



Development Services Department  
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**TO:** New Bern Historic Preservation Commission  
**FROM:** Matt Schelly, AICP, City Planner  
**DATE:** January 27, 2023  
**RE:** Design Review Meeting, 5:30 PM, Wednesday, February 1, 2023, in the Development Services Conference Room, 303 First St.

**DESIGN REVIEW AGENDA – 5:30 PM**

- I. Application Design Review** - Consider certificate of appropriateness applications for proposed major exterior alterations:
- A. 305 North Ave.** – demolition of a contributing structure and construction of an infill house.
  - B. 1116 National Ave.** – demolish non-contributing shed and replace with new shed.
  - C. 100 Middle St. (Doubletree Hotel)** – reconstruction of exterior pool and deck.
  - D. 301 Hancock St.** – front/side porch and other modifications.
- II. Informal Design Review** – Discussions with potential applicants prior to submitting a formal application. Potential applicants may show up with nothing more than a verbal description, however photos and other information are more helpful.
- A. None**
- III. Informal Board Discussion Items** -
- A. Welcome and Introduction of New Commissioners**
  - B. Prevention of Demolition by Neglect Work Group** – report
  - C. Guidelines Updates Work Group** – report
  - D. Historic Property Owners Support (HiP Owners Support) Work Group** – report
  - E. Preservation Awards Work Group** – report
  - F. Work Group Assignments**
- IV. Project Follow-Ups, Updates, and Questions**
- A. CoAs denied** – None
  - B. CoAs issued January 1 through 27**  
**MAJORS:**

715 E. Front St. – demo and infill

5 pending

MINORS:

206-208 Metcalf St. – tree replacement

211 Johnson St. – tree replacement

222 Middle St. – rear windows, repointing

300 Pollock St. – repointing and replacing masonry

709-711 Pollock St. – tree replacement

About 20 pending

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

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

**A. Ongoing, Formal:**

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

221 E. Front St. – long-time DBN case – Minor CoA application submitted for repointing; informed HPA about proposed brick repair work

**B. Preliminary, Informal:**

214 Pollock ROW – replacement tree

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

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

711 Pollock St. – paint removal – siding to be removed for insulation, then same siding returned in place

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

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

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

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

508 C St. – porch revision w/o CoA

509 Craven – follow up on 2018 violation, porch columns

510 C St. – shed w/o CoA

511 Middle St. – fence w/o CoA

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

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

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

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

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

707 Craven St. – post removed w/o CoA

715 Craven St. – new shed w/o CoA

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

812 Queen St. – building demolition w/o CoA

911 Broad St. – porch revision w/o CoA

**818-820 Broad St. – 5 trees removed w/o CoA**

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

**VI. Staff and Board:**

**A. Training: TBD**

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

**VIII. Adjourn**