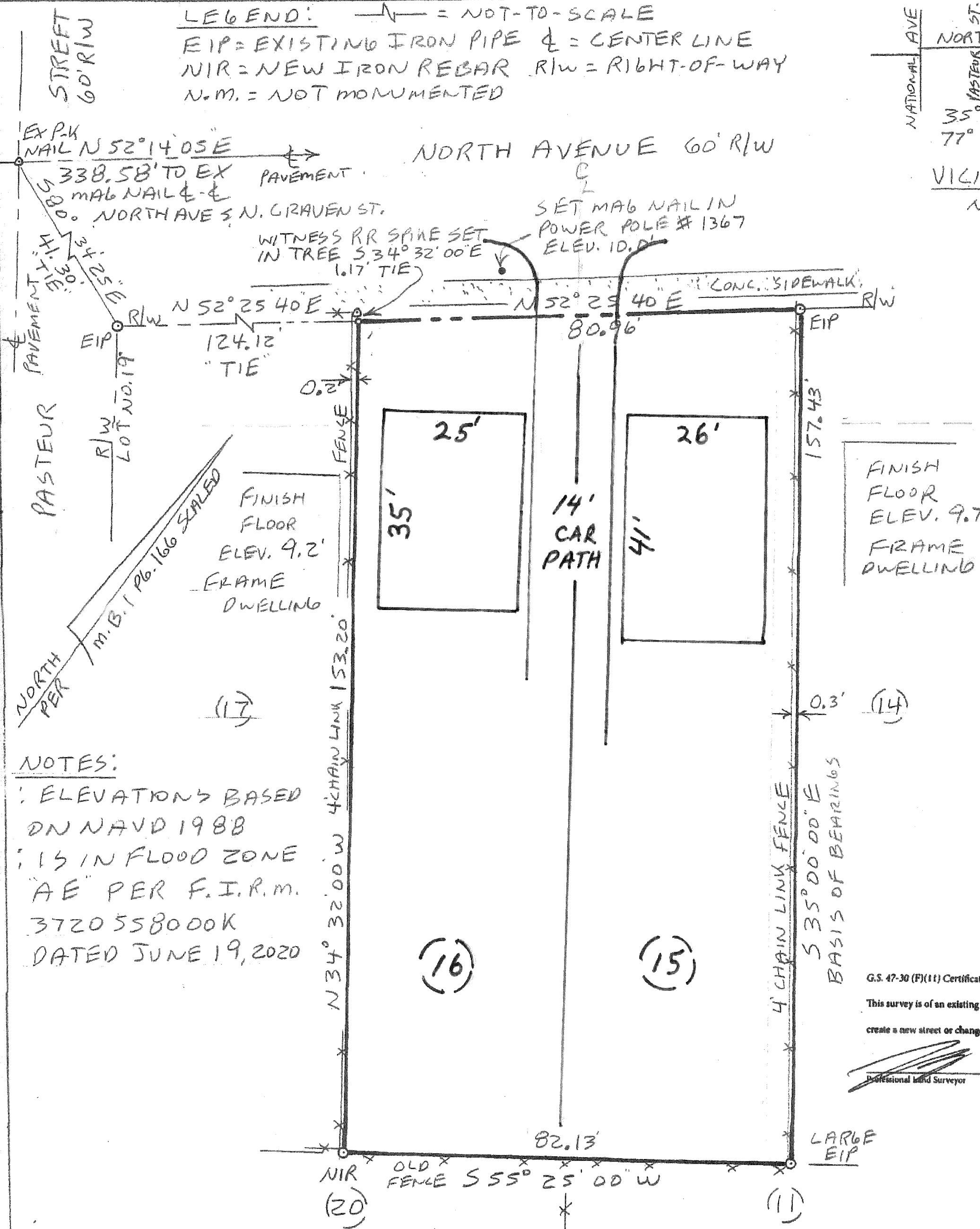








LEGEND: — = NOT-TO-SCALE  
EIP = EXISTING IRON PIPE & = CENTER LINE  
NIR = NEW IRON REBAR R/W = RIGHT-OF-WAY  
N.M. = NOT MONUMENTED



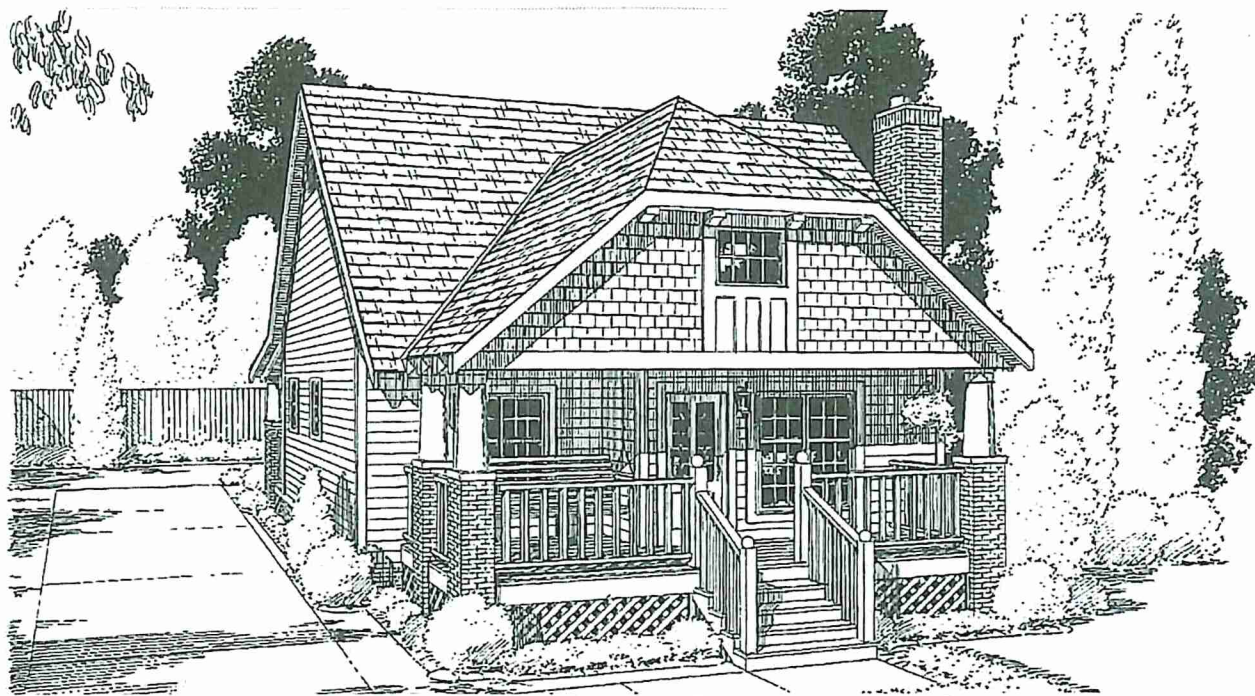
NOTES:

ELEVATIONS BASED  
ON NAVD 1988  
IS IN FLOOD ZONE  
"AE" PER F.I.R.M.  
372055800K  
DATED JUNE 19, 2020

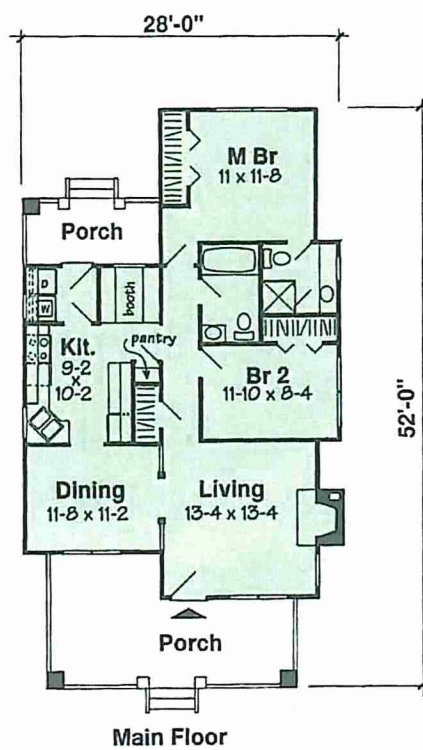
ADDRESS: 305 NORTH A  
REF: COVERING DEED  
Pb. 529, LOTS 15 & 16, B  
"EXTENSION TO RIVERS  
BOOK 1 Pb. 166 CRAVEN CO  
PARCEL ID: B-016-107

G.S. 47-30 (F)(1) Certificate  
This survey is of an existing  
create a new street or change  
Professional Land Surveyor

SURVEY FOR:



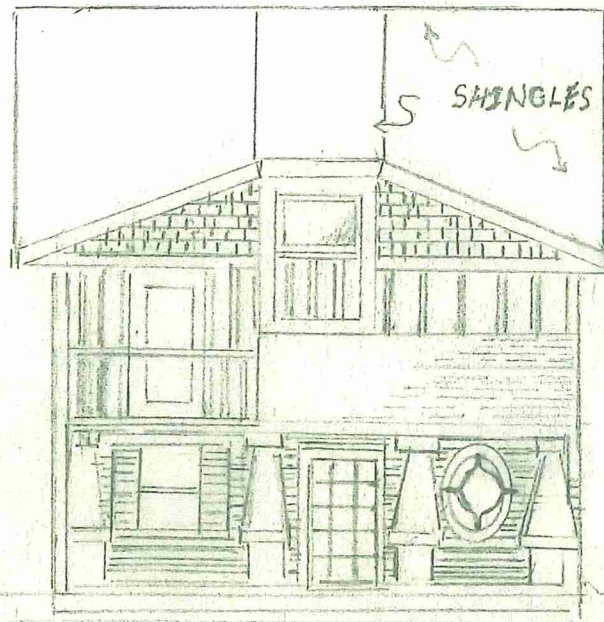
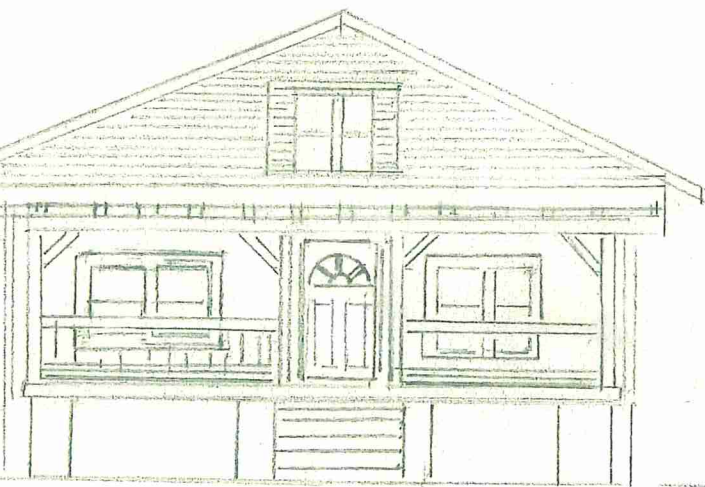
■ Total living area 964 sq. ft. ■ Price Code A ■



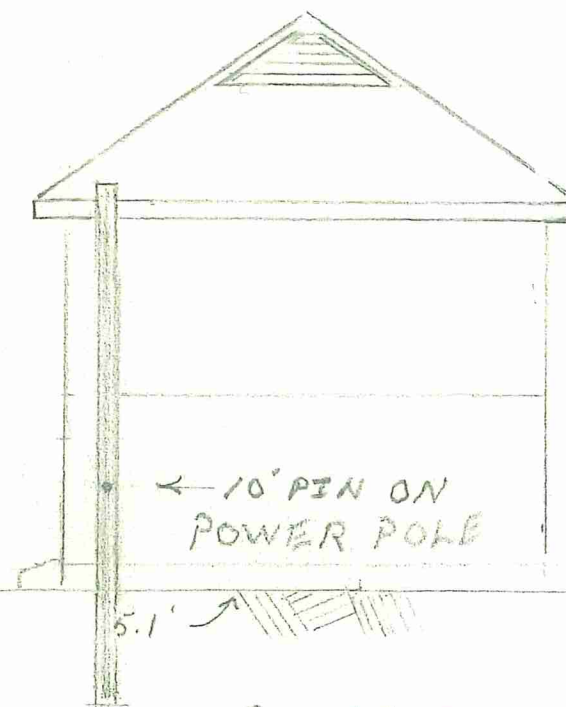
305 NORTH AVE.

15

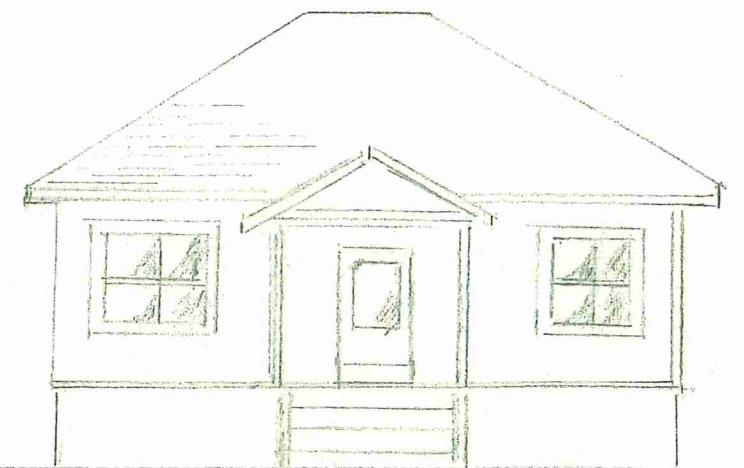
16



FREEMAN INFILL  
'PROPOSED'



PHASE II





## 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:** 305 North Ave. – to include demolition of a contributing structure and construction of a 2-story infill house.

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

Zoning District: R-10S

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:

Must meet required setbacks, height & parking requirements.  
Zoning Administrator *[Signature]* 1/13/23

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

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

Comments:

Demolition Permit needed  
Chief Building Inspector *[Signature]* 1/13/23

## Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – January 18, 2023

**Applicant:** Paul & Karen Freeman  
**Applicant Address:** 214 Camp Queen Rd., Swansboro, NC 28584  
**Project Address:** 305 North Ave., New Bern

**Historic Property Name, Date:** House, ca. 1928

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

**NR Inventory Description (1988):** This one-story, gable-front bungalow appears to be of somewhat later construction than its neighbor to the northeast (303 North Ave.). The porch sheltering its three-bay facade has been screened, and the main block of the house is sheathed with asbestos siding. Windows are six over six sash.

**Sandbeck Description (1988):** None

**305 North Ave.** – to include demolishing the existing contributing house and replacing it with a new 2-story infill house.

**Staff submits the following Historic District Guidelines are appropriate to this application, which consists of two deliberations, demolition and new infill:**

### **DELIBERATION 1: DEMOLITION**

#### **Demolition**

- 6.4.2 It is not appropriate to demolish a viable contributing structure in order to create an infill construction opportunity.
- 6.4.3 The HPC reserves the right to postpone demolition until development and building permits are approved for redevelopment plans.
- 6.4.4 Prepare drawings and photographically document the site prior to demolition. Include photographs of interiors, exteriors, architectural elements and context within the streetscape.
- 6.4.5 Notify preservation organizations, and allow for the salvage of design components, architectural features and building materials for reuse.

In addition, the Guidelines stipulate: “In rendering a decision on a demolition COA, the HPC should address the following [three] considerations:”

**Consideration 1:** Address the historical, cultural and architectural significance of the structure.

- Is it a contributing structure?
  - Staff: Yes, as indicated in the Inventory in the National Register Registration Form for the Riverside Historic District.
- Is it significant because of its historic use, an event, a person, a builder, or an architect?
  - Staff: No. None is indicated in the National Register Registration Form for the Riverside Historic District, nor is anything or anyone otherwise known to staff.
- Is it the last or the oldest example of a certain building type?
  - Staff: This is not indicated in the National Register Registration Form for the Riverside Historic District, nor is this otherwise known to staff.

**Consideration 2:** Address the integrity of the structure.

- What are the conditions of foundations, floors, walls, windows, doors and roofs?

## **Certificate of Appropriateness Findings and Recommendations**

HPC Regular Meeting – January 18, 2023

- Staff: the applicant has provided substantial evidence that the conditions of these elements are beyond the state whereby repairs would be possible or reasonable.
- Is it a hazard to public health, safety and welfare?
  - Staff: In 2012 the Chief Building Officer has issued an Order that the dwelling was “unfit for human habitation due to deterioration and defects, increasing the hazard of fire, accidents, or other calamities.” In addition, the applicant has stated that the structure is at least occasionally used by trespassers.

### **Consideration 3: Address attempted preservation efforts.**

- Have options for rehabilitation been explored with preservation organizations?
  - Staff: no explorations of options for rehabilitation with preservation organizations are known to the staff.
- Has the applicant been unsuccessful in seeking alternatives to demolition?
  - Staff: the applicant has not indicated such to the staff.
- Have alternatives for structure relocation and sale of the property been pursued?
  - Staff: the applicant has not indicated such to the staff.

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

1. The project is a proposal to demolish a contributing resource.
2. The applicant is proposing a new house for the property, however the design of which will need to be approved by the HPC.
3. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly.
4. The project is not incongruous with the Guidelines.

### **MOTION FOR DELIBERATION 1**

**Staff recommends the Commission approve this application to include demolition of a contributing structure, however the CoA should not be issued at this time and the demolition may not proceed until the design of the replacement structure is approved by the HPC and a CoA issued for the replacement. Then, the CoA for the demolition can be approved by the HPC to be issued.**

### **DELIBERATION 2: NEW INFILL HOUSE**

**Staff submits the following Historic District Guidelines are appropriate to this portion of the application, based on the plans and descriptions provided at the time of the preparation of these recommendations:**

#### **Development Pattern**

- 2.1.1 Maintain the established development pattern for placement of infill construction. The relationship of a structure to the property boundaries should be similar to those up the street, down the street and in most cases, across the street.
- 2.1.2 There are areas within the historic districts where the development pattern may have been weakened by vacant lots and nonconforming structures. In such areas, preference shall be given to contributing structures when defining the development pattern for infill construction.

## **Certificate of Appropriateness Findings and Recommendations**

HPC Regular Meeting – January 18, 2023

- 2.1.3 The footprint, scale and proportion of infill construction shall be in keeping with neighboring properties. In general, it is not appropriate to construct a three-story structure in an area that is dominated by one-story structures.

### **Utilities**

- 2.3.1 Locate equipment in Secondary and Tertiary AVCs and screen items from public view with vegetation, fencing and similar site constructions. It is recommended that utilities be consolidated in common locations.
- 2.3.2 Paint equipment and exposed utilities to compliment mounting surfaces and reduce their visibility.

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

### **Parking**

- 2.7.1 Confine driveways on narrow lots to the Secondary AVC.
- 2.7.2 Use driveways to access off street parking areas located in the Tertiary AVC. Areas for vehicular use shall not exceed more than 50% of the rear yard in the tight weave development pattern.

### **Design Principles**

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

### **Infill Construction**

- 3.4.1 Maintain the relationship between building mass and open space that exists on the block or streetscape.
- 3.4.2 The predominant material of an infill building shall visually emulate the palette of materials traditionally found in the historic districts.

## **Certificate of Appropriateness Findings and Recommendations**

HPC Regular Meeting – January 18, 2023

- 3.4.3 Use of modern materials is acceptable as a means of continuing the evolution of architecture through time. However, the use of aluminum and vinyl siding, faux brick and stone, stamped concrete and similar imitation materials is not appropriate.
- 3.4.4 Contemporary materials shall be appropriately proportioned, used in traditional ways and installed in a traditional manner.

### **Foundations**

- 4.1.2 When infilling between brick piers, recess brick curtain walls 1 to 2 inches to visually delineate piers.
- 4.1.3 Use traditional materials when constructing foundations. Concrete block should receive a veneer of stucco, brick, or other appropriate masonry material.
- 4.1.4 Locate foundation features such as vents and access doors in areas that will not detract from the architectural character of the building. Coordinate with other architectural features when possible, such as aligning vents and access doors with windows above or centering them between piers.
- 4.1.5 When elevating a structure in flood zones, limit elevation to the minimum height required by ordinance. When elevating a structure that is not in a flood zone, limit elevation to 2 feet above the current height.
- 4.1.6 Minimize the visual impact of tall foundation walls by introducing a combination of landscaping, grading, and terraced retaining walls.

### **Walls, Trim and Ornamentation**

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

### **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.

### **Roofs**

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

### **Masonry**

- 5.1.5 Provide a veneer of brick, stucco, or other appropriate material over concrete masonry units. Architectural concrete masonry units such as rusticated, split face or similar types may be substituted for stone masonry construction.

### **Metals**

- 5.3.3 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.

## Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – January 18, 2023

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

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

- 1. The project is located in the *Tight Weave* development pattern;
- 2. The proposal is an infill project;
- 3. The proposed design, components, and materials are not yet sufficiently indicated as to whether they will meet the requirements of the Guidelines;
- 4. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly;
- 5. It is not yet clear whether the project is not incongruous with the Guidelines.

### **MOTION FOR DELIBERATION 2**

**Staff recommends the Commission not approve the application for a new infill house at this time.**

**FEE SCHEDULE** (office use only)  
 [ ] \$22 Standard Application (minor)  
 [ ] \$107 Standard Application (major)



**HPC Administrator**  
**HPAdmin@newbernnc.gov**  
**Work: (252) 639-7583**  
**Fax: (252) 636-2146**

## Application for a Certificate of Appropriateness

*(For Alterations to Properties in Locally Designated Historic Districts)*

**For assistance, see "CoA Instructions," as well as "Historic District Guidelines," available online at:**

<https://www.newbernnc.gov> Go to: Departments, Development Services, then:

- For the CoA Instructions: Document Center, Alphabetical Listing, Certificate of Appropriateness – Instructions for COA application
- For the Historic District Guidelines: Historic Preservation, HPC Guidelines, Historic District Guidelines

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

<b>I. Applicant/Owner Information:</b> David Griffin			
Property Address (Include year built, if known): 302 Broad St, New Bern, NC			
Property Owner Name(s): Craven County	Owner Mailing Address: 406 Craven Street New Bern, NC	Phone #s: 252-617-7940	Email: zchenoweth@cravencountync.gov
Applicant Name (if different):	Applicant Mailing Address: 109 Candlewood Road Rocky Mount, NC 27804	Phone #s: 252-883-5954 252-937-2500	Email: dgriffin@oakleycollier.com

<b>II. Project Information:</b> <i>(See "CoA Instructions" &amp; "Historic Guidelines" for help in completing this section)</i>
<p>1. Provide a detailed description of work to be conducted on site: (Attach additional sheets if needed)</p> <p>A new stair and elevator addition will be added to the existing Craven County EOC building located behind the Craven County Courthouse. New new stair will be replacing the existing Curved stair tower and server as the main vertical egress for the multi story building. The new elevator shaft addition is required to meet accessibility requirements for the building. The ground floor will no longer be the access point for the building. A new stair and HC ramp will be adding to provide access to the first floor to the public sidewalk. The addition will serve as a main entrance for the public</p> <p style="text-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: (only need the guideline numbers):</p> <p>Section 2 - General development Standard</p> <p>Section 3 - Design Principles</p> <p>Section 4 - Guides for foundation, wall trim, and ornamentation, .Continued on additional sheet or attached brochure </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).</p> <p>Brick veneer will match the existing brick on the EOC addition. Storefront glazing system will also match the existing. A precast concrete panel will be used as a secondary veneer adjacent to the entrance.</p> <p style="text-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 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

1/11/23  
\_\_\_\_\_  
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.

# Craven County Courthouse EOC Addition Project

January 4, 2023 HPC Meeting









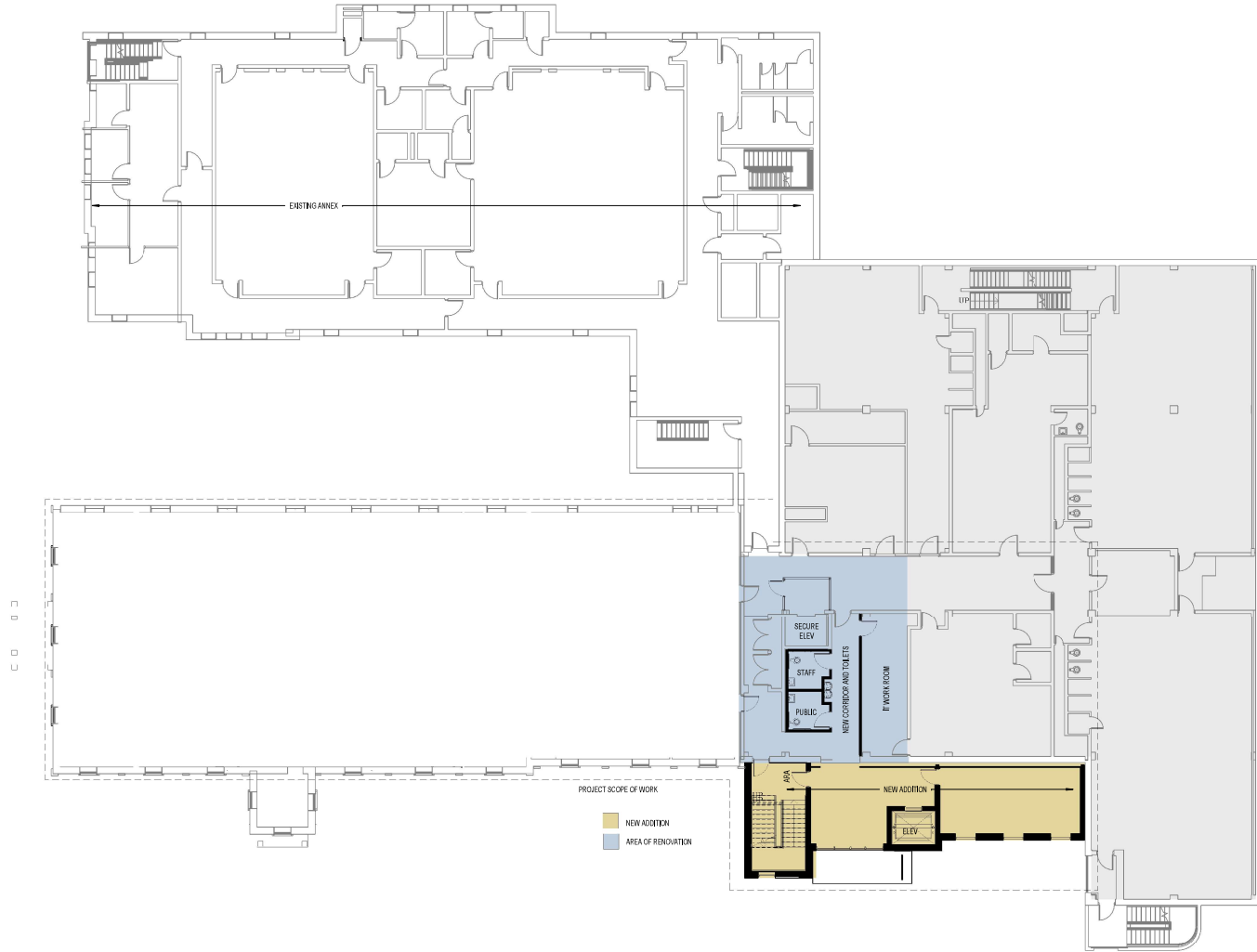












1 CM - SECOND FLOOR SCOPE  
P2-A1.3 3/32" = 1'-0"



## Zoning and Inspections Review of

### Application for Certificate of Appropriateness for Alterations in Historic District

Initial review of applications for certificates of appropriateness by the Zoning Administrator and Chief Building Inspector is intended to provide the applicant and Historic Preservation Commission with information related to compliance with local land use ordinance and building code. It does not represent a formal approval of a permit by any party and does not bind the decisions of Commission.

**Application Address and Description:** 302 Broad St. (Courthouse) – to include an addition and modifications at the modern Craven St. addition for a new accessible entry and new spaces and covered driveway in the Primary and Secondary AVCs.

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

Zoning District: C-1

Required Setbacks (primary structure): Front average Side 0 ft Rear 6 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 N/A Buffer N/A 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: Setbacks must comply w/ City Code Section 15-416  
Zoning Administrator [Signature] 1/13/23

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

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

Comments:

Chief Building Inspector [Signature] 1/13/23

## Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – January 18, 2023

**Applicant:** Craven County/Oakley Collier Architects

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

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

**Historic Property Name, Date:** Craven County Courthouse, 1883/1915

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

**NR Inventory Description (2003):** Second Empire style; brick; two-and-a-half stories; Sloan and Balderson of Philadelphia architects; arched windows; four-story entrance tower; Mansard slate roof.

**Sandbeck Description (1988):** “ ... is New Bern’s largest and most lavishly ornamented Second Empire-style building. ... When completed in 1883, the [front was] along Craven Street [and] dominated by a three-and-a-half story square tower. ... The walls of the courthouse are of careful running-bond brickwork decorated with horizontal bands of dark brick. Each bay is distinguished by slightly projecting pilasters; the large recessed panels between pilasters are capped by toothed and corbelled brickwork. Molded and corbelled brickwork supports the overhanging bracketed cornice. The window and door openings are capped by exceptional Eastlake-style cast-iron lintels. ... remodelled in 1958, resulting in the destruction of much original fabric. ... A large modern jail complex has been added to the north, marring the visual quality of the original construction and detailing of the Craven County Courthouse.”

**320 Broad St.** – to include an addition and modifications at the modern Craven St. addition for a new accessible entry and new spaces and covered driveway in the Primary and Secondary AVCs.

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

### **Development Pattern**

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

### **Utilities**

- 2.3.1 Locate equipment in Secondary and Tertiary AVCs and screen items from public view with vegetation, fencing and similar site constructions. It is recommended that utilities be consolidated in common locations.

### **Signage**

- 2.8.1 Signage shall incorporate proportions and dimensional details of the surrounding architectural facade. ... .
- 2.8.2 Drive fasteners for signs in mortar joints to prevent damage to the masonry units.
- 2.8.4 Use back lighting and front lighting fixture types. ... .

## **Certificate of Appropriateness Findings and Recommendations**

HPC Regular Meeting – January 18, 2023

### **Design Principles**

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

### **Modifications**

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

### **Additions**

- 3.3.1 Locate additions in a Secondary or Tertiary AVC to minimize the impact on primary, character defining elevations. Limit the footprint of additions to maintain private open spaces.
- 3.3.2 Use roof forms and pitches that are similar to those found on the primary structure. Delineate the addition from the plane of the primary structure by creating slight offsets and corners.
- 3.3.3 Incorporate materials and details derived from the primary structure. Extend the architectural hierarchy of the primary structure to the addition. Architectural embellishments and detailing are often simplified on less visible Secondary and Tertiary AVC elevations.

### **Foundations**

- 4.1.6 Minimize the visual impact of tall foundation walls by introducing a combination of landscaping, grading, and terraced retaining walls.

### **Roofs**

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

### **Accessibility and Life Safety**

- 4.7.3 Make accommodations compatible with the character of the building by replicating balustrade and door opening detailing. Use landscaping to soften the presence of accommodations in a Primary AVC.

### **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.

## **Certificate of Appropriateness Findings and Recommendations**

HPC Regular Meeting – January 18, 2023

- 5.1.5 Provide a veneer of brick, stucco, or other appropriate material over concrete masonry units. Architectural concrete masonry units such as rusticated, split face or similar types may be substituted for stone masonry construction.

### **Metals**

- 5.3.3 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.
- 5.4.6 It is not appropriate to apply paint, water repellant or sealant coatings to unpainted surfaces such as masonry, stone, copper, and bronze.

### **Contemporary Materials**

- 5.5.2 Use contemporary and nontraditional materials in traditional ways. Apply materials in a traditional manner that conveys the same visual appearance as historic materials.
- 5.5.3 Contemporary and nontraditional materials should convey appropriate historic material characteristics, and will be evaluated on a case-by-case basis for appearance, dimension, texture, color, sheen, visual weight and similar characteristics.

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

1. The project is located in the *Dense Fabric* development pattern;
2. The proposal is an addition and modifications to an existing contributing structure;
3. The proposed design, components, and materials meets 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 an addition and modifications at the modern Craven St. addition for a new accessible entry and new spaces and covered driveway in the Primary and Secondary AVCs.**

**FEE SCHEDULE** (office use only)

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



HPC Administrator  
[HPCadmin@newbernnc.gov](mailto: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):

1206 N Pasteur Street New Bern, NC 28560 ( built in 1900)

Property Owner Name(s):

Jeremy and Kelly Tyndall

Owner Mailing Address:

1204 Corbett Road

Clayton, NC 27520

Phone #s:

919-880-291

1

Email:

tyndallrentall@gmail.com

Applicant Name (if different):

Applicant Mailing Address:

Phone #s:

910-367-  
6347 Kelly  
cell

Email:

### II. Project Information: (See "CoA Instructions" & "Historic Guidelines" for help in completing this section)

1. Provide a detailed description of work to be conducted on site: (Attach additional sheets if needed)

Further information and pics are 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):

Further information and pics are 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).

Further information and pics are 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.

Jeremy Tyndall

**Signature of Applicant/Owner**

12-19-22

**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.*

1206 N Pasteur Street New Bern, NC 28560 built in 1906  
Owners : Jeremy and Kelly Tyndall

**1. Provide a detailed description of work to be conducted on site:**

Front Door :

We are installing a new front and back door to the home due to the front door is dry rotted and has been painted over several times. The original door is not an exterior door. Someone has modified it to work with these side lights. The side lights are not attached to the threshold and the casing anymore. The sidelight panels are cracked all the way through and are able to see daylight through the wood. The only thing holding the bottom to the house is 6 three inch screws. This door is an interior door. We are asking to install a new front door to make it safe for our tenants and our family.

Back Door:

The original back door had to be replaced for safety reasons. The original back door had holes in it which allowed heat and air to seep out and have a high power bill. This door had so many cracks you could see daylight through the wood. Anyone could easily break in . This door has no integrity for safety. We are asking to install a new back door to make it safe for our tenants and our family.

**2.Reference to the guidelines:**

**4.3**

**3. Provided Detailed Description of materials to be used:**

**Front Door:**

Dimensions-80x72"

Door type-Oak

Door finish -Light Oak

Door style - Center Arch

Side light style - Center Arch

Glass style-star

Finish of door jamb-light oak

**Back Door:**

Dimensions-36x80"

Door type- 6 panel douglas fir

Door finish -natural

Door style - 6 panel

Side light style - N/A

Glass style-N/A

Finish of door jamb-N/A



In our previous meeting we were asked why we thought this front door was an interior door. The previous pictures we have provided above are all interior doors that are the same style as our front door pictured here. Our front door measures an inch and  $\frac{3}{8}$  vs an exterior door that typically measures an inch and  $\frac{3}{4}$ .



Interior office door A



Interior door B



Interior door C



Interior Door E



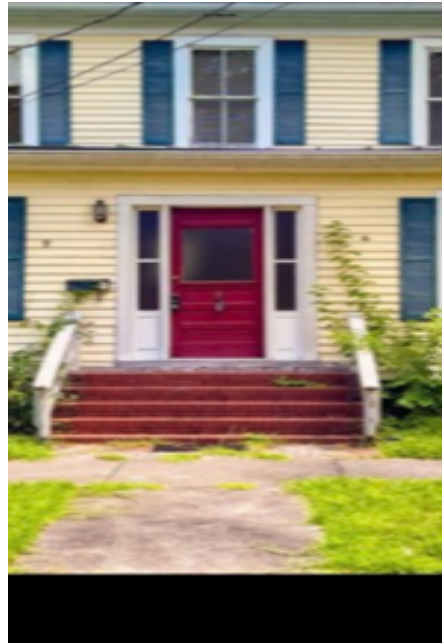




The reasoning for us not trying to repair our front door is that it needs to be completely disassembled and put back together. As pointed out in one of the pictures above ; the door is not square. Even if it was completely rebuilt. Someone has cut the top and bottom to fit these side lights in the past and or what other application it was in. Hinge side is  $82 \frac{5}{8}$  . Handle side is  $82 \frac{3}{4}$ . The top measures 36in and the bottom measures  $36 \frac{3}{4}$ . This door has screws on the back side holding the panels together and a weather strip at the bottom to keep the door from coming apart.

In our previous meeting one of the council members suggested closing in the side lights and try to reuse the front door. Under great consideration we prefer not to do this suggestion due to having to move the electrical for the front stoop light and all the siding work that will have to be done that will make this look presentable from the street . The door will have to be completely disassembled and will have to be built back without major damage. This will take several weeks for a custom craftsman to complete . This provides a security issue to our home not having access to our home for several weeks due to this being the only access to unit A. Being a steward of this historical home we would not like to change the street profile for the community and or passerbyers . Our proposal is to replace sidelights and door with the door unit we provided. This will ensure we can install it in one day and this will keep our property safe and secure. Our goal is to preserve the history of our home but in doing so we want to make it as energy efficient and safe as possible .

The Tyndall family has been in the New Bern area for over 100 years. Our mission is to preserve this house for many generations to enjoy. We rooted into this community . My grandfather retired from the malo plant, head of chocolate milk and icecream. My uncle closed down Craven Foundry working there for over 15 years. My dad worked at the ice plant in his teenage years in the 60's.If you are from this area you know that all these locations are two blocks from N Pasteur St. Our goal is to keep the Edward LeGallais home functional for many more years to come. We are doing extensive foundation work which is most important and trying to make it once again energy efficient as possible. Thank you for your time and careful review.





Door Type: OAK

Door Finish: LIGHT OAK

Door Style: CENTER ARCH

Sidelite Style: CENTER ARCH SL

Glass Style: STAR

Caming: PAT HNG-PATINA CAME

Jamb Mat: PVC

Jamb Finish: HS-LIGHT OAK

Mullion: STANDARD

Jamb Width: 4\_9/16

Hinge: PATINA

Sill: SLP066I-PATINA

ADA: NO

Sill Type: 4 9/16 IN SWING

BR





## 1206 N. Pasteur St. – driveway improvement



1. Length of the driveway to the sidewalk 41 ft. width at the top 20 ft. 18 ft to property line along next-door neighbor. 65 feet to back fence. Driveway material will be 57 stone.
2. The driveway will be bordered with brick.
3. There is no sidewalk to the back door. We are keeping the original platform just adding parking space.
4. Not removing any trees.
5. The driveway will not be attached or touching the home. There is a 5-foot buffer.





1206 N Pasteur Street New Bern, NC 28560 built in 1906  
Owners : Jeremy and Kelly Tyndall

**1. Provide a detailed description of work to be conducted on site:**

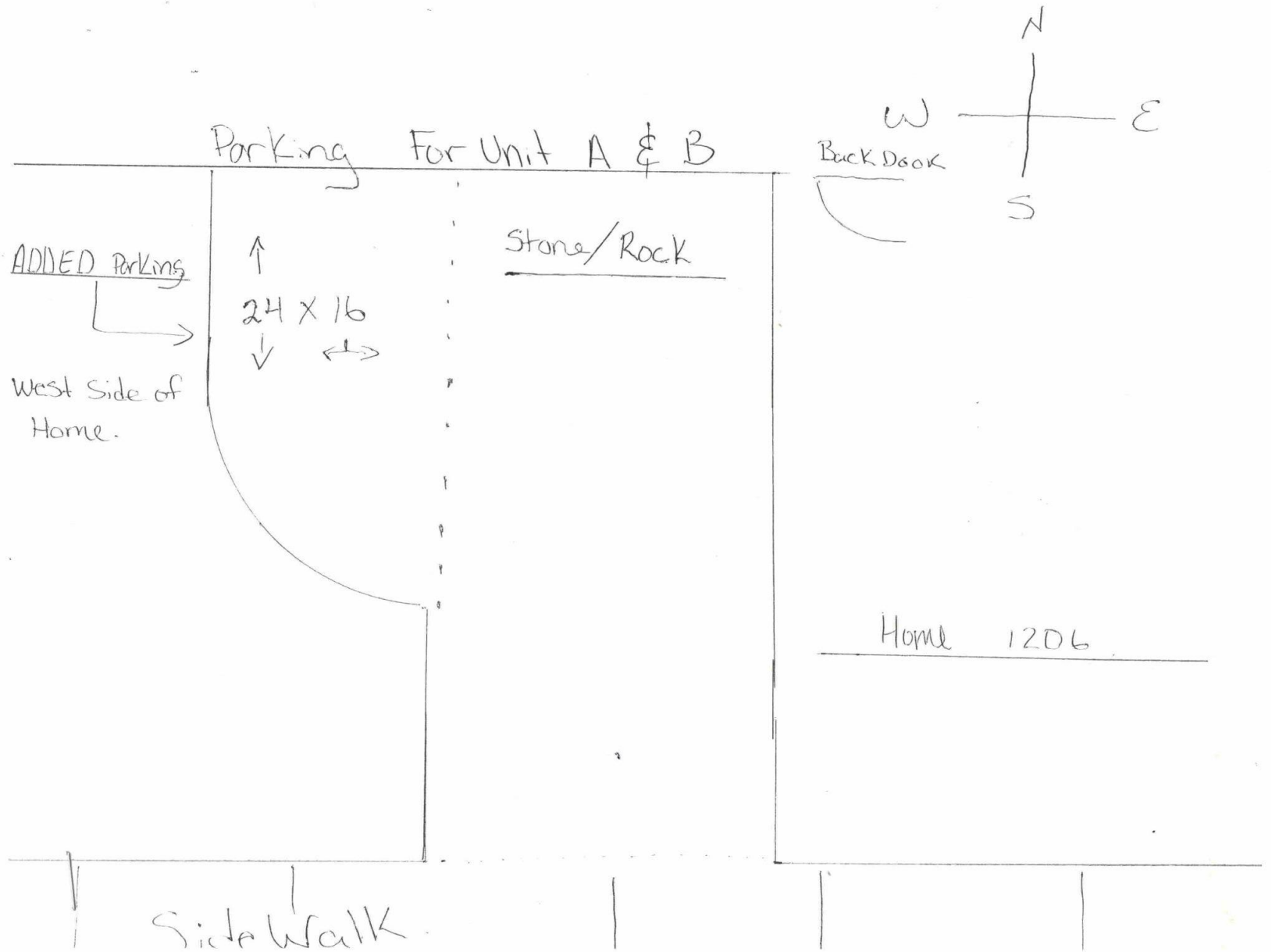
We are asking to refresh the existing gravel driveway and installing a 16x 24 additional parking for the B unit.

**2. Reference to the guidelines:**

2.7

**3. Provided Detailed Description of materials to be used:**

57 stone





## 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:** 1206 N. Pasteur St. – to include a front door and sidelights replacement and expand the gravel parking area, all in the Primary, Secondary, and Tertiary AVCs.

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

Zoning District: R-10S

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 – January 18, 2023

**Applicant:** Jeremy & Kelly Tyndall  
**Applicant Address:** 1204 Corbett Road, Clayton, NC  
**Project Address:** 1206 N. Pasteur St., New Bern, NC

**Historic Property Name, Date:** Edward LeGallais House, ca. 1908

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

**NR Inventory Description (2003):** Edward LeGallais ... is listed at this location in 1910 as the foreman of a dry kiln. ... The two-story, nearly square main block is topped by a pyramidal, asphalt roof, and there is a small, hip-roofed, one-story wing on the on the northwest elevation. The one-story porch which spanned the three-bay facade and continued along the southeast elevation has been completely enclosed, while the small porch on the wing has been removed. Windows are two over two sash, and a corbeled chimney is located on the rear roof slope.

**Sandbeck Description (1988):** none

**1206 N. Pasteur St.** – to include a front door and sidelights replacement and expand the gravel parking area, all in the Primary, Secondary, and Tertiary AVCs.

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

### **Parking**

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

### **Design Principles**

- 3.1.1 Consider the scale, mass and proportion inherent to the surrounding historic development pattern, and design modifications that incorporate these characteristics. Use basic shapes and forms that are common to the historic districts.
- 3.1.2 Windows, doors and openings shall be compatible in proportion, shape, location, size, and quantity with those on surrounding historic structures. Avoid large expanses of blank walls. Establish bays, visually subdivide facades, and delineate building elevations to create form and rhythm.
- 3.1.4 Use details to articulate facades, and the openings within facades. Appropriately detail the base, body, and edges of facades to create texture and visual interest.

### **Modifications**

- 3.2.1 Select materials that are consistent with the structure. Limit the palette to those materials that were available at the time a building was originally constructed.

## **Certificate of Appropriateness Findings and Recommendations**

HPC Regular Meeting – January 18, 2023

- 3.2.2 Modifications to a structure should not conceal, damage, or remove significant design components or architectural features.
- 3.2.3 Replace historic design components only if they are damaged beyond repair. Replacement for convenience is not appropriate. Use materials and details that match the original.
- 3.2.4 Rebuild missing or insensitively altered design components based on documented evidence of the original configuration.

### **Entrances**

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

**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 modifications to an existing contributing structure, plus a driveway;
- 3. Due to failure to meet the requirements of Guidelines 3.2.2, 3.2.3, and 3.2.4, the proposed design, components, and materials of the front door do not meet the requirements of the Guidelines; the proposed design, components, and materials of the driveway portion of the application do meet the requirements of the Guidelines.
- 4. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly;
- 5. The front door portion of the application is incongruous with the Guidelines and the driveway portion of the application is not incongruous with the Guidelines.

### **MOTION**

**Staff recommends the Commission approve this application for the proposed driveway in the Primary and Secondary AVCs, and to deny or leave out the portion regarding the front door and sidelights replacement 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

<b>I. Applicant/Owner Information:</b>			
Property Address (Include year built, if known): 1512 and 1516 National Ave + 407 North Ave, New Bern 28560			
Property Owner Name(s): Gregory and Lynn Chamberlain	Owner Mailing Address: 1512 National Ave	Phone #s: 252.675.1272	Email: GregoryChamberlainWA@gmail.com
Applicant Name (if different):	Applicant Mailing Address:	Phone #s:	Email:

<b>II. Project Information:</b> (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 wood fence connecting three properties to include the following: * Four inch by four inch by four feet posts stationed six feet apart secured in 24 inch holes concreted in the ground * Board on board: one inch by six inches wide by four feet or six feet tall (refer to project image) * Two inch by four inch by six feet stringers * Top of fence capped by two inch by six inch by eight foot capboard <div style="text-align: right;">Continued on additional sheet or attached brochure <input type="checkbox"/></div>	
2. Reference the specific Guideline(s) in the "Historic District Guidelines" which you believe apply to this project: (only need the guideline numbers): For four foot fenced in areas: 2.5.1; 2.5.2; 2.5.3; 2.5.4 For six foot fenced in areas: 2.5.1; 2.5.3; 2.5.4 <div style="text-align: right;">Continued on additional sheet or attached brochure <input type="checkbox"/></div>	
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). Pressure treated pine wood, concrete, gravel, nails, screws, stringer brackets, gate hardware <div style="text-align: right;">Continued on additional sheet or attached brochure <input type="checkbox"/></div>	

**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.

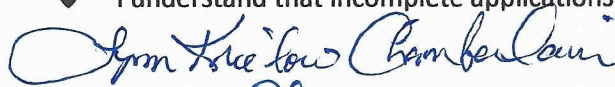
Please see Development Services Staff (Staff) prior to submittal for initial review of the application and advisement if additional information will be required before consideration at a Historic Preservation Commission hearing.

**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.

 12.21.22

 12.21.22

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.

## 1512, 1516 National and 407 North Aves – On-line images



Gold line = 4' fence

image #1



Silver line = 6' fence

image #2



## Matthew Schelly

---

**Subject:** FW: 1512 & 1516 National Ave & 407 North Ave. - fencing  
**Attachments:** Chamberlain Riverside CoA App Dec22.pdf; GLChamberlain Images 1 and 2 Attachment CoA Application Dec22.pdf

---

**From:** Gregory Chamberlain <gregorychamberlainwa@gmail.com>  
**Sent:** Wednesday, December 21, 2022 2:42 PM  
**To:** Matthew Schelly <SchellyM@newbernnc.gov>  
**Subject:** Re: 1512 & 1516 National Ave & 407 North Ave. - fencing

Dear Mr. Schelly:

We would like to thank you for providing so much detail in how to move forward with our CoA with an aerial photo.

We have several questions.

1. We would like to build a board-on-board Mission Style closed four foot fence around the front and side of our property at 1516 National Avenue continuing the same fence line along the sidewalk of our lot at 407 North Avenue. We want to continue the four foot fence from the corner of our lot butt up against the neighboring 1514 National Ave property and close in our property up to their existing six foot fence. (refer to image #1)

The posts in place along North Avenue are currently concreted in at 9 ft 2.2 in from the backside of the sidewalk which is 2 ft 7.5 inches in from our property line. They will be subsequently be cut down to four feet.

2. In addition, per the minimum 23 ft requirement in from the backside of the sidewalk for the 2nd AVC rule, we wish to extend a six foot board-on-board Mission Style fence within our North Avenue property and the backyard end of the 1516 National Ave property in the form of an 'L' to enclose the large Oak Tree extending 30 feet toward the street from the existing neighbor's six foot fence and ninety feet across the back of our North Avenue lot up to the metal fence at 1511 No Pasteur St. (refer to image #2)

Please find attached the following documents:

- Chamberlain Riverside CoA App Dec22
- GLChamberlain Images 1 and 2 Attachment CoA Application Dec22
- Chamberlain Board-on-Board Mission Style w/o top cap
- Chamberlain Board on Board Capped Mission Style Fence 4 ft tall

We will phone the city to pay the \$107 fee today.

We look forward to receiving further confirmation and/or guidance for revisions.

Happy Holidays to you and your family.

Respectfully,  
Gregory and Lynn Chamberlain  
252.665.2830 (Gregory)  
252.675.1272 (Lynn)



On Wed, Dec 7, 2022 at 8:39 PM Matthew Schelly <[SchellyM@newbernnc.gov](mailto:SchellyM@newbernnc.gov)> wrote:

Hello, Mr. Chamberlain,

As reference, this is an aerial that depicts your three lots. All three of these are in the Local Historic District.

MEMO: Addendum to Chamberlain CoA application for Section II. Project Information acknowledged by attending Board Members at the HPC Meeting January 4, 2023.

1. Provide a detailed description of work to be conducted on site:
  - a. Bullet point 1 remains the same
  - b. Bullet point 2 is revised as follows:
    - i. Four foot tall pickets: one inch gap between six inch wide boards repeated front and back sides
    - ii. Board on board remains the same for six feet tall sections
  - c. Bullet point 3 remains the same
  - d. Bullet point 4 remains the same



## 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:** 1512, 1516 National Ave., and 407 North Ave. – to include fencing in the Primary and Secondary AVC.

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

Zoning District: R-10S

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 – January 18, 2023

**Applicant:** Gregory & Lynn Chamberlain

**Applicant Address:** 1512 National Ave., New Bern, NC

**Project Address:** 1512, 1516 National Ave. and 407 North Ave., New Bern, NC

**Historic Property Name, Date:** 1512 National Ave.: Sutton House, ca. 1922; others vacant

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

**NR Inventory Description (2003):** N/A

**Sandbeck Description (1988):** none

**1206 N. Pasteur St.** – to include fencing in the Primary and Secondary AVCs.

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

### **Fences and Garden Walls**

- 2.5.1 Fences and walls based on historic designs are encouraged. Incorporate materials and configurations that relate to the architecture of the principal structure on the site. Use fences and walls to demarcate property lines and screen private areas.
- 2.5.2 In a Primary AVC, erect low fences and walls with a vertical dimension of four feet or less. Space rectangular wood planks about one inch apart. Space square wood and iron pickets about three inches apart. Orient pickets vertically.
- 2.5.3 In Secondary and Tertiary AVCs, erect tall fences and walls with a vertical dimension of six feet or less. Tall fences that abut a structure shall terminate at an architectural feature. Transition low fencing to taller fencing at an architectural feature.

### **Paint**

- 5.4.3 Apply primer coatings to front and back wood surfaces prior to cutting and fitting. Prime end cuts before installation. Apply finish paint coatings to exposed primed surfaces.
- 5.4.4 Consider using opaque stain in lieu of paint on flooring, fencing, and similar wood surfaces exposed to foot traffic or weather.

## **MOTION**

**Staff recommends the Commission approve this application to include fencing in the Primary and Secondary AVCs.**

COA MFR- COA MJR- 002598-2022

FEE SCHEDULE (office use only)	
<input type="checkbox"/> \$22	Standard Application (minor)
<input checked="" type="checkbox"/> \$107	Standard Application (major)

*fu pa*



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

<b>I. Applicant/Owner Information:</b> Mark Ulrey			
Property Address (Include year built, if known): 305 Bern Street New Bern, NC 25602			
Property Owner Name(s): Mark Ulrey	Owner Mailing Address: 305 Bern Street New Bern, NC 25602	Phone #s: 510-501-7393	Email: Mark.Ulrey@gmail.com
Applicant Name (if different):	Applicant Mailing Address:	Phone #s:	Email:

<b>II. Project Information:</b> (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)	
<p>Install a pre-built wood 10x12 accessory structure (storage shed) using required setbacks from the backyard fence. The accessory structure will be located in the tertiary area of my residential property, placed on a gravel foundation secured by concrete blocks and anchored into ground.</p> <p style="text-align: right;">Continued on additional sheet or attached brochure <input type="checkbox"/></p>	
2. Reference the specific Guideline(s) in the "Historic District Guidelines" which you believe apply to this project: (only need the guideline numbers):	
<p>1.2; 1.6; 2.6 -1-2-3; 4.3; 4.5; 4.5.4; 5.3; 5.4; 5.5.1</p> <p style="text-align: right;">Continued on additional sheet or attached brochure <input type="checkbox"/></p>	
3. Provide a detailed description of materials to be used (copies of brochures, texture, etc.):	
<p>Reference the specific Guidelines in the Historic District Guidelines for the proposed material(s).</p> <p>See Attachments: "Accessory Structure Details for 305 Bern Street, NB"</p> <p>attachment: "Be Shed Smart" LP Siding</p> <p style="text-align: right;">Continued on additional sheet or attached brochure <input checked="" 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 have attached the notarized authorization form indicating the owner(s) consent to represent them for this application.

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- ◆ 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.
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- ◆ I have reviewed the City of New Bern's "Historic District Guidelines" in preparing this Application.
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- ◆ I affirm that all the information included in this application is true to the best of my knowledge.
- ◆ I understand that incomplete applications cannot be considered.

  
Signature of Applicant/Owner

12/21/2022

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.

**305 Bern St. – On-line aerial and photos 2023-01-17**







305 Bern St. – CoA attachments 2022-12-21

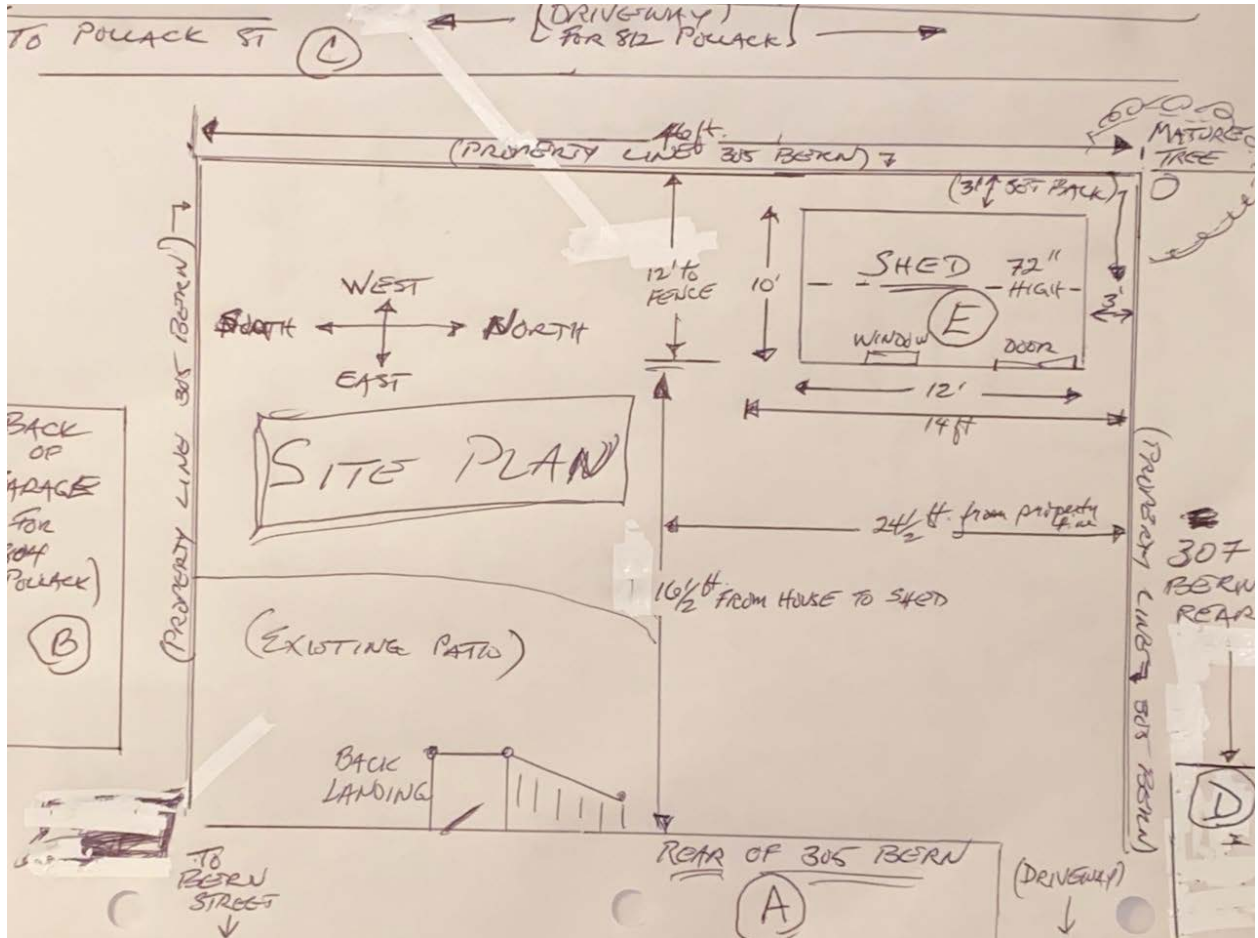


Photo of NW corner of yard showing proposed shed placement:





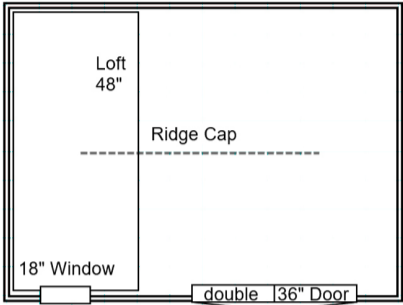


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## 10X12 BARN SHED WITH METAL ROOF & LOFT - 621

Product Sku: B-MBY1-1012-621-M

★★★★★ [Read Reviews](#)

Call or Chat for Availability ⓘ

This Leonard 10x12 Mayberry Barn is built like a house with stud walls 16" on center with OSB. It is covered in high-quality LP SmartSide. The roof is metal and features ...

[Read more](#)

- Standard Side Wall Height: 6'- 3" Approx.
- LP SmartSide(R) Panel Siding
- Wood Frame
- LP Sided Door - Double 36" X 72"
- Peak Height: 10 Ft\*
- Loft - 4' Wide - 10' Long

ROOF COLOR - METAL



Selection: Brilliant White

SIDING COLOR - PAINT



Selection: Inviting Ivory

TRIM COLOR - PAINT



Selection: Inviting Ivory

Cash Price

**\$4,739**

Cash Price add Tax

Rent to own

**\$168/mo**

Term 72 Months + tax | No Credit Check!

Order Now

Apply Now

Delivery Included Within 30 miles.\*

[DESCRIPTION](#)

[SUPERIOR CONSTRUCTION](#)

[SIDING](#)

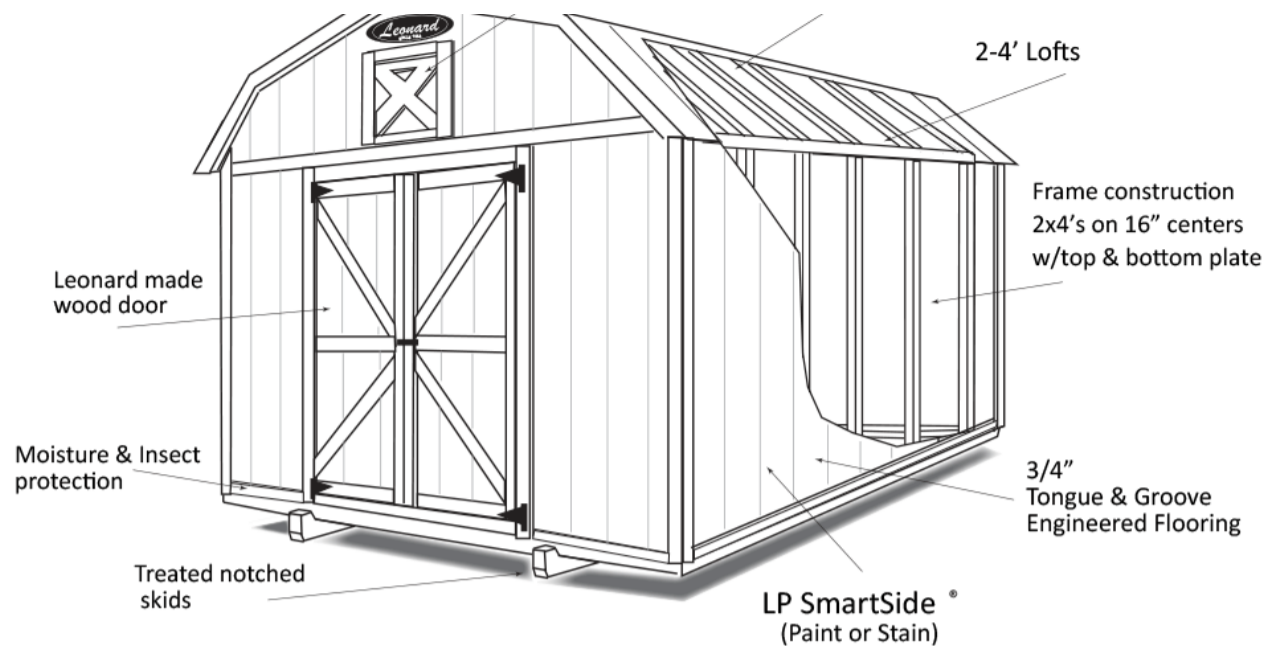
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Barn

The Mayberry is Leonard’s premium wood framed high-wall gambrel with LP SmartSide® siding. The siding has a 50 year warranty and can be stained or painted. QUALITY in material, craftsmanship, and design is why the Leonard brand is on more sheds in the five state region surrounding NC than any other manufacturer. Built on Leonard’s famous pressure treated notched skid 3/4” flooring system, the 2”x4” stud walls on 16” centers support a steeper roof pitch than most in the industry. The roof comes standard in either metal or architectural shingles. Offered in sizes ranging from 8’x12’ to 14’x50’.

DOORS

- 9-Lite single
- 9-Lite Double
- 6 Panel
- Wood w/ Cross Bucking
- Roll-up Garage

WINDOWS

- 24”, 30” or 36” Aluminum Slider
- Windows - w/ Metal Shutter
- Double Hung w/ Vinyl Shutter Option
- Transom Window

VENTILLATION

- Louvered Aluminum Vent (Metal Siding)
- Aluminum End Vent (Vinyl Siding)
- Ridge Vent

ELECTRICAL & LIGHTING

- Pole Light w/ Receptacle
- Interior and Exterior Lighting
- Switches and Receptacles
- Breaker Box
- Heat and Air

PANELING & INSULATION

- House Type Insulation
- Beadboard
- Paneling

PORCHES & DECKS

- Porch
- Freestanding Deck
- Deck w/ Sunburst Pickets

RAMP AVAILABLE

LOOKING FOR SOMETHING DIFFERENT?

USE OUR  
ONLINE  
CONFIGURATOR

START  
DESIGNING

Recent Reviews

Deborah Schmitt

★★★★★

We saw that a friend down the street had a new cute shed in their backyard. They recommended that we go to Leonard and I am so happy that we did. Your team worked with me to get the right size building and outfit just the way I wanted it. It is now perfect as a place for our yard tools and it has enough room for me to organize my gardening stuff. I enjoyed working with you guys!

Tammy Humphry

★★★★★

I saw the “She Shed” commercials on TV and I wanted something similar but I did not want to spend a bunch of money. Your manager came out to my house and helped me figure out the right style and even helped me select colors to match my house. The staff was great and I have already

Timothy Hamilton

★★★★★

I thought about building myself an attached garage but it was going to cost way too much. I saw your 12x24 with the work bench and loft in the back. You had it in stock and I was able to start working in it two weeks later. It was easy and hassle free – I really appreciate working with local folks who know how to get it done.

Martin Crawford

★★★★★

At first I was looking at public-storage units - the kind were you pay every month but have to drive half way across town and go through security any time I want to get something out of it. When I found out I could rent a shed you guys, have it placed in my back yard, and after a few years I would own it – it was a no brainer. Great job guys.



## Accessory Structure Details for 305 Bern Street, NB

- 10x12 Gambrel shed; 72" high
- Panel-Loc metal Roofing– color Burnished Slate
- Smart Panel Siding -color pavestone (cf attached brochure)
- Siding Trim color: white
- 18"x27" Window with flower box
- Rectangle Vent under roof arch
- Skids: qty 2 4x6 PT Skids - Joists: 2x6 in notched skids
- Framing Walls: 2x4 studs 16" OC
- Plates: 2x4 top & bottom
- Side Wall Height: 6'- 3"
- Double door 72"x77" - Lite Fiberglass -standard hinge



## 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:** 305 Bern St. – to include a new shed in the Tertiary 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:

Zoning Administrator  1/13/23

**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  1/13/23

## Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – January 18, 2023

**Applicant:** Mark Ulrey  
**Owner's Address:** 305 Bern St., New Bern, NC  
**Project Address:** 305 Bern St., New Bern, NC

**Historic Property Name:** House, 1910

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

**NR Inventory Description (1988):** Two stories; three bays wide, two bays deep; three-over-one sash; hip-roofed porch, tapered posts, brick piers; one story rear wing.

**Sandbeck Description (1988):** "... low hipped roof, ...relatively plain exterior finishes ..."

**305 Bern St.** - to include a new shed in the Tertiary AVC.

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

### **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.

### **Design Principles**

- 3.1.1 Consider the scale, mass and proportion inherent to the surrounding historic development pattern, and design modifications that incorporate these characteristics. Use basic shapes and forms that are common to the historic districts.
- 3.1.2 Windows, doors and openings shall be compatible in proportion, shape, location, size and quantity with those on surrounding historic structures. Avoid large expanses of blank walls. Establish bays, visually subdivide facades and delineate building elevations to create form and rhythm.

### **Foundations**

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

### **Walls, Trim and Ornamentation**

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

### **Windows, Doors and Openings**

- 4.3.2 ... In general, openings shall have a vertical orientation or be square.
- 4.3.3 Glazing should have true divided light muntins, or three-dimensional grilles affixed to both the interior and exterior of the glass. Provide shadow bars between insulated glass panes.

### **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.

## **Certificate of Appropriateness Findings and Recommendations**

HPC Regular Meeting – January 18, 2023

- 5.4.3 Apply primer coatings to front and back of wood surfaces prior to cutting and fitting. Prime end cuts before installation. Apply finish paint coatings to exposed primed surfaces.
- 5.4.4 Consider using opaque stain in lieu of paint on flooring, fencing, and similar wood surfaces exposed to foot traffic or weather

### **Contemporary Materials**

- 5.5.1 In general, contemporary material shall match the dimension, shape and texture of their counterparts commonly found in the historic districts.
- 5.5.2 Use contemporary and nontraditional materials in traditional ways. Apply materials in a traditional manner that conveys the same visual appearance as historic materials.
- 5.5.3 Contemporary and nontraditional materials should convey appropriate historic material characteristics, and will be evaluated on a case-by-case basis for appearance, dimension, texture, color, sheen, visual weight and similar characteristics.
- 5.5.5 Cement board with a smooth finish is acceptable as the predominant siding material for infill construction and non-historic accessory structures.
- 5.5.6 Contemporary materials such as synthetic slate and fiberglass asphalt shingles are acceptable for sloped roofing regardless of building age. Select fiberglass asphalt shingles from a darker color palette. Contemporary membrane and roll roofing are acceptable for low-sloped roofs with a 1 inch per foot pitch or less regardless of building age.

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

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

### **MOTION**

**Staff recommends the Commission approve this application to include a new shed in the Tertiary AVC.**

**FEE SCHEDULE** (office use only)

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



HPC Administrator  
[HPAdmin@newbern-nc.org](mailto: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): 720 E. Front Street (vacant)

Property Owner Name(s):

Joanne Lang

Owner Mailing Address:

2 Birch Place  
 Pine Brook, NJ 07058

Phone #'s:

973-632-4233

Email:

joanne.e.lang@gmail.com

Applicant Name (if different):

GO Architectural Design, PLLC  
 Sarah Afflerbach, AIA

Applicant Mailing Address:

1202A Pollock Street  
 New Bern, NC 28560

Phone #'s:

252-633-0322

Email:

sarah@goarchdesign.com

**II. Project Information:** *(See "CoA Instructions" & "Historic Guidelines" for help in completing this section)*

1. Provide a detailed description of work to be conducted on site: (Attach additional sheets if needed)

Build a new residence on the empty lot. See drawings.

Continued on additional sheet or attached brochure ☐

2. Reference the specific Guideline(s) in the "Historic District Guidelines" which you believe apply to this project: (page and guideline number):

2.1.1, 2.1.2, 2.1.3, 4.1.1, 4.1.2, 4.1.3, 4.1.4, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.3.1-4.3.7, 4.4.1-4.4.5, 4.5.1-4.5.6, 4.6.1-4.6.3

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 masonry, hardie board siding, azek trim, standing seam metal roof, brick masonry retaining wall, painted preservative treated wood louvered foundation coverings, trex decking, aluminum railing.

Continued on additional sheet or attached brochure ☐

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

Plan(s) of Work, with: (please check all of those which are included with this application)

- ☒ Site plan (with annotated notes showing existing site and requested work)
- ☒ Photographs of the building and location where the proposed work will be completed
- ☒ Annotated notes or photos of materials to be used (samples may also be submitted)
- ☒ Floor plan with dimensions (for additions)
- ☒ Elevations with dimensions (for exterior additions or renovations)
- ☐ Supporting materials (brochures, photos of similar New Bern projects, estimates, etc.)
- ☒ Letter from owner acknowledging this application, in the case of submission by an applicant or lessee.

Please see Development Services Staff (Staff) prior to submittal for initial review of the application and advisement if additional information will be required before consideration at a Historic Preservation Commission hearing.

**Please read the following statements. Your signature below acknowledges that you have read the statements and attest to their accuracy:**

Check one:

- ☐ I am the owner of the Property, or
- ☒ I am acting on behalf of the owner of the property and I have attached a letter from the owner(s) indicating their knowledge of this application.

- ◆ I understand that submittal of this application does not constitute approval of proposed alterations.
- ◆ I understand that the approval of this application by City Staff or the New Bern Historic Preservation Commission (HPC) does not constitute approval of other federal, state, or local permit applications.
- ◆ I understand that I (or my representative) will need to attend the Hearing of this Application by HPC. No Applications shall be heard without a representative present and all applicable fees paid in full.
- ◆ I have reviewed the City of New Bern's "Historic District Guidelines" in preparing this Application.
- ◆ I understand that the property referenced by this Certificate of Appropriateness (CoA) application is in one of New Bern's local historic districts and that it represents a part of New Bern's historic fabric. If a CoA is approved by HPC or Staff, I agree to implement all changes as specified in the approved CoA, including any conditions. I understand that I am responsible for contacting Staff if I have any questions regarding the allowed changes specified in the approved CoA.
- ◆ I understand that ANY unapproved alterations are enforceable as a violation of City Ordinance and must be brought into compliance by removal or through the CoA process.
- ◆ I affirm that all the information included in this application is true to the best of my knowledge.
- ◆ I understand that incomplete applications cannot be considered.

Sam Atterbach  
Signature of Applicant/Owner

1.3.23  
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.**



**NEW BERN**  
CITY OF NEW BERN

**Aldermen**

Sabrina Bengel  
Jameesha S. Harris  
Robert V. Aster  
Johnnie Ray Kinsey  
Barbara J. Best  
Jeffrey T. Odham

Dana E. Outlaw  
Mayor

Mark A. Stephens  
City Manager

300 Pollock Street, P.O. Box 1129  
New Bern, NC 28563-1129  
(252) 636-4000

**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:

720 E Front 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:

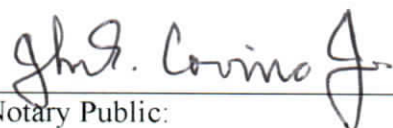
2 Birch Pl Pine Brook, NJ 07058 Phone 973-632-4233

  
Owner's Signature

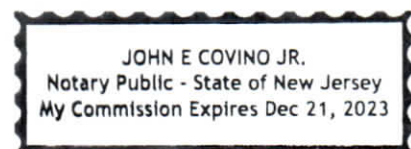
Joanne Lang  
Print Name

10/16/22  
Date

Sworn to and subscribed before me this 16th day of October, 2022

  
Notary Public:

My commission expires: December 21, 2023



# LANG CUSTOM HOME

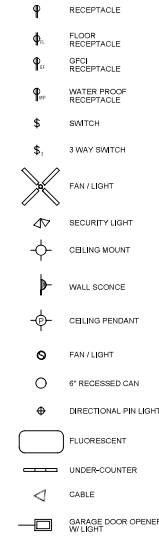
1. ALL PRODUCTS LISTED BY ICC/ALFA NUMBER(S) SHALL BE INSTALLED PER THE REPORT AND MANUFACTURER'S WRITTEN INSTRUCTIONS, PRODUCT SUBSTITUTION(S) FOR PRODUCT(S) LISTED SHALL ALSO HAVE AN ICC APPROVED EVALUATION REPORT(S) OR BE APPROVED.
2. MISCELLANEOUS SITE STRUCTURES, POOLS, SPAS, FENCES, SITE WALLS, RETAINING WALLS, AND GAS STORAGE TANKS MAY REQUIRE SEPARATE PERMITS.
3. ALL EXITS TO BE OPERABLE FROM THE INSIDE WITHOUT THE USE OF A KEY OR SPECIAL KNOWLEDGE. (310.1.4)
4. DOORS LEADING INTO HOUSE FROM GARAGE SHALL BE 20 MINUTE RATED OR EQUAL, SELF-CLOSING, 50-LATCHING. (R302.1.1, AMEND.)
5. EXTERIOR WALL PENETRATIONS BY PIPES, DUCTS OR CONDUITS SHALL BE CAULKED. (R307.6)
6. LUMBER SHALL BEAR AN APPROVED GRADING STAMP (R502.1).
7. BOTTOM WOOD SILL PLATES SHALL BE PRESSURE TREATED OR EQUAL, EXTERIOR WALL BOTTOM SILL PLATES SHALL BEAR/EXTEND MINIMUM 6 INCHES ABOVE FINISH GRADE. (R312.1, NO. 3)
8. FIRE BLOCKING SHALL COMPLY WITH (R602.8).
9. MASONRY BED AND HEAD JOINTS SHALL BE 3/8 INCH THICK, THE THICKNESS OF THE BED JOINT OF THE STARTING COURSE PLACED OVER FOUNDATIONS SHALL NOT BE LESS THAN 1/4 INCH AND NOT MORE THAN 3/4 INCH. MORTAR JOINT THICKNESS SHALL BE WITHIN THE FOLLOWING TOLERANCES FROM THE SPECIFIED DIMENSIONS: 1. BED JOINT: + 1/8 INCH, 2. HEAD JOINT: 1/4 INCH + 3/8 INCH, 3. COLLAR JOINTS: 1/4 INCH + 3/8 INCH, (R607.2.1).
10. WINDOWS LOCATED MORE THAN 72" ABOVE FINISHED GRADE SHALL HAVE THE LOWEST PART OF CLEAR OPENING OF THE WINDOW TO BE MINIMUM 24 INCHES ABOVE THE FLOOR IN WHICH IT SERVES. (R312.2.1).
11. GYPSUM BOARD APPLIED TO A CEILING SHALL BE 1/2" WHEN FRAMING MEMBERS ARE 16" O.C. OR 3/8" WHEN FRAMING MEMBERS ARE 24" O.C. OR USE LABELED 1/2" SKAG-RESISTANT GYPSUM CEILING BOARD. (TABLE F702.2.1.1).
12. SHOWERS AND TUB+SHOWER COMBINATIONS SHALL BE PROVIDED WITH INDIVIDUAL CONTROL VALVES OF THE PRESSURE BALANCE OR THERMOSTATIC MIXING VALVE TYPE. (F702.3).
13. SHOWER AREA WALLS SHALL BE FINISHED WITH A SMOOTH, HARD NON-ABSORBENT SURFACE, SUCH AS CERAMIC TILE, TO A HEIGHT OF NOT LESS THAN 72 INCHES ABOVE THE DRAIN INLET. WATER-RESISTANT GYPSUM BOARD SHALL NOT BE INSTALLED OVER A VAPOR RETARDER IN A SHOWER OR TUB COMPARTMENT. CEMENT, FIBER-CEMENT OR GLASS MAT GYPSUM BACKERS INSTALLED IN ACCORDANCE WITH HGBC RECOMMENDATIONS SHALL BE USED AS BACKERS FOR WALL TILE IN TUB AND SHOWER AREAS AND WALL PANELS IN SHOWER AREAS (F702.4.1).
14. PLUMBING FIXTURES SHALL COMPLY WITH THE FOLLOWING CONSERVATION REQUIREMENTS: WATER CLOSET+TANK TYPE 1.6 GAL./FLUSH, SHOWER HEADS-2.5 GAL./MINUTE, FAUCETS-2.2 GAL./MINUTE, PROVIDE AERATOR. (TABLE F502.2.1).
15. WATER TREATMENT SYSTEMS SHALL BE EQUIPPED WITH AN AUTOMATIC OR READILY ACCESSIBLE MANUAL SHUT-OFF TO PREVENT CONTINUOUS FLOW WHEN NOT IN USE. (N1103.4.1).
16. DOMESTIC DISHWASHER MACHINES CONNECTED TO A DISPOSER SHALL HAVE THE DISPOSER INSTALLED AS HIGH AS POSSIBLE. (P2717.3).
17. STORAGE-TANK TYPE WATER HEATERS SHALL BE INSTALLED WITH A DRAIN PAN AND DRAIN LINE. (F2801.1.1-2).
18. THE HOT WATER CIRCULATING SYSTEM SHALL BE EQUIPPED WITH AN AUTOMATIC OR READILY ACCESSIBLE MANUAL ON SWITCH AND A TEMPERATURE SENSOR ACTIVATED SHUT-OFF THAT CAN AUTOMATICALLY TURN OFF THE HOT-WATER CIRCULATING PUMP WHEN THE SET TEMPERATURE IS REACHED. (N1103.4.1 AMENDED).
19. PROVIDE ROOF/JEATIC VENTILATION UNLESS INSULATION IS APPLIED DIRECTLY TO UNDERSIDE OF ROOF SHEATHING OR THE DIMENSION IS 24 INCHES OR LESS BETWEEN THE CEILING AND BOTTOM OF ROOF SHEATHING. (R806.1 AMENDED).
20. PROVIDE MINIMUM R-2 INSULATION ON HOT WATER PIPES. (N1103.4.1).
21. SUPPLY AND RETURN DUCTS SHALL BE INSULATED TO A MINIMUM R-2 DUCTS IN FLOORS, MINIMUM R-4. (N1103.2.1).
22. REGISTERS, DIFFUSERS AND GRILLES SHALL BE MECHANICALLY FASTENED TO RIGID SUPPORTS OR STRUCTURAL MEMBERS ON AT LEAST TWO OPPOSITE SIDES IN ADDITION TO BEING CONNECTED TO THE DUCTWORK THEY SERVE.
23. DRYER EXHAUST DUCTS SHALL CONFORM TO THE REQUIREMENTS OF SECTIONS (M1502.4.5 AMENDED), M1502.4.1 THRU M1502.4.4.
24. EXHAUST AIR FROM KITCHENS, BATHROOMS AND TOILET ROOMS SHALL NOT BE RE-CIRCULATED WITHIN A RESIDENCE OR TO ANOTHER DWELLING UNIT, SHALL NOT DISCHARGE INTO AN ATTIC AND/OR CRAWL SPACE AND SHALL BE EXHAUSTED DIRECTLY TO THE OUTDOORS. (M1507.2).
25. ELECTRICAL FIXTURES LOCATED IN DAMP OR WET LOCATIONS SHALL BE "LISTED" TO BE SUITABLE FOR SUCH LOCATION. (E4003.9).
26. PROVIDE A WALL MOUNTED GFCI PROTECTED RECEPTACLE OUTLET WITHIN 36" OF A BATHROOM OR POWDER ROOM LAVATORY. (E3016.1).
27. 15- AND 20-AMPERE RECEPTACLES INSTALLED IN BATHROOMS, GARAGES AND GRADE-LEVEL PORTIONS OF UNFINISHED ACCESSORY BUILDINGS USED FOR

- STORAGE OR WORK AREAS, AND INSTALLED OUTDOORS SHALL HAVE GFCI PROTECTION FOR PERSONNEL. (E3802.1-3).
28. ALL BRANCH CIRCUITS THAT SUPPLY 15- AND 20-AMPERE OUTLETS INSTALLED IN FAMILY ROOMS, DINING ROOMS, LIVING ROOMS, PARLORS, LIBRARIES, DEN, BEDROOMS, SUNROOMS, RECREATION ROOMS, CLOSETS, HALLWAYS AND SIMILAR ROOMS OR AREAS SHALL BE PROTECTED BY A COMBINATION TYPE AFCI-AUT CIRCUT INTERRUPTER (AFCI) INSTALLED TO PROVIDE PROTECTION OF THE BRANCH CIRCUIT. (E3802.12).
  29. IN AREAS SPECIFIED IN SECTION E3801.1, 15- AND 20-AMPERE RECEPTACLES SHALL BE LISTED TAMPER-RESISTANT. (E4002.14).
  30. PROVIDE SMOKE ALARMS IN NEW AND EXISTING AREAS OF HOME. (R314).
  31. APPROVED CARBON MONOXIDE ALARMS SHALL BE INSTALLED OUTSIDE OF EACH SEPARATE SLEEPING AREA IN THE IMMEDIATE VICINITY OF THE BEDROOMS IN DWELLING UNITS WITHIN WHICH FUEL-FIRED APPLIANCES ARE INSTALLED AND IN DWELLING UNITS THAT HAVE ATTACHED GARAGES. (R515).
  32. PROVIDE A SWITCH FOR THE STAIRWAY WHEN THERE ARE 6 OR MORE RISERS. (R303.7.1).
  33. RECEPTACLE OUTLETS SHALL BE INSTALLED SO THAT NO POINT ALONG THE FLOOR LINE IN ANY WALL SPACE IS MORE THAN 6 FEET, MEASURED HORIZONTALLY, FROM AN OUTLET IN THAT SPACE, INCLUDING ANY WALL SPACE 2 FEET OR MORE IN WIDTH. (E3901).
  34. PROVIDE A MINIMUM OF TWO 20-AMP SMALL APPLIANCE BRANCH CIRCUITS FOR THE KITCHEN/DINING/BREAKFAST. (E3703.2).
  35. PROVIDE A CONCRETE ENCASED GROUNDING ELECTRODE OF NOT LESS THAN 20 FEET OF #4 BARE COPPER. (E3608.1.2).
  36. PROVIDE BONDING TO THE WATER PIPING, GAS AND METAL BUILDING SYSTEMS. (E3608.6, E3608.7).
  37. ALL METAL PIPING SYSTEMS, METAL PARTS OF ELECTRICAL EQUIPMENT, AND PUMP MOTORS ASSOCIATED WITH THE HYDRO MASSAGE TUB SHALL BE BONDED TOGETHER USING A COPPER BONDING JUMPER, INSULATED, COVERED, OR BARE, NOT SMALLER THAN NO. 8 SOLID. (E4209).
  38. A MINIMUM OF 95 PERCENT OF THE LAMPS IN PERMANENTLY INSTALLED LIGHTING FIXTURES SHALL BE HIGH-EFFICIENCY LAMPS OR A MINIMUM OF 75 PERCENT OF THE PERMANENTLY INSTALLED LIGHTING FIXTURES SHALL CONTAIN ONLY HIGH-EFFICIENCY LAMPS. (N1104.1).
  39. RECESSED LUMINAIRES INSTALLED IN THE BUILDING THERMAL ENVELOPE SHALL BE C-RATED, LABELED WITH AIR LEAKAGE RATE NOT MORE THAN 2.0 CFM/L, SEALED WITH A GASKET OR CALK BETWEEN THE HOUSING AND THE INTERIOR WALL OR CEILING COVERING. (N1102.4.4).
  40. PROVIDE OUTSIDE COMBUSTION AIR TO ALL INDOOR FIREPLACES, WITH AIR INTAKE LOCATED NOT HIGHER THAN THE FIREBOX. (R1004.2).
  41. WHERE A LISTED DECORATIVE APPLIANCE IS INSTALLED, THE FIREPLACE DAMPER SHALL BE AFIXED OPEN AND SHALL COMPLY WITH THE LISTED DECORATIVE APPLIANCE MANUFACTURER'S INSTALLATION INSTRUCTIONS. (G2434, G2435, G2453.1).
  42. AT LEAST ONE THERMOSTAT SHALL BE PROVIDED FOR EACH SEPARATE HEATING AND COOLING SYSTEM. (N1103.1).
  43. THE BUILDING SHALL BE PROVIDED WITH VENTILATION THAT MEETS THE REQUIREMENTS OF SECTION M1507 OR WITH OTHER APPROVED MEANS OF VENTILATION, OUTDOOR AIR INTAKES AND EXHAUSTS SHALL HAVE AUTOMATIC OR GRAVITY DAMPERS THAT CLOSE WHEN THE VENTILATION SYSTEM IS NOT OPERATING. (N1103.5).
  44. THE BUILDING OR DWELLING UNIT SHALL BE TESTED AND VERIFIED AS HAVING AN AIR LEAKAGE RATE OF NOT EXCEEDING 5 AIR CHANGES PER HOUR, TESTING SHALL BE CONDUCTED WITH A BLOWER DOOR AT A PRESSURE OF 0.2 INCHES W.G. (50 PASCALES). TESTING SHALL BE CONDUCTED BY AN APPROVED THIRD PARTY. A WRITTEN REPORT OF THE RESULTS OF THE TEST SHALL BE SIGNED BY THE PARTY CONDUCTING THE TEST AND PROVIDED TO THE BUILDING OFFICIAL. TESTING SHALL BE PERFORMED AT ANY TIME AFTER CREATION OF ALL PENETRATIONS OF THE BUILDING THERMAL ENVELOPE. (N1103.2.2).
  45. DUCTS, AIR HANDLERS, AND FILTER BOXES SHALL BE SEALED, JOINTS AND SEAMS SHALL COMPLY WITH SECTION M1601.4.1, (N1103.2.2), DUCT TIGHTNESS SHALL BE VERIFIED BY EITHER OF THE FOLLOWING:

- A. POST-CONSTRUCTION TEST: TOTAL LEAKAGE SHALL BE LESS THAN OR EQUAL TO 4 CFM PER 100 SQUARE FEET OF CONDITIONED FLOOR AREA WHEN TESTED AT A PRESSURE DIFFERENTIAL OF 0.1 INCHES W.G. (25 PA) ACROSS THE ENTIRE SYSTEM, INCLUDING THE MANUFACTURER'S AIR HANDLER ENCLOSURE, ALL REGISTER BOOTS SHALL BE TAPED OR OTHERWISE SEALED DURING THE TEST.
- B. BLOW-IN TEST: TOTAL LEAKAGE SHALL BE LESS THAN OR EQUAL TO 4 CFM PER 100 FT2 OF CONDITIONED FLOOR AREA WHEN TESTED AT A PRESSURE DIFFERENTIAL OF 0.1 INCHES W.G. (25 PA) ACROSS THE SYSTEM, INCLUDING THE MANUFACTURER'S AIR HANDLER ENCLOSURE, ALL REGISTERS SHALL BE TAPED OR OTHERWISE SEALED DURING THE TEST. IF THE AIR HANDLER IS NOT INSTALLED AT THE TIME OF THE TEST, TOTAL LEAKAGE SHALL BE LESS THAN OR EQUAL TO 3 CFM PER 100 SQUARE FEET OF CONDITIONED FLOOR AREA.



## ELECTRICAL ELEGEND



## SHEET SCHEDULE

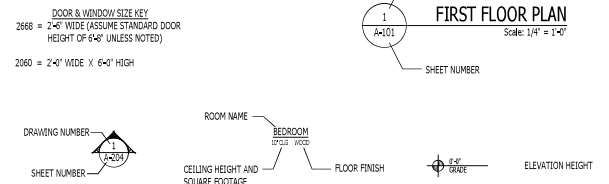
G-101	TITLE SHEET
IMAGES	
C-101	SITE PLAN
C-102	SITE POSITION
A-101	GROUND FLOOR PLAN
A-102	FIRST FLOOR PLAN
A-201	SECOND FLOOR PLAN
A-201	ELEVATIONS
A-202	ELEVATIONS
A-203	ELEVATIONS
A-204	ELEVATIONS

## SQUARE FOOTAGE

HEATED / COOLED	
FIRST FLOOR PLAN	2,175 SF
SECOND FLOOR PLAN	1,518 SF
<b>TOTAL H/C</b>	<b>3,693 SF</b>

NON HEATED	
1ST FL FRONT PORCH	115 SF
UNDER HOUSE ENTRY	188 SF
UNDER HOUSE STORAGE	2,180 SF
SCREENED PORCH	256 SF
BACK PORCH	424 SF
<b>TOTAL NON H/C</b>	<b>3,163 SF</b>
DETACHED GARAGE	580 SF
ABOVE GARAGE	520 SF

## KEYS & SYMBOLS



**GO**  
ARCHITECTURAL  
DESIGN  
— PLLC —

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

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**LANG RESIDENCE**  
720 E. FRONT STREET, NEW BERN NC 28560

THE PLAN HAS BEEN PREPARED TO MEET FOR PROFESSIONAL STANDARDS AND PRACTICES, HOWEVER, BUILDING CODES AND ENVIRONMENTAL CONDITIONS VARY FOR DIFFERENT LOCATIONS. IT IS THE RESPONSIBILITY OF THE OWNER AND THE PLAN TO VERIFY THE FOLLOWING BEFORE BEGINNING CONSTRUCTION. VERIFY ALL DIMENSIONS PRIOR TO PROCEEDING WITH CONSTRUCTION. VERIFY COMPLIANCE WITH ALL LOCAL CODES. PLANS INDICATE LOCATIONS MAY BE CHANGED. ANY CHANGES TO THE PLANS SHALL BE THE RESPONSIBILITY OF THE OWNER. THE ARCHITECT, ENGINEER, CONTRACTOR OR ENGINEER TO BE IN COMPLIANCE WITH LOCAL CODES AND ALL APPLICABLE BUILDING CODES FOR YOUR PARTICULAR REGION AND CONDITIONS, VERIFY ALL STRUCTURAL ELEMENTS WITH LOCAL ENGINEER.

**G-101**  
TITLE SHEET  
01.13.2023  
LANG - 720 E. FRONT ST

01.13.2023  
LANG - 720 E. FRONT ST





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## LANG RESIDENCE

720 E. FRONT STREET, NEW BERN NC 28560

THIS PLAN HAS BEEN PREPARED TO MEET THE PROFESSIONAL STANDARDS AND PRACTICES FOR BUILDING CODES AND ENVIRONMENTAL CONDITIONS. IT IS THE RESPONSIBILITY OF THE ARCHITECT TO VERIFY THE ACCURACY OF THE INFORMATION PROVIDED TO THE ARCHITECT. THE ARCHITECT DOES NOT WARRANT THE ACCURACY OF THE INFORMATION PROVIDED TO THE ARCHITECT. THE ARCHITECT IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THIS PLAN. THE ARCHITECT IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THIS PLAN.

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

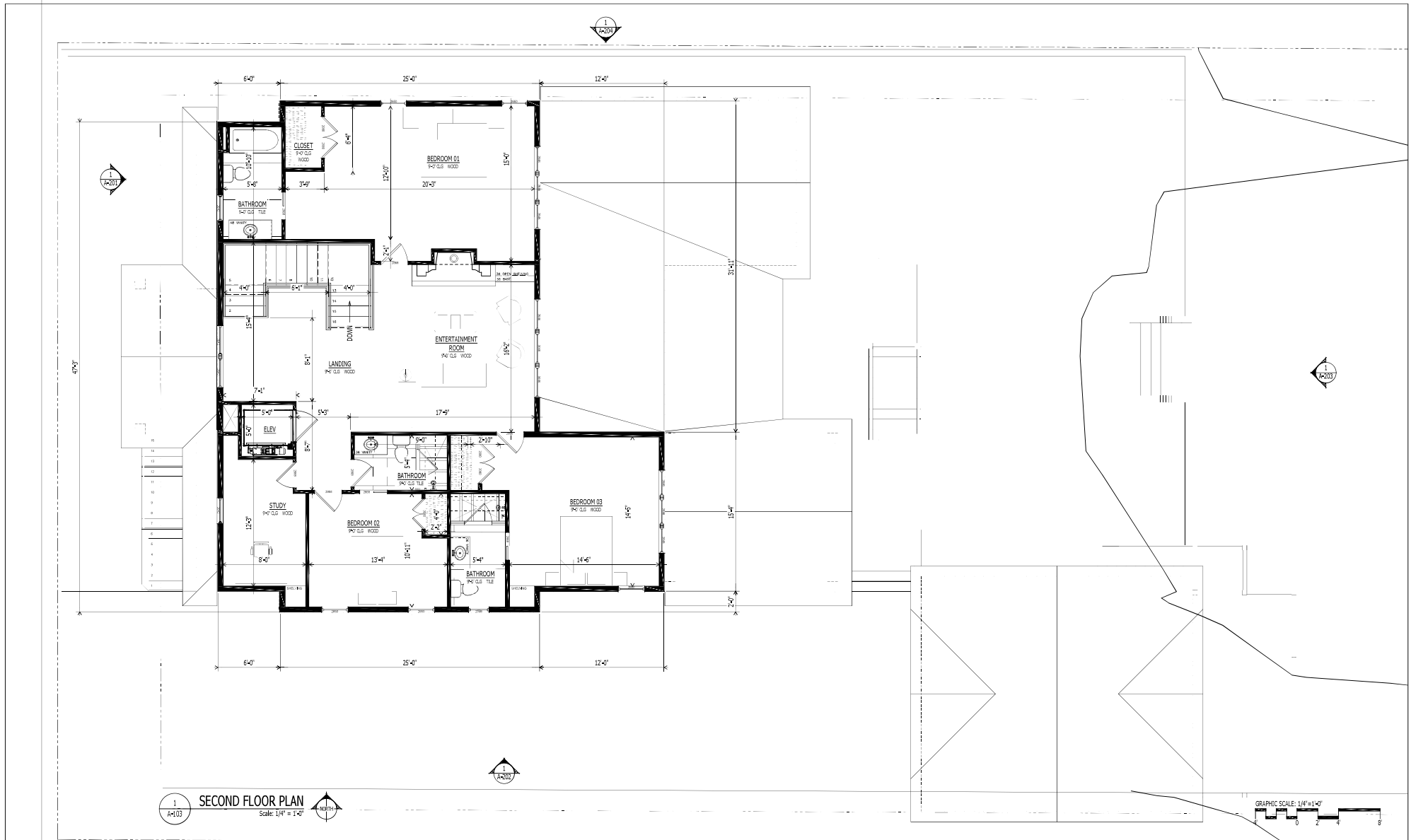
**C-102**

SITE PLAN

01.13.2023  
LANG - 720 E. FRONT ST







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720 E. FRONT STREET, NEW BERN NC 28560

THIS PLAN HAS BEEN PREPARED TO MEET THE PROFESSIONAL STANDARDS AND PRACTICES GOVERNING BUILDING CODES AND ENVIRONMENTAL CONDITIONS. VARIOUS FOR DIFFERENT LOCATIONS. IT IS THE RESPONSIBILITY OF THE ARCHITECT TO PROVIDE THE FOLLOWING BEFORE BEGINNING CONSTRUCTION. VERIFY ALL CONDITIONS PRIOR TO PROCEEDING WITH CONSTRUCTION. VERIFY COMPLIANCE WITH ALL LOCAL CODES. HAVE INDICATE LOCATIONS ONLY. ENGINEERING AND ARCHITECTURAL WORKSHOPS AT ALL SITES. CONTRACTING AND ARCHITECTURAL WORKSHOPS ARE NOT INCLUDED. THESE SHOULD BE OBTAINED FROM A LOCAL ARCHITECT. CONTRACTOR OR ENGINEER TO ENSURE COMPLIANCE WITH LOCAL CODES AND THAT EQUIPMENT IS USED CORRECTLY FOR YOUR PARTICULAR DESIGN AND CONDITIONS. VERIFY ALL STRUCTURAL ELEMENTS WITH LOCAL ENGINEER.

**A-103**

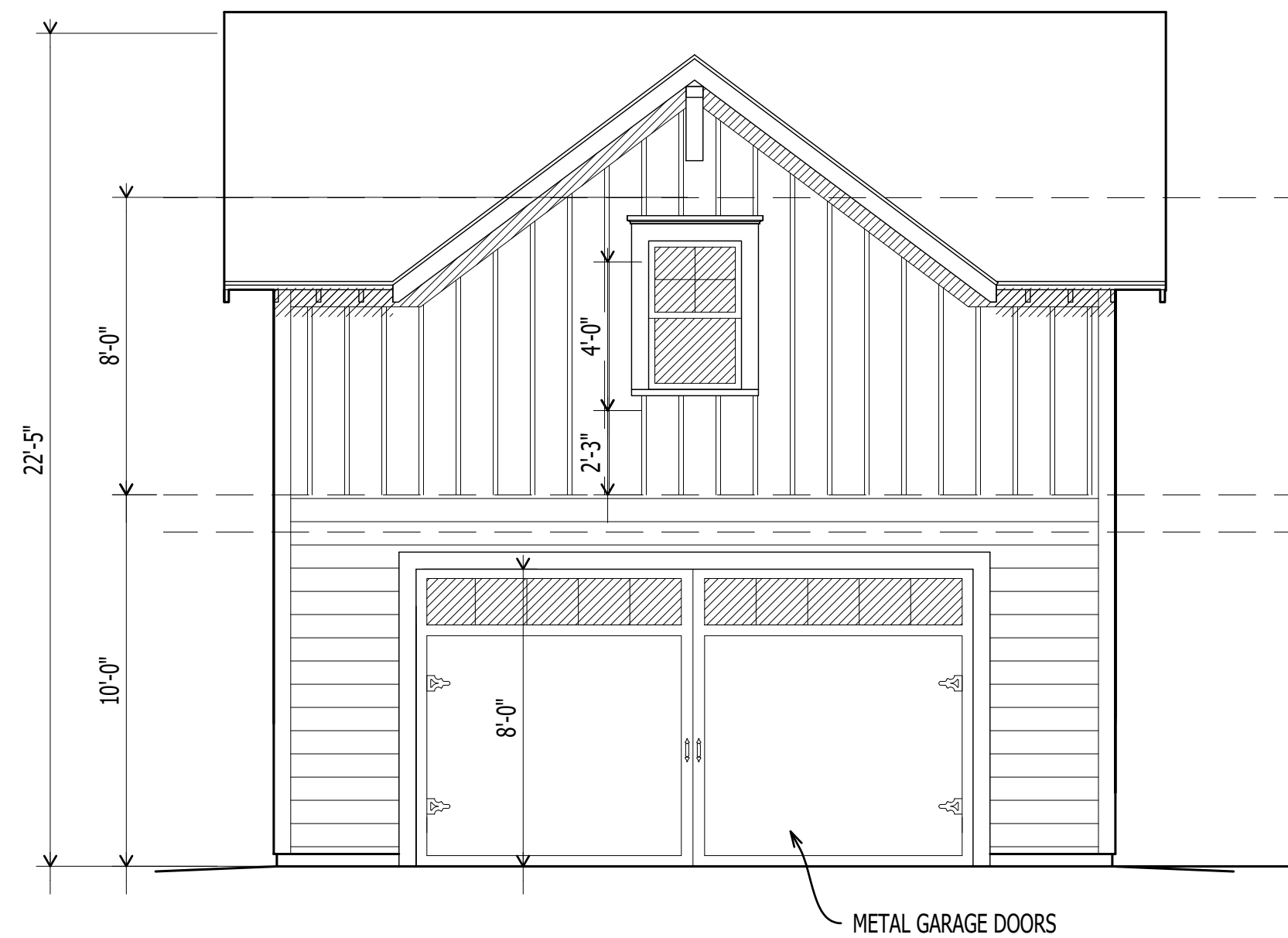
SECOND FLOOR PLAN

01.13.2023  
LANG - 720 E. FRONT ST



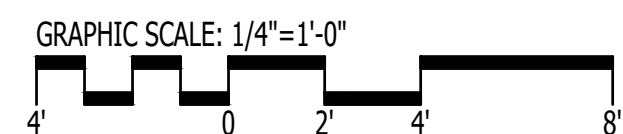
1  
A-201

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



2  
A-201

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



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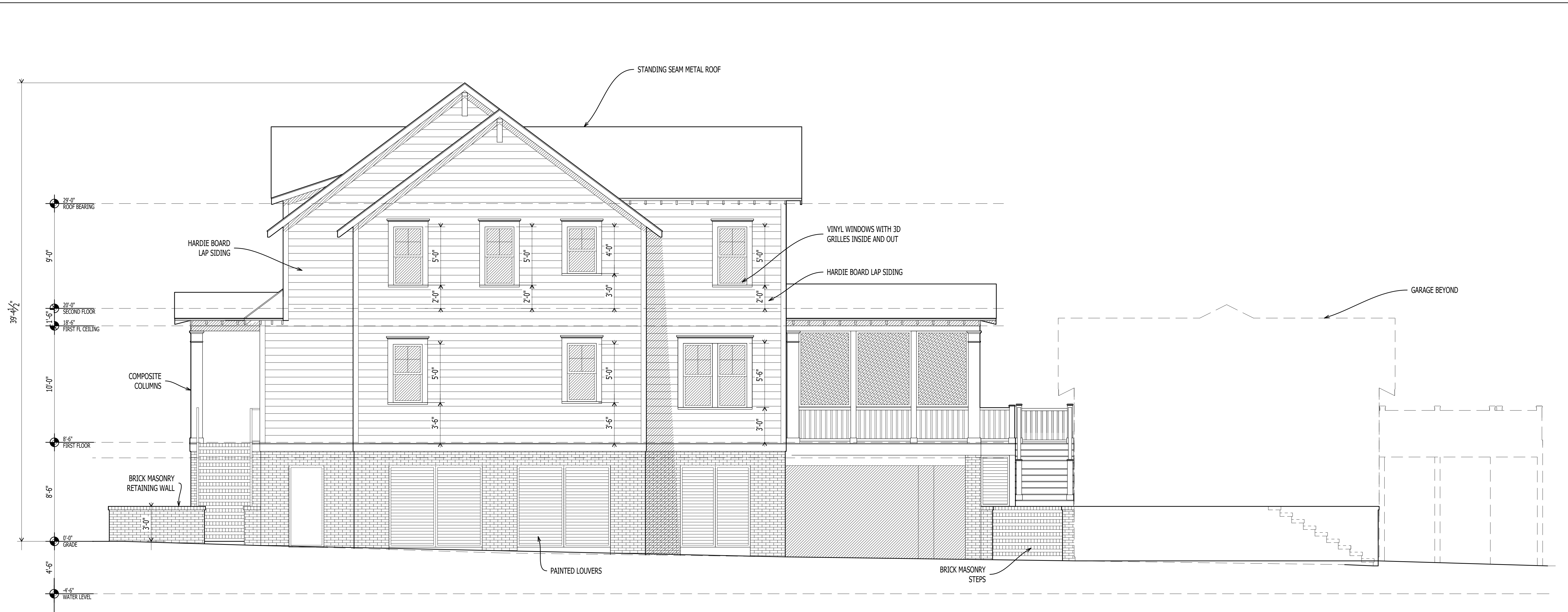
LANG RESIDENCE  
720 E. FRONT STREET, NEW BERN NC 28560

THIS PLAN HAS BEEN PREPARED TO MEET TOP PROFESSIONAL STANDARDS AND PRACTICES. HOWEVER, BUILDING CODES AND ENVIRONMENTAL CONDITIONS VARY FOR DIFFERENT LOCATIONS. IT IS THE RESPONSIBILITY OF THE PURCHASER OF THIS PLAN TO PERFORM THE FOLLOWING BEFORE BEGINNING CONSTRUCTION. VERIFY ALL DIMENSIONS PRIOR TO PROCEEDING WITH CONSTRUCTION. VERIFY COMPLIANCE WITH ALL LOCAL CODES. PLANS INDICATE LOCATIONS ONLY; ENGINEERING ASPECTS SHOULD INCORPORATE ACTUAL SITE CONDITIONS. HVAC & PLUMBING LAYOUTS ARE NOT INCLUDED. THESE SHOULD BE OBTAINED FROM A LOCAL MECH. CONTRACTOR OR ENGINEER TO ENSURE COMPLIANCE WITH LOCAL CODE AND THAT EQUIPMENT IS SIZED CORRECTLY FOR YOUR PARTICULAR REGION AND CONDITIONS. VERIFY ALL STRUCTURAL ELEMENTS WITH LOCAL ENGINEER.

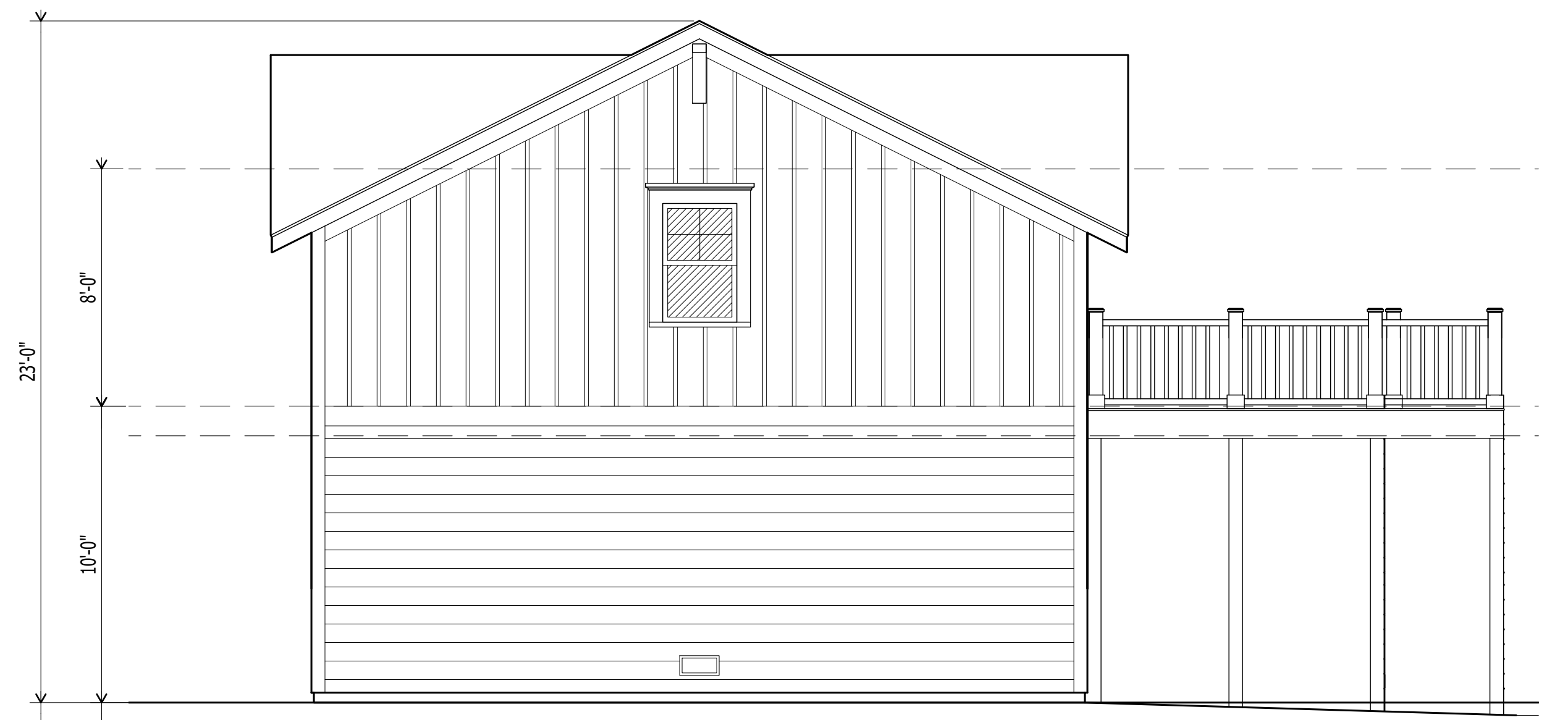
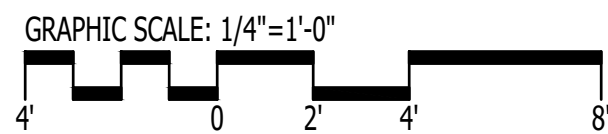
A-201

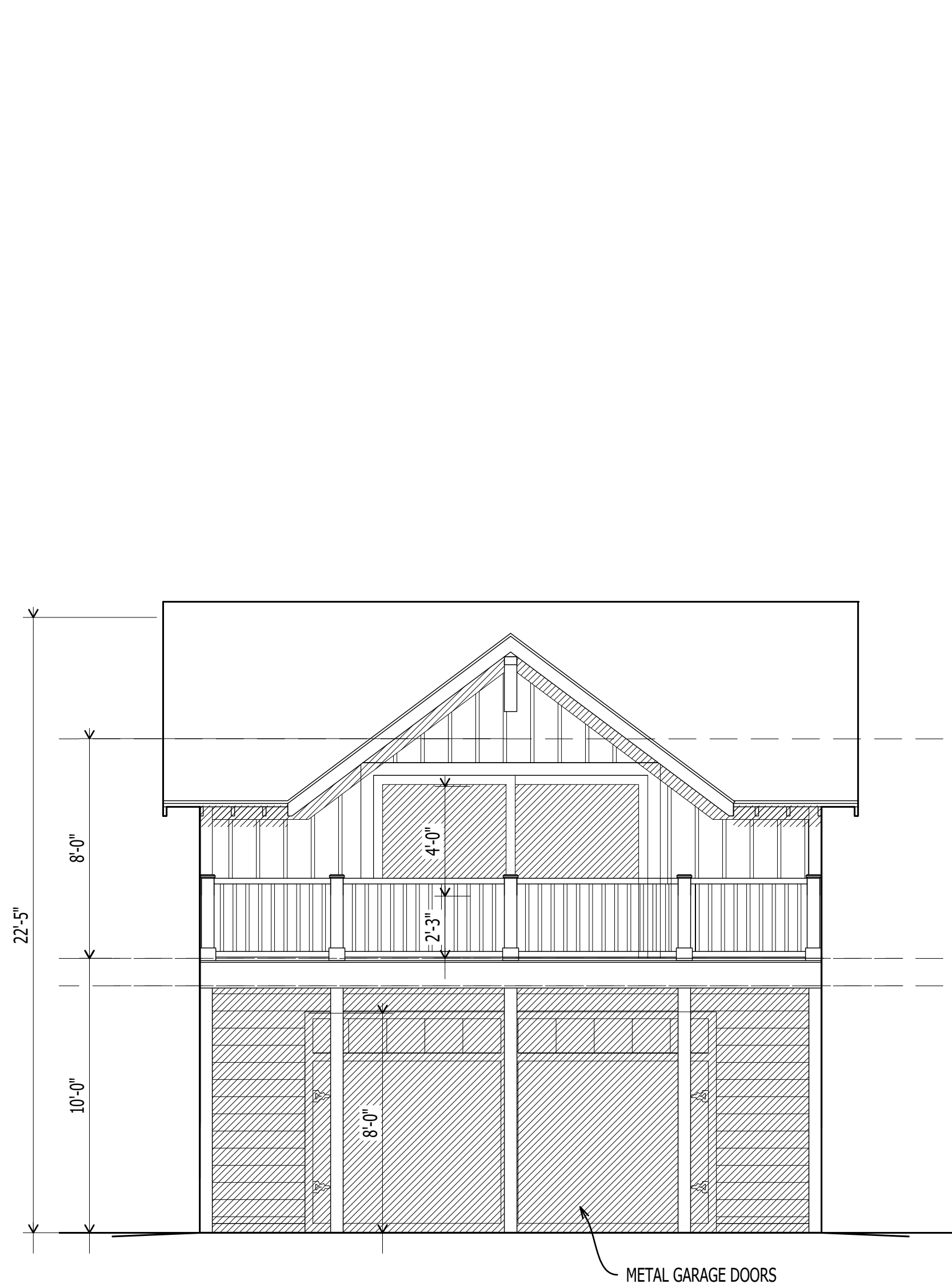
ELEVATIONS

01.13.2023  
LANG - 720 E. FRONT ST

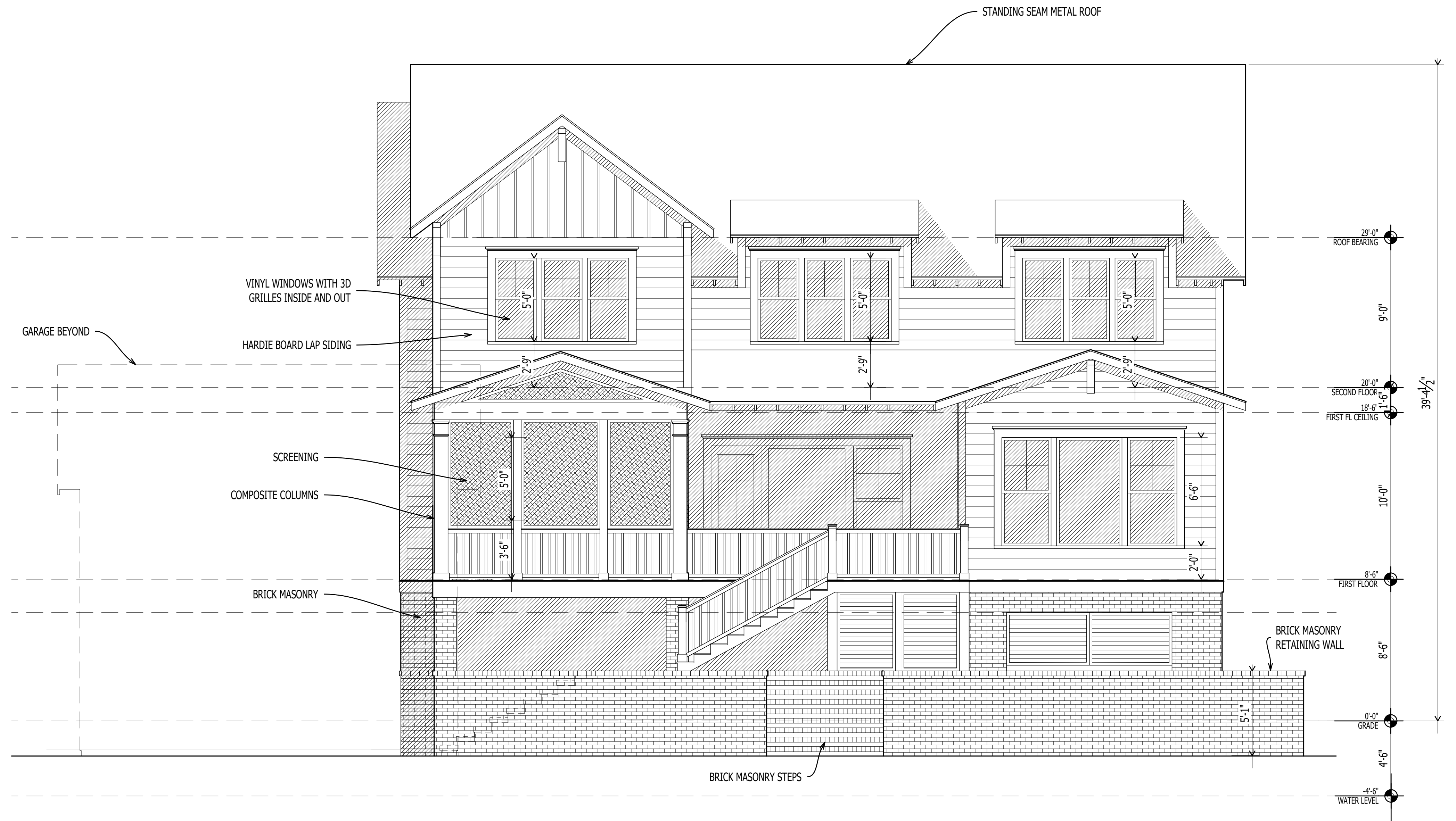


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A-202  
ELEVATION  
Scale: 1/4" = 1'-0"

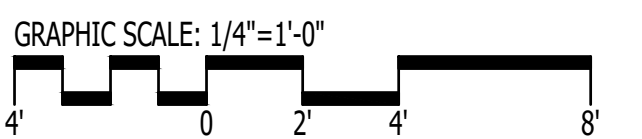




2 GARAGE ELEVATION  
A-203 Scale: 1/4" = 1'-0"



1 ELEVATION  
A-203 Scale: 1/4" = 1'-0"



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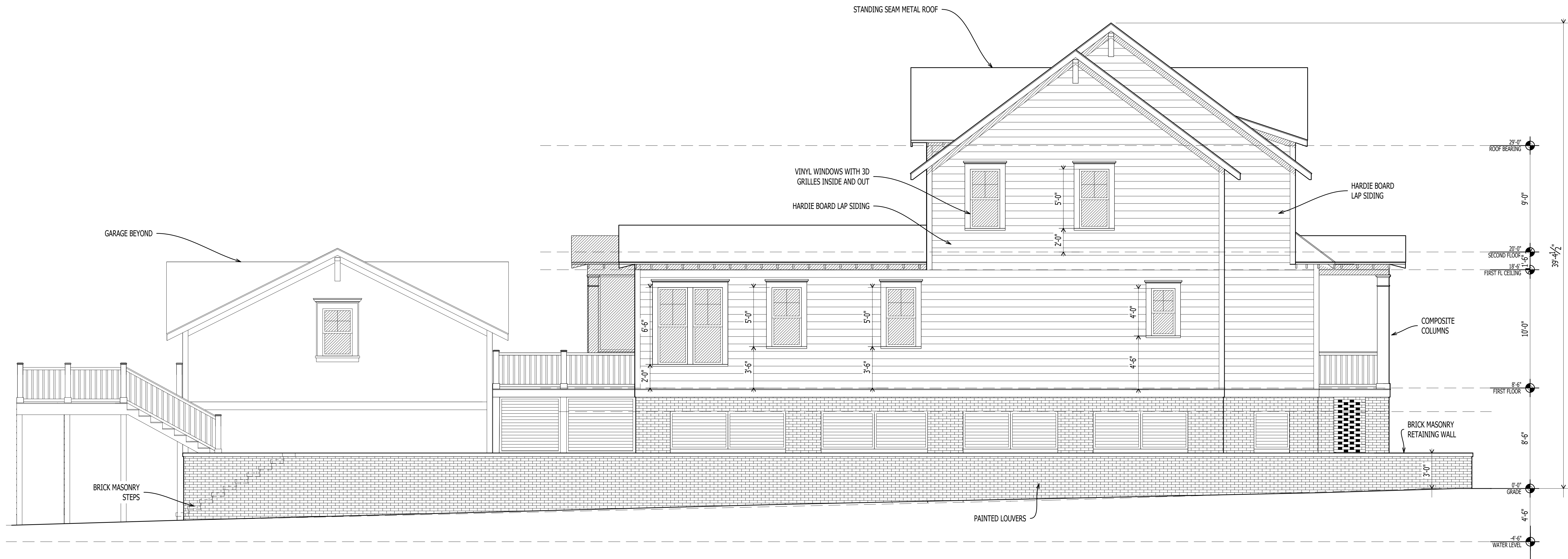
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A-203

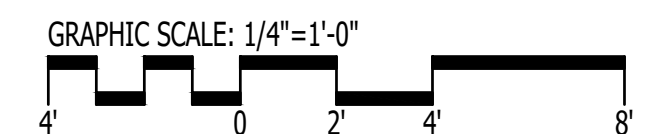
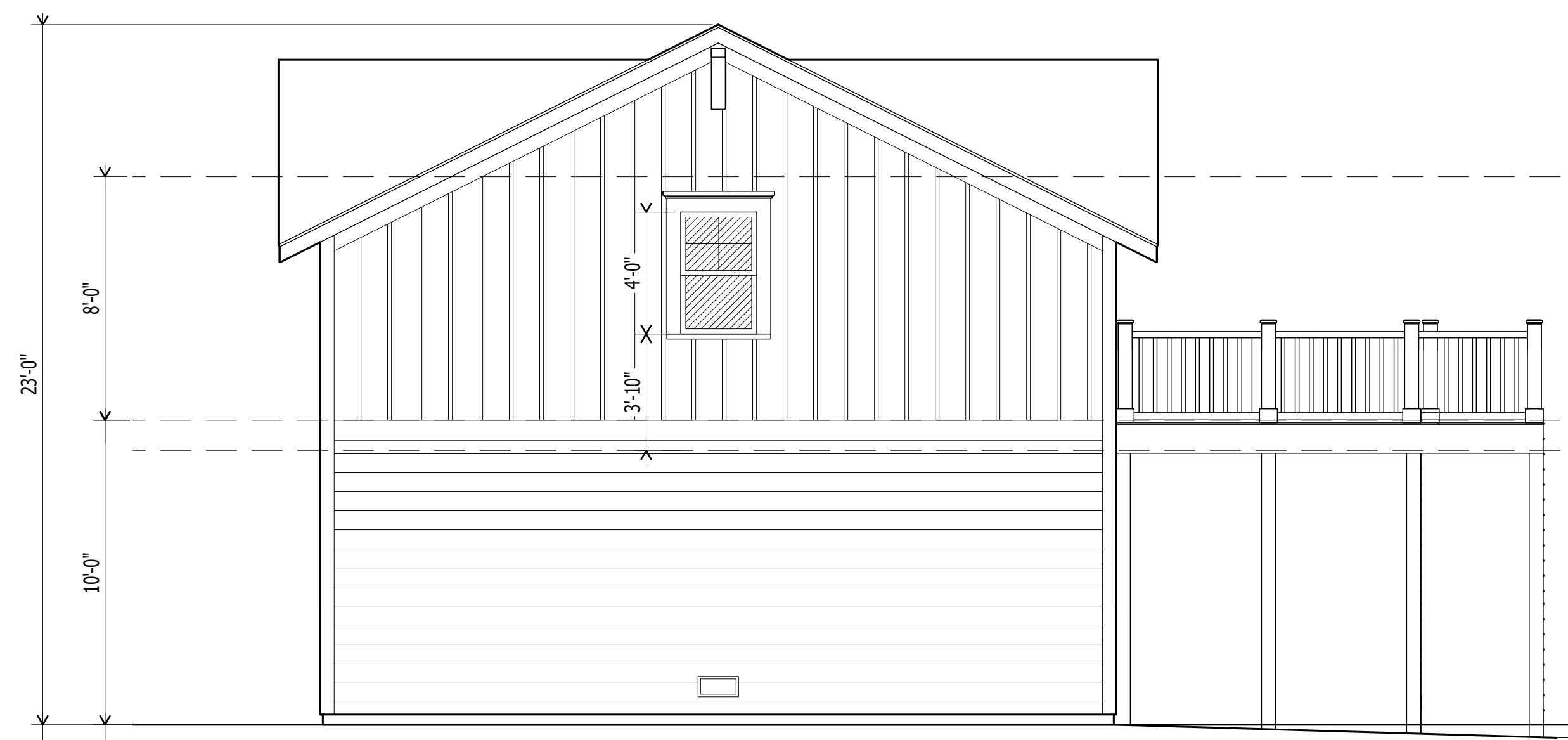
ELEVATIONS

01.13.2023  
LANG - 720 E. FRONT ST



1  
A-204

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



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**A-204**

ELEVATIONS

01.13.2023  
LANG - 720 E. FRONT ST



## 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:** 720 E. Front St. – to include construction of a new 2-story infill house.

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

**Zoning District:** R-6, Residential 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:**  mean sea level

**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:**

Setbacks must comply w/ City Code Section 15-416

Zoning Administrator 1/1

**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

Matthew End

1/13/23

## Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – January 18, 2023

**Applicant:** Joanne Lang/GO Architectural Design, PLLC

**Applicant Address:** 1202A Pollock St., New Bern, NC 28560

**Project Address:** 720 E. Front St., New Bern, NC

**Historic Property Name, Date:** N/A – vacant parcel.

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

**NR Inventory Description (2003):** Not relevant

**Sandbeck Description (1988):** None

**720 E. Front St.** – to include construction of a new 2-story infill house and 2-story detached garage.

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

### **Development Pattern**

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

### **Utilities**

- 2.3.1 Locate equipment in Secondary and Tertiary AVCs and screen items from public view with vegetation, fencing and similar site constructions. It is recommended that utilities be consolidated in common locations.
- 2.3.2 Paint equipment and exposed utilities to compliment mounting surfaces and reduce their visibility.
- 2.3.3 Install utilities underground when possible to minimize visual clutter. Use mechanical methods to bore beneath landscaping, sidewalks, drives and fences.
- 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. Lamping shall emit a white light. Illumination shall provide visibility and security without overemphasizing a structure, parking area or site.

### **Landscaping**

- 2.4.3 Use plant materials that are indigenous to the historic districts. It is not appropriate to use contemporary edging materials such as landscaping timbers or plastic borders.
- 2.4.4 Incorporate trees, shrubbery, and other landscape features around the periphery of a lot and within parking areas.
- 2.4.7 Create focal points that highlight public art, statuary, fountains, and structures such as pergolas and gazebos. Place these elements in areas that do not obscure historic buildings or their architectural features.

## **Certificate of Appropriateness Findings and Recommendations**

HPC Regular Meeting – January 18, 2023

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

### **Parking**

- 2.7.1 Confine driveways on narrow lots to the Secondary AVC.
- 2.7.2 Use driveways to access off street parking areas located in the Tertiary AVC. Areas for vehicular use shall not exceed more than 50% of the rear yard in the tight weave development pattern.

### **Waterfront Modifications**

- 2.9.3 Finish bulkheads with a wood or concrete cap. Reserve space for future waterfront promenade extensions between the bulkhead and other site constructions as described by the New Bern Urban Design Plan.

### **Design Principles**

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

### **Infill Construction**

- 3.4.1 Maintain the relationship between building mass and open space that exists on the block or streetscape.
- 3.4.2 The predominant material of an infill building shall visually emulate the palette of materials traditionally found in the historic districts.

## **Certificate of Appropriateness Findings and Recommendations**

HPC Regular Meeting – January 18, 2023

- 3.4.3 Use of modern materials is acceptable as a means of continuing the evolution of architecture through time. However, the use of aluminum and vinyl siding, faux brick and stone, stamped concrete and similar imitation materials is not appropriate.
- 3.4.4 Contemporary materials shall be appropriately proportioned, used in traditional ways and installed in a traditional manner.

### **Foundations**

- 4.1.2 When infilling between brick piers, recess brick curtain walls 1 to 2 inches to visually delineate piers.
- 4.1.3 Use traditional materials when constructing foundations. Concrete block should receive a veneer of stucco, brick, or other appropriate masonry material.
- 4.1.4 Locate foundation features such as vents and access doors in areas that will not detract from the architectural character of the building. Coordinate with other architectural features when possible, such as aligning vents and access doors with windows above or centering them between piers.
- 4.1.5 When elevating a structure in flood zones, limit elevation to the minimum height required by ordinance. When elevating a structure that is not in a flood zone, limit elevation to 2 feet above the current height.
- 4.1.6 Minimize the visual impact of tall foundation walls by introducing a combination of landscaping, grading, and terraced retaining walls.

### **Walls, Trim and Ornamentation**

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

### **Windows, Doors and Openings**

- 4.3.2 Add window and door openings in Secondary or Tertiary AVCs in locations that do not diminish the original design. In general, openings shall have a vertical orientation or be square.
- 4.3.3 Glazing should have true divided light muntins, or three-dimensional grilles affixed to both the interior and exterior of the glass. Provide shadow bars between insulated glass panes.

### **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.

### **Roofs**

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

### **Decks and Patios**

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

## **Certificate of Appropriateness Findings and Recommendations**

HPC Regular Meeting – January 18, 2023

### **Masonry**

- 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.
- 5.1.5 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.
- 5.1.6 It is not appropriate to use water repellants or sealers on masonry because these treatments often trap moisture and accelerate spalling.

### **Metals**

- 5.3.3 Use full weld iron and steel fabrication techniques. Welds shall be properly dressed, or ground smooth.
- 5.3.4 Provide aluminum fabrications with welded joints or blind, mechanical connections having concealed fasteners.

### **Paint**

- 5.4.2 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.
- 5.4.6 It is not appropriate to apply paint, water repellent or sealant coatings to unpainted surfaces such as masonry, stone, copper, and bronze.

### **Contemporary Materials**

- 5.5.1 In general, contemporary material shall match the dimension, shape and texture of their counterparts commonly found in the historic districts.
- 5.5.2 Use contemporary and nontraditional materials in traditional ways. Apply materials in a traditional manner that conveys the same visual appearance as historic materials.
- 5.5.3 Contemporary and nontraditional materials should convey appropriate historic material characteristics, and will be evaluated on a case-by-case basis for appearance, dimension, texture, color, sheen, visual weight and similar characteristics.
- 5.5.5 Cement board with a smooth finish is acceptable as the predominant siding material for infill construction and non-historic accessory structures.
- 5.5.6 Contemporary materials such as synthetic slate and fiberglass asphalt shingles are acceptable for sloped roofing regardless of building age. Select fiberglass asphalt shingles from a darker color palette. Contemporary membrane and roll roofing are acceptable for low-sloped roofs with a 1 inch per foot pitch or less regardless of building age.

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

1. The project is located in the *Tight Weave* development pattern;
2. The proposal is an infill and accessory structure project;
3. The proposed design, components, and materials meet the requirements of the Guidelines;

## **Certificate of Appropriateness Findings and Recommendations**

HPC Regular Meeting – January 18, 2023

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 construction of a 2-story infill house and 2-story detached garage, with the following condition:**

- **This CoA is not valid and construction may not begin until the applicant provides to the HPA the drawings, details, and description of the utilities, exterior lighting, and landscaping for this project and the HPA has reviewed the information and approves, by issuing an amended CoA or as a separate CoA, the installation of said utilities, lighting, and landscaping.**

5. Old Business (non-hearing items tabled or continued from a previous meeting): none
6. General Public Comments
7. New Business: none
8. HPC Administrator's Report:
  - A. Report on CoAs Issued 10/12/2022 – 01/11/2023
    - MAJORS:
      - 404 Avenue B – fencing
      - 507 George St. – addition, porches, fencing
      - 5 pending
    - MINORS:
      - 221 E. Front St. – repointing, removal of unused utilities
      - 303 Pollock St. – signs
      - 415 Broad St. – tree replacement
      - 616 Broad St. – hvac units
      - 609 New St. – landscaping, gravel driveway
      - 711 Queen St. - fencing
      - 11 pending
  - B. Report on CoA Extensions Issued since the Prior Regular Meeting: none
  - C. Other Items and Updates by the Administrator
    - i. Commissioner resignations and replacements
    - ii. Annual Report to the SHPO
9. Commissioners' Comments
10. Adjourn

#39

**COMPLETE**

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**Started:** Wednesday, December 14, 2022 9:53:14 AM  
**Last Modified:** Thursday, December 15, 2022 9:05:46 PM  
**Time Spent:** Over a day  
**IP Address:** 198.86.54.2

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Page 2: Commission Staff

**Q1**

Name of Preservation Commission

New Bern Historic Preservation Commission

**Q2**

Staff Contact (the city or county employee that provides staff services to the commission)

Name	<b>Matthew Schelly</b>
Title	<b>City Planner, Historic Preservation Administrator</b>
Name of Local Government	<b>City of New Bern</b>
Mailing Address	<b>PO Box 1129</b>
City	<b>New Bern</b>
ZIP	<b>28563</b>
Telephone	<b>252-639-7583</b>
E-mail	<b>schellym@newbernnc.gov</b>

---

**Q3****The local government**

The commission staff person is employed by:

**Q4**

In addition to the preservation planner how many local government staff are assigned to work on commission-related tasks?

0

**Q5****No**

Has your community experienced staff turnover for the staff member(s) who work with the local preservation commission?

## Page 3: Commission Members

**Q6**

If you had commission vacancies during this reporting period, please indicate the method(s) your local government used to seek professionals to serve on the commission.

**Directly contacted professionals known to reside within the CLG's jurisdiction**

,

**Placed announcements in local media specifically recruiting professional members**

,

Other (please specify):

On-going solicitation on the HPC webpage to submit resumes

---

**Q7**

Were all vacancies filled within 60 days as required by federal law?

---

**Yes**

---

## Page 4: Commission Meetings &amp; Procedures

**Q8**

How frequent is the preservation commission's regularly-scheduled meeting?

---

**More than once a month**

---

**Q9**

Does your commission have an active, maintained website?

---

Yes or Other (please specify and provide links if applicable):  
[https://www.newbernnc.gov/departments/development\\_services/historic\\_preservation.php](https://www.newbernnc.gov/departments/development_services/historic_preservation.php)

---

**Q10**

Does your commission have an annual retreat or check-in?

---

**No**

---

**Q11**

Was the local preservation ordinance updated or amended during the reporting period? If so, please send the HPO a copy of the updated ordinance or amendment by email.

---

**No**

---

## Page 5: Commission Partnerships

**Q12**

Does your community have a preservation-oriented non-profit organization?

Yes or Other (please specify):

New Bern Preservation Foundation, Tryon Palace Foundation, Kellenberger Historical Foundation, Swiss Bear Downtown Development Corporation (Main Street America accredited), Preservation Legal Action Trust, and history-oriented New Bern Historical Society, Historic District Residents Association, and State-owned historic site Tryon Palace.

**Q13**

Does your commission have community partnerships?  
Examples would be a paint shop discount for local historic district residents or educational programs with the local school system.

Yes/Other (please specify):

Our new preservation awards program is a partnership with the Historical Society and the New Bern Preservation Foundation. Our new Historic Property Owners Support Work Group is an informal partnership that includes the New Bern Preservation Foundation.

**Q14**

Does your commission work with local real estate agencies/agents and independent home sellers ("FSBO") to notify potential buyers of the local designation status of the properties in a local district or individual landmarks?  
This can be through the MLS listing or a brochure.

No

**Q15**

Is commission staff coordinating with the local fire department and property owners to ensure properties that are locally designated or eligible for local designation are not removed by the fire department by a controlled burn or for "practice"?

No

**Q16**

How is your commission and/or local government working toward the goals of the North Carolina State Historic Preservation Plan? Please see - [https://files.nc.gov/ncdcr/historic-preservation-office/NorthCarolina\\_2013-2022\\_HistoricPreservationPlan.pdf](https://files.nc.gov/ncdcr/historic-preservation-office/NorthCarolina_2013-2022_HistoricPreservationPlan.pdf)

- + HPC has created a work group (Historic Property Owners Support Work Group, aka HiP) to work with three non-local but NRHD neighborhoods to address preservation issues. HiP includes members from the neighborhoods, such as a pastor, real estate agent, and business owner as well as community organizations such as Habitat for Humanity and the New Bern Preservation Foundation (NBPF). HiP is now partnering with the NBPF to start a major revolving funds project and apply for a 2022 grant from the 1772 Foundation for significant revolving funds for the Dryborough neighborhood of the New Bern NRHD. (Outreach/Communication Goal, Identification/Designation Goal, Education/Technical Services Goal, Advocacy Goal, and Partnership Goal)
- + HPC has created another new work group (Historic Preservation Awards Work Group) to work with the NBPF and the New Bern Historical Society to establish an awards program for local historic preservation.
- + HPC staff has informed the new owners of many historic properties that rehabilitation of income-producing historic resources could qualify for tax credits of 40% of QEs or 15% for non-income producing properties. (Identification Goal)
- + HPC staff uses HPOWEB GIS all the time! (Advocacy Goal)
- + HPC Staff and HPC members have attended historic preservation training and presentations. (Advocacy Goal)

## Page 7: Annual Reporting

**Q17****No**

Does your commission compile an annual report for your governing board and/or the public? If so, please email a copy of this report to [kristi.brantley@ncdcr.gov](mailto:kristi.brantley@ncdcr.gov).

## Page 8: Historic Resources

**Q18**

Other (please specify):

Please indicate the incentives your local government offers to historic property owners.

Facade grants, including but not exclusively to historic properties

**Q19****No**

Has your commission acquired or protected property through NC G.S. 160D-942(3) (former 160A-400.8(3)) in this reporting period? This can include the use of a revolving fund or house museum properties.

## Page 9: Designation of Historic Properties

**Q20**

How many local designation reports did the commission receive and process during this reporting period?

0

**Q21****No**

Does your commission charge a fee to submit a local landmark or historic district report?

---

**Q22**

For local landmark or historic district reports, who is responsible for paying for the report preparation? This can include consultant fees.

---

Other sources (include grants or programs):  
Historic district reports are paid by the City; we have no local landmarks

---

**Q23**

How many of the following were designated by the historic preservation commission during the FY 2020 reporting period?

Local Landmarks	0
Local Residential Historic Districts	0
Local Commercial Historic Districts	0
Local Historic District Boundary Increases	0

---

**Q24**

Did your commission receive requests for any de-designations during this reporting year? (If yes, please elaborate)

no

---

**Q25**

Please provide additional information regarding any other designation activity in your community during the reporting period. This can include National Historic Landmarks and properties of Statewide Significance.

No changes.

---

## Page 10: Commission Education & Outreach Programs

**Q26**

Please describe your education and outreach programs, especially ones that you are planning or those that have been successful in past. Website and program names would be nice to have. (Other commissions are especially eager to hear the great things their fellow commissions are doing! Your responses will be shared.)

Primarily, we use the HPC website for sharing static information such as the Guidelines and links to other information and organizations. Also, the HPC has established a work group that launched a historic preservation awards program, which is intended as an education & outreach program.

---

## Page 11: COA Review and Regulation

**Q27** **Yes**

Does your commission accept electronic COA applications or can a property owner submit a COA application online?

**Q28** **Yes, separate fees for minor and major work**

Do you charge a fee for COA applications?

**Q29**

Please provide the number of COA application rulings during the reporting period.

Total	<b>89</b>
Approved	<b>39</b>
Approved with conditions	<b>50</b>
Denied	<b>0</b>
Withdrawn/Deferred/Resubmitted	<b>10</b>
Other	<b>0</b>

**Q30**

Please provide the type of COA applications received during the reporting period.

Total	<b>105</b>
Minor works	<b>70</b>
Major works (includes demolition and new construction)	<b>35</b>
After-the-fact COAs	<b>5</b>

**Q31**

How many COA applications did your commission receive during this reporting period for demolition or relocation?

3

**Q32**

Considering the number COA applications for demolition or relocation you noted in the previous question, please respond to the following questions:

How many were denied?	<b>0</b>
How many were approved?	<b>0</b>
How many were approved with conditions?	<b>2</b>
How many were withdrawn or deferred?	<b>1</b>
How many were acted upon? (This can also include approved COAs reported in a previous reporting period that were not acted on during that reporting period.)	<b>0</b>
Other.	<b>0</b>

**Q33****No**

Were any COA decisions appealed during the reporting period?

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**Q34**

If your commission dealt with after-the-fact COAs during this reporting period, please indicate how many and other information on the circumstances.

A few, usually minor work that already complied.

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## Page 12: Commission Training

**Q35****Yes**

Did the commission staff person and at least two commissioners attend training or participate in CLG Training (virtual and/or in person) between the period of October 1, 2021, and September 30, 2022, as required by the CLG program?

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**Q36**

Please share training topics that would be most beneficial to your preservation commission.

specific flood resiliency designs for residential and non-residential historic structures and promoting these in the community  
 partnerships for historic preservation  
 planning and running a successful awards program  
 working outside the local historic district  
 grant funding

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## Page 13: Evaluation of HPO Services

**Q37**

Please rate the following resources offered by our office.

Website	<b>4 - Good to have</b>
GIS maps	<b>5 - Extremely valuable</b>
NCPres Listserv	<b>5 - Extremely valuable</b>
Staff consultations (including Restoration Branch, National Register and Survey Branch, and office branches)	<b>5 - Extremely valuable</b>
Training	<b>5 - Extremely valuable</b>

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**Q38**

Please suggest ways in which the North Carolina State Historic Preservation Office can better serve your community.

More virtual trainings in more topics.

Easy access (link from your website) to archive of trainings.

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Page 14: Documentation request: New Commissioner Resumes

**Q39**

**Emailed**

Documentation of new commissioner(s) is:

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Page 15: Documentation request: Resources lost or added to the survey

**Q40**

**Emailed**

Documentation of resources lost or added to the survey is:

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Page 16: Documentation request: Optional

**Q41**

**Emailed**

Documentation of other commission/preservation activity is:

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**Q42**

**Respondent skipped this question**

If possible, please provide a brief overview or link to any newspaper articles related to preservation in your community.

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Page 17: Commission Activity Overview

**Q43**

Please describe any significant challenges or difficult issues faced by the commission during the reporting period.

Our first demolition approvals in several years; one Commissioner timing out of office; one commissioner leaving due to large time commitment of the HPC; another leaving due to moving due to family health issues out of area; first consideration of, and therefore understanding, using the landmark provisions of our ordinance; full-time staff working also as three other full-time upper level staff, leaving much less time for the HPC work.

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**Q44**

Please summarize the commission's accomplishments, successes, and MAJOR activities during the reporting period. Include grant projects, educational and public awareness efforts, and innovative collaborations.

- Over 85 CoAs! None denied.
  - the Historic Property Owners Support Work Group (HiP), partnering with the New Bern Preservation Foundation has been awarded a \$20K grant to produce a feasibility study for a revolving fund for rehabilitation of historic structures in historic Dryborough, an African American neighborhood in the New Bern NRHD. The study is almost done. We will then be asking the 1772 Foundation for \$250,000 for the revolving fund. The partnership is unique by involving the community through HiP in order to ensure the rehabilitation does not result in gentrification, but provides affordable housing and also preserves the history, culture, historic resources, and stories of the neighborhood.
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Page 18: Affirmations

**Q45**

**We affirm.**

The designated CLG staff person, the preservation commission chair, and the chief elected local official(s) hereby affirm that the certified local government meets all standards for certification and continues to operate according to the guidelines for certification as set forth in 36 CFR Part 61 and in the "Guidelines for North Carolina's Certified Local Government Program." We affirm that, in accordance with N.C.G.S. 160D-303, all members of the historic preservation commission are qualified to serve, a majority having demonstrated their competence through either their educational or professional experience or through their special interest in, and knowledge of, historic preservation. We affirm that the certified local government has made a good faith effort to appoint to the commission professionals from the disciplines of architecture, history, architectural history, planning, archaeology, or a closely related discipline, and have attached written documentation of such effort. Finally, we affirm that all members meet the residency requirements of N.C.G.S. 160D-202 and 160D-303. (Affirmation below is considered by the HPO as an electronic signature.)

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