



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: February 3, 2023
RE: Regular Meeting, **5:30 PM, Wednesday, February 15, 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. **100 Middle St. (Doubletree Hotel)** – to include reconstruction of the deck in the Tertiary AVC.
 - D. **301 Hancock St.** – to include modifications to the two-level porch in the Secondary AVC.
- *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 01/12/2023 – 02/03/2023

MAJORS:

302 Broad St. (Courthouse) – addition and modifications

305 Bern St. – shed

720 E. Front St. – infill house and rear garage

1206 N. Pasteur St. – driveway

1512, 1516 National Ave. and 407 North Ave. - fencing

MINORS:

211 Johnson St. – tree replacement

222 Middle St. – rear windows, repointing

300 Pollock St. – repointing

312 Avenue A – trees replacement

709-711 Pollock – tree replacement

15 pending

B. Report on CoA Extensions Issued since the Prior Regular Meeting: none

C. Other Items and Updates by the Administrator

9. Commissioners' Comments

10. Adjourn

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



HPC Administrator
HPAdmin@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):			
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:

II. Project Information: <i>(See "CoA Instructions" & "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.

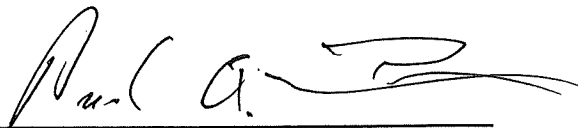
Please see Development Services Staff (Staff) prior to submittal for initial review of the application and advisement if additional information will be required before consideration at a Historic Preservation Commission hearing.

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.

FEE SCHEDULE (office use only)
 [] \$22 Standard Application (minor)
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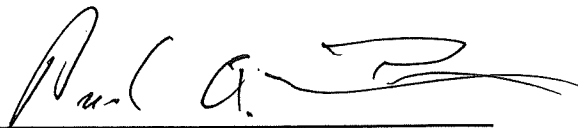
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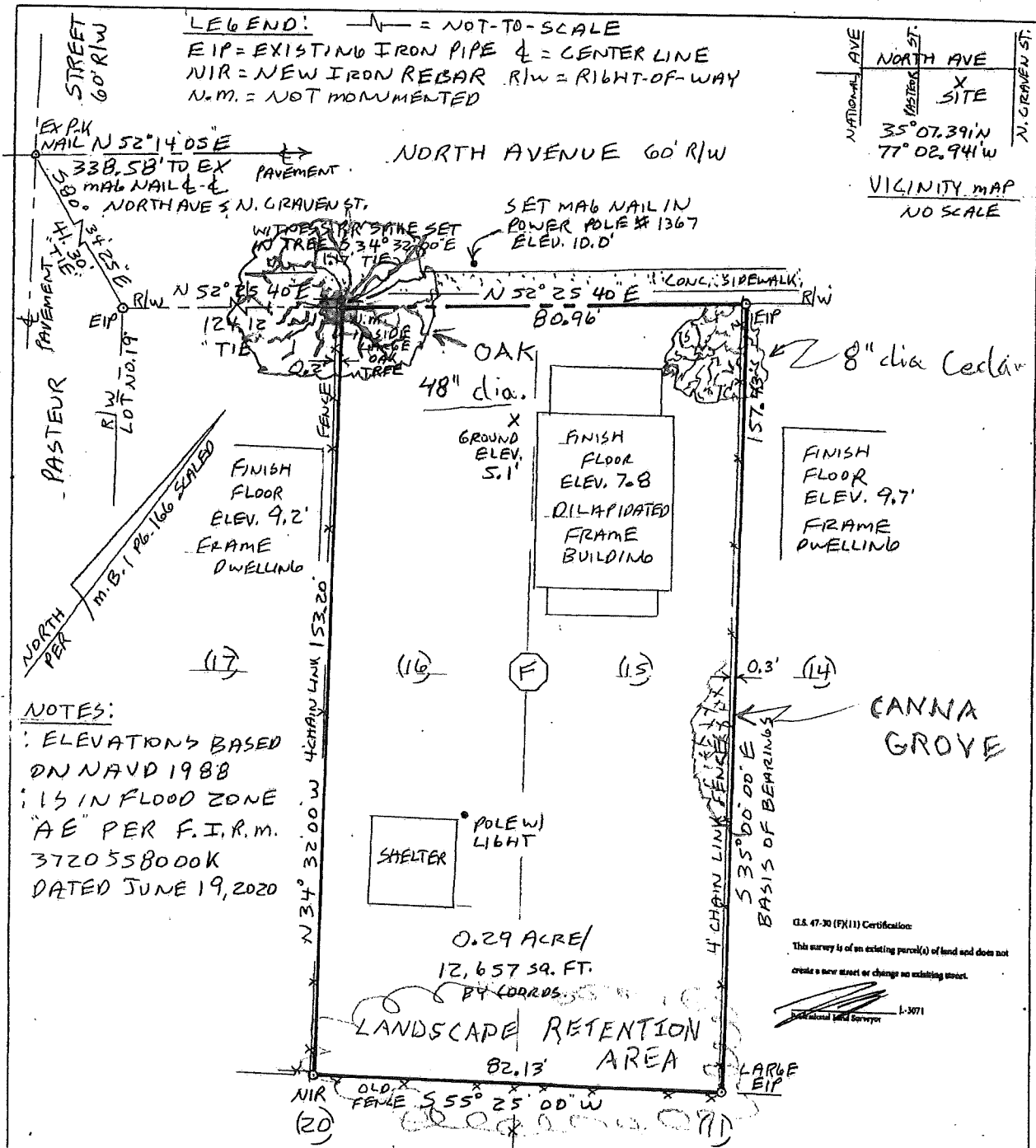
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305 NORTH AVE. LANDSCAPE RETENTION PLAN



ADDRESS: 305 NORTH AVENUE
 REF. COVERING DEED: D.B. 3736
 P.B. 529, LOTS 15 & 16, BLOCK "F",
 "EXTENSION TO RIVERSIDE" MAP
 BOOK 1 P.B. 166 CRAVEN COUNTY REG.
 PARCEL ID: B-016-107

Surveyor's Certificate

I, Roy R. Smith, Jr., certify that this plat 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 plat 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
 L-3071



SURVEY FOR:
PAUL FREEMAN

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

DATE: OCT. 31, 2022

SCALE: 1" = 20'

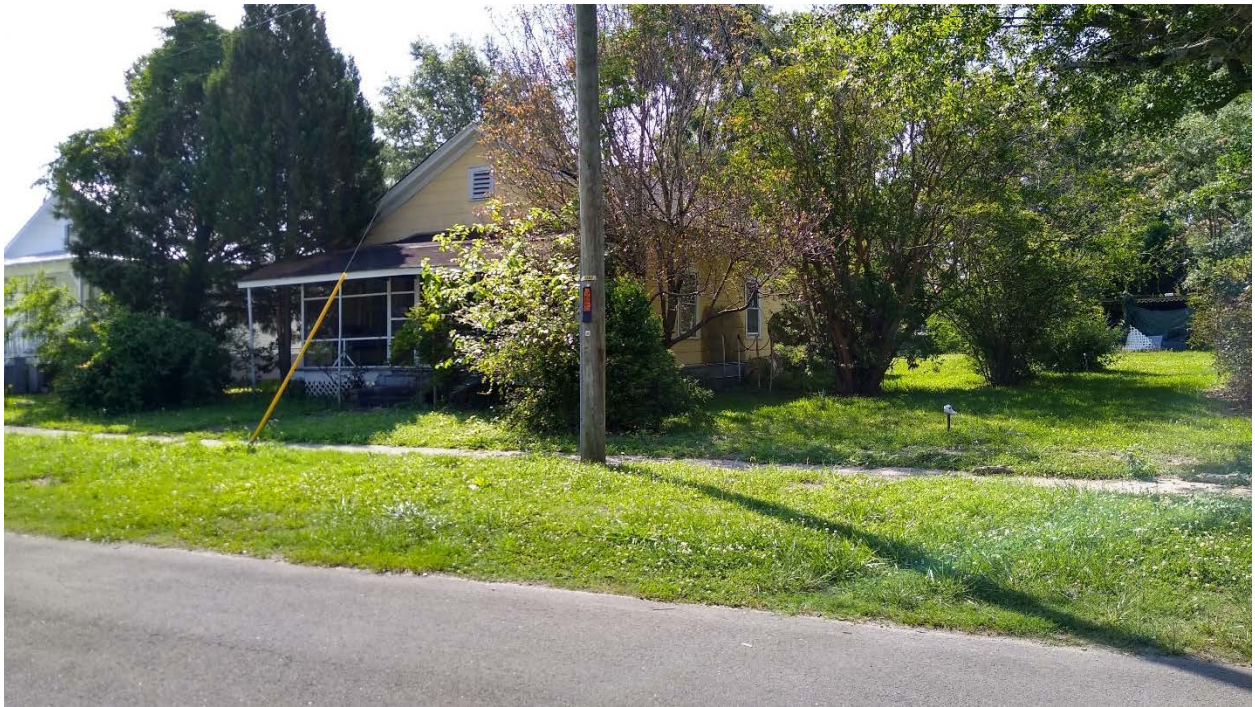
FILE NO: 220155

F-0496
Southern Boundaries
 NEW BERN, NC
 408 GULF ST. 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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866-787-2023



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



About Plan # 126-1339



AA theplancollection.com



Free Shipping On ALL House Plans!



866-787-2023



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



#105-1072



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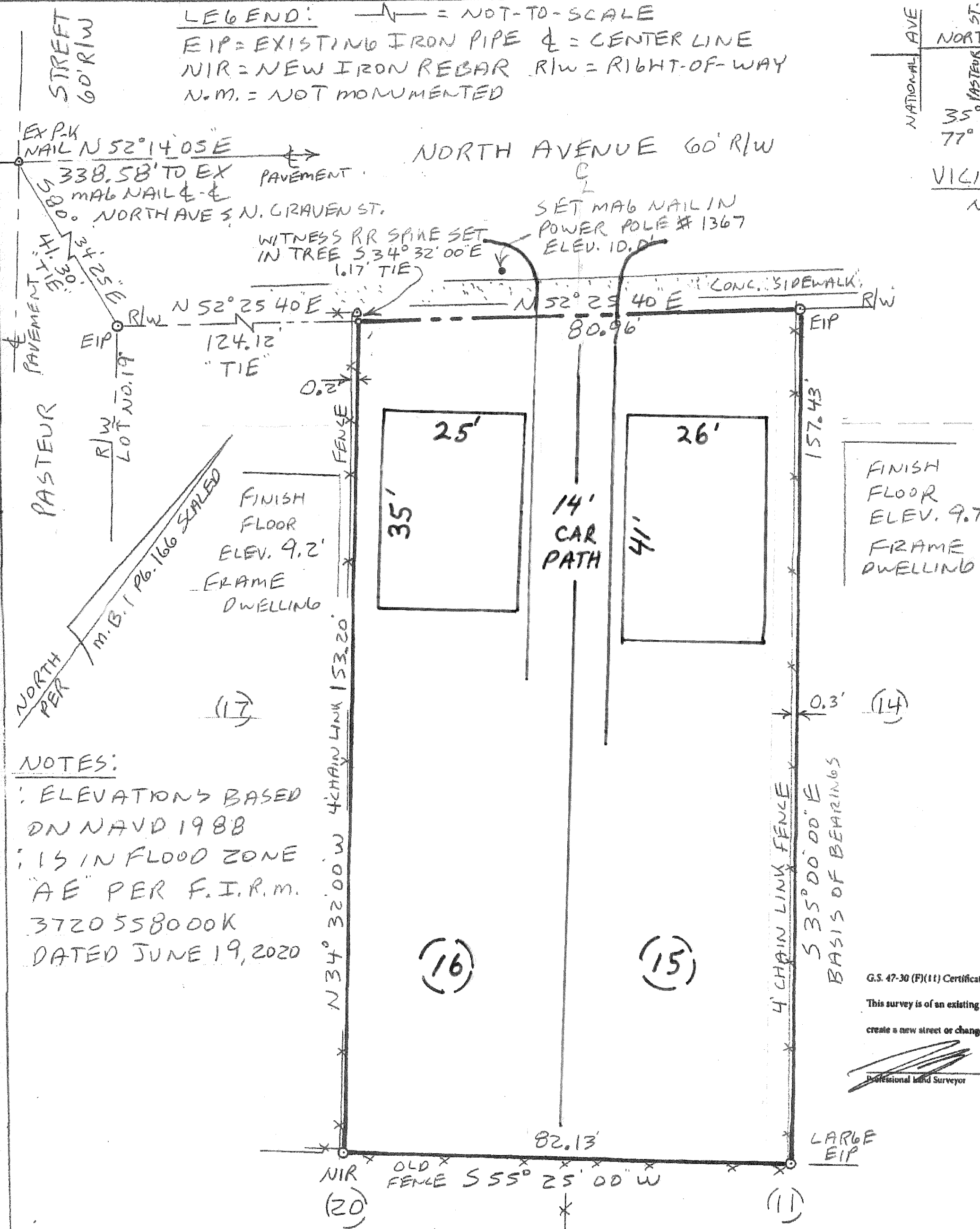








LEGEND: — = NOT-TO-SCALE
EIP = EXISTING IRON PIPE & = CENTER LINE
NIR = NEW IRON REBAR R/W = RIGHT-OF-WAY
N.M. = NOT MONUMENTED



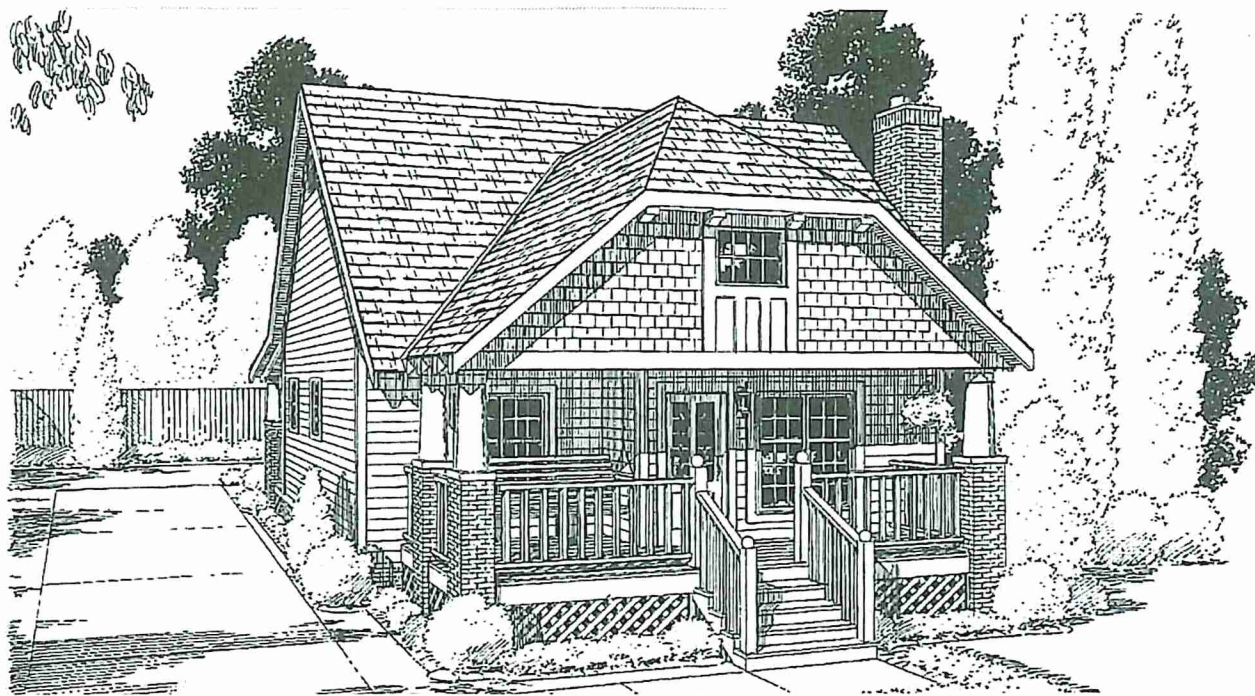
NOTES:

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

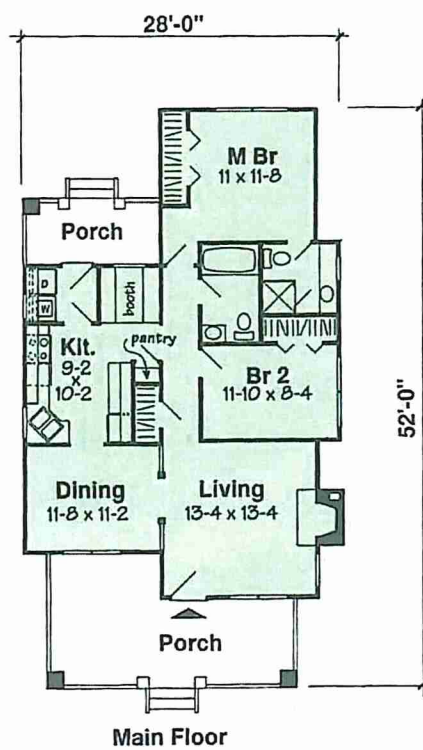
ADDRESS: 305 NORTH A
REF: COVERING DEED
Pb. 529, LOTS 15 & 16, B
"EXTENSION TO RIVERS
BOOK 1 Pb. 166 CRAVEN CO
PARCEL ID: B-016-107

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

SURVEY FOR:



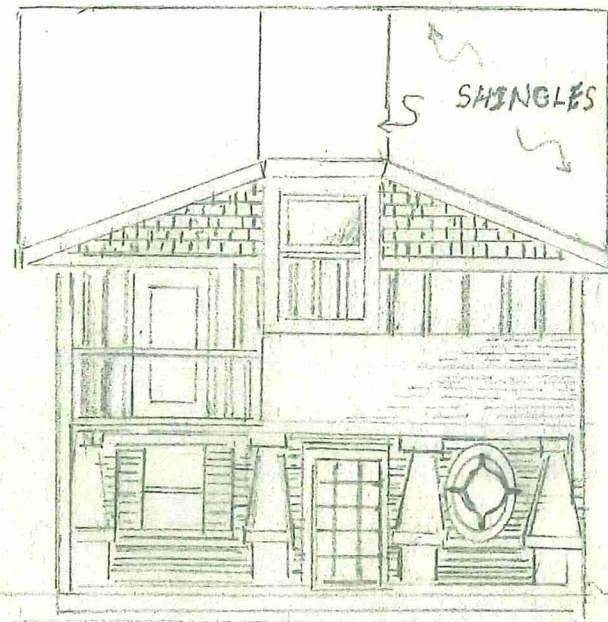
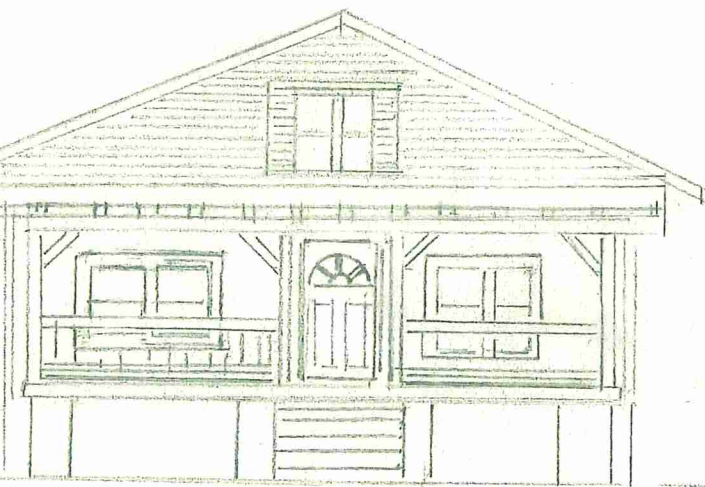
■ Total living area 964 sq. ft. ■ Price Code A ■



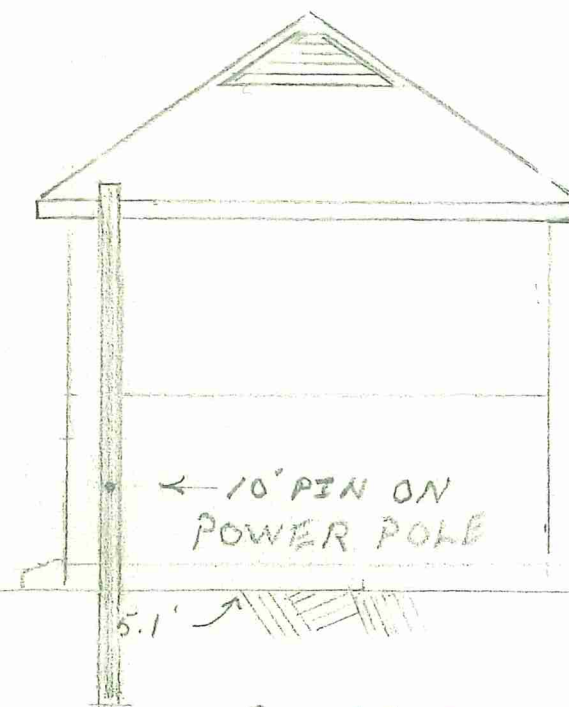
305 NORTH AVE.

15

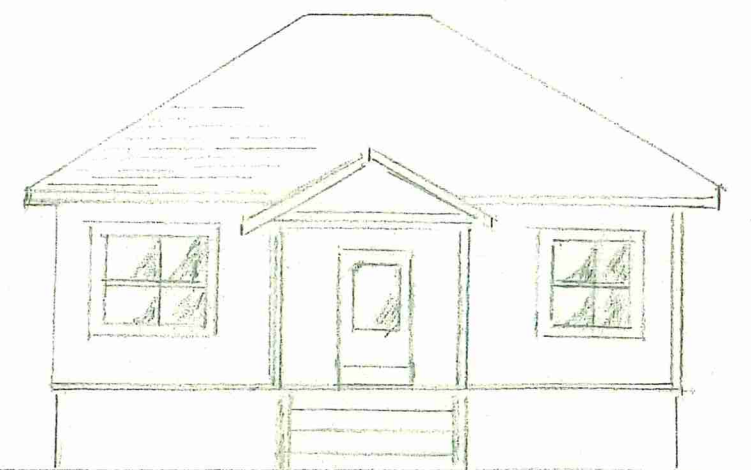
16



FREEMAN INFILL
'PROPOSED'



PHASE II



NORTH CAROLINA

CRAVEN COUNTY

AGREEMENT

THIS AGREEMENT is made and entered into this 2nd day of August 2022, by and between PAUL FREEMAN ("Prospective Owner") and the CITY OF NEW BERN, a North Carolina municipal corporation ("City"), by and through its undersigned Chief Building Inspector:

WITNESSETH:

THAT WHEREAS, Paul Freeman is the prospective owner of the dwelling located at 305 North Avenue in the City of New Bern ("Subject Dwelling"), said property being further identified by Craven County tax identification number 8-016-107, intending to acquire the same on July 28, 2022; and

WHEREAS, the Subject Dwelling has previously been determined to be unfit for human habitation, and by Order of the Building Inspector dated July 30, 2012, the prior owners, Milton William Wood and spouse, Adrienne Wood, ("Prior Owners") were ordered to repair, alter, or improve the Subject Dwelling to comply with the minimum standards established by Chapter 38 of the Code of the City of New Bern no later than January 24, 2013; and

WHEREAS, the Prior Owners failed to comply with the Order, and as a result thereof, civil penalties have been assessed since January 24, 2013 as required by Section 38-5 of the Code of Ordinances for the City of New Bern, and the civil penalties continue to accrue; and

WHEREAS, the Prospective Owner requests additional time to comply with the Order of the Building Inspector to bring the Subject Dwelling into compliance with the City's Minimum Housing Code; and

WHEREAS, the Prospective Owner further requests that the City waive the above-described civil penalties at the end of the extension period if the Subject Dwelling has been brought into compliance with the City's Minimum Housing Code; and

WHEREAS, the parties desire to reduce their agreement to writing.

NOW, THEREFORE, SAID PARTIES MUTUALLY AGREE AS FOLLOWS:

1. That the Subject Dwelling does not meet the minimum housing standards set forth in Chapter 38 due to deterioration and defects, increasing the hazard of fire, accidents or other calamities.


2. That the Subject Dwelling is presently vacant.
3. That the Prospective Owner obtain approval from the Historic Preservation Commission for any exterior work performed, to include demolition.
4. That the Prospective Owner shall repair, alter, or improve the Subject Dwelling to comply with the minimum standards established by Chapter 38 of the Code of the City of New Bern on or before November 1, 2023.
5. Alternatively, the Prospective Owner may elect to remove or demolish the Subject Dwelling and clear the debris therefrom on or before November 1, 2023, subject to approval by the Historic Preservation Commission.
6. That, in the event the Prospective Owner fails to bring the Subject Dwelling into full compliance by November 1, 2023, the Prospective Owner specifically agrees to pay the civil penalties as required by Section 38-5 of the Code of Ordinances for the City of New Bern, which is incorporated by reference as if fully set forth herein, retroactively to January 24, 2013, the date said penalty was first incurred by the Prior Owner, less the penalty paid by Prior Owner in the amount of \$3,500.00 (10% of the purchase price).
7. ~~✱~~ That once the Prospective Owner brings the Subject Dwelling into full compliance with the City's Minimum Housing Code, all before November 1, 2023, the City of New Bern shall waive any and all penalties incurred regarding the Subject Dwelling.
8. The Prospective Owner may assign this Agreement to a buyer reasonably acceptable to the City, which consent shall be evidenced in writing. Thereafter, this Agreement may not be assigned. The Parties understand and agree that "reasonably acceptable buyer" is one that has the means to perform the obligations assumed by the Prospective Owner as detailed herein.
9. This Agreement constitutes the entire agreement between the parties hereto with regard to the subject matter hereof. It may not be amended or modified except by an instrument executed by both parties.

[SIGNATURES ON FOLLOWING PAGE]

IN TESTIMONY WHEREOF, the Inspections Department of the City of New Bern has caused this instrument to be executed by the Chief Building Inspector, and this instrument has been executed by the Current Owner, all as of the date first above written.

INSPECTIONS DEPARTMENT, CITY OF NEW BERN

By: _____
MATTHEW BOSWELL, Chief Building Inspector



PAUL FREEMAN, Prospective Owner

NORTH CAROLINA
CRAVEN COUNTY

I, _____, a notary public in and for Craven, North Carolina do hereby certify that MATTHEW BOSWELL personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purpose therein expressed.

WITNESS my hand and notarial seal, this ____ day of August, 2022.

NOTARY PUBLIC

My commission expires:

NORTH CAROLINA
CRAVEN COUNTY

I, W Mack Rice, a notary public in and for Craven, North Carolina do hereby certify that PAUL FREEMAN personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purpose therein expressed.

WITNESS my hand and notarial seal, this 2nd day of August, 2022.



NOTARY PUBLIC

My commission expires:

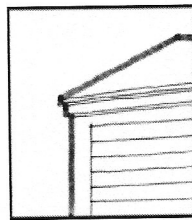
8/10/2022

W Mack Rice NOTARY PUBLIC Wayne County, NC My Commission Expires August 10, 2022

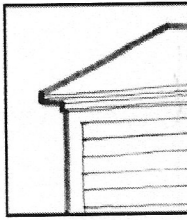
and head articulation, and banding are a few of the many ways that masonry materials are placed in ornamental ways. It is not uncommon to combine wood trim cornices, pediments, columns and balustrades with masonry walls to replicate architectural features more commonly associated with wood siding constructions.



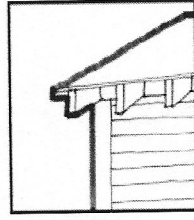
A bracketed cornice, paneled friezes, ornate window surrounds, and embellished porch are some of the wood elements evident on this house.



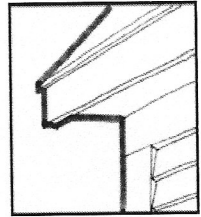
EAVELESS



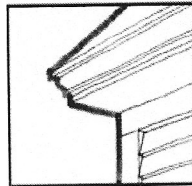
EAVES PROJECT:
NO RAFTERS



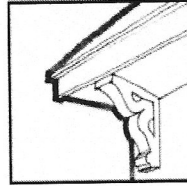
EAVES PROJECT:
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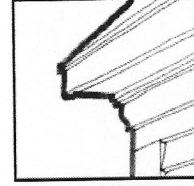
CORNICE FASCIA



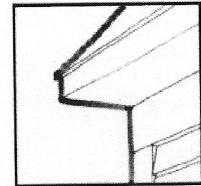
CORNICE BOXED:
DECORATED



CORNICE BOX W/
BRACKETS



CORNICE BOXED:
DECORATED

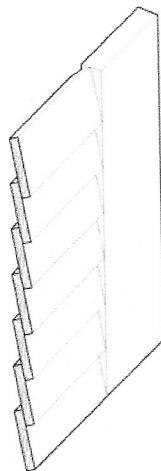


CORNICE BOXED:
PLAIN

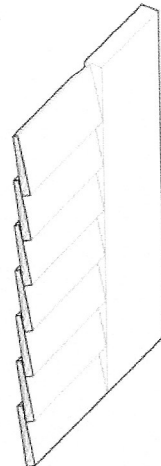
CORNICE TYPES



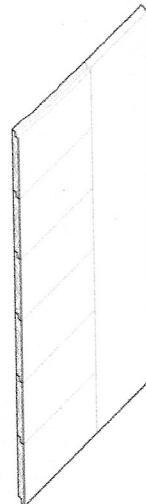
This house in the Riverside Historic District has a brick masonry veneer at the first floor and wood shingle siding at the second floor.



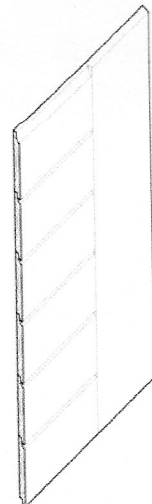
CLAPBOARD
(SQUARE EDGED)



CLAPBOARD
(TAPERED OR BEVELED)



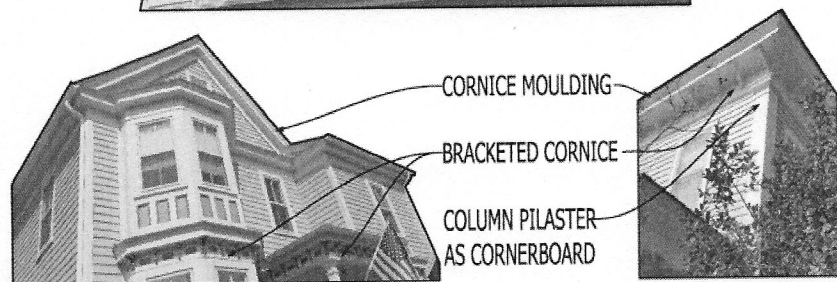
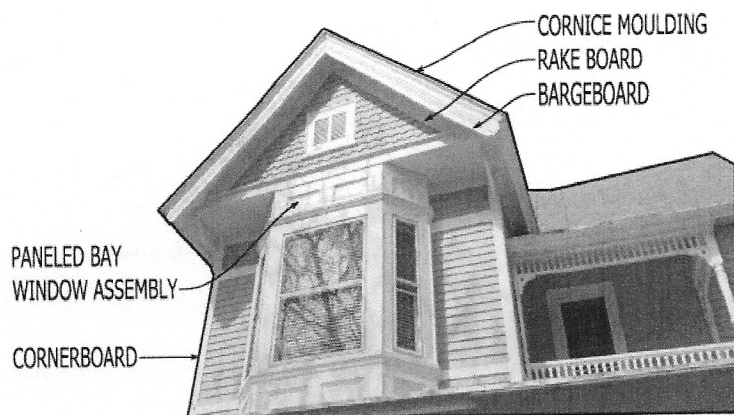
FLUSH
(SHIPLAP JOINT)



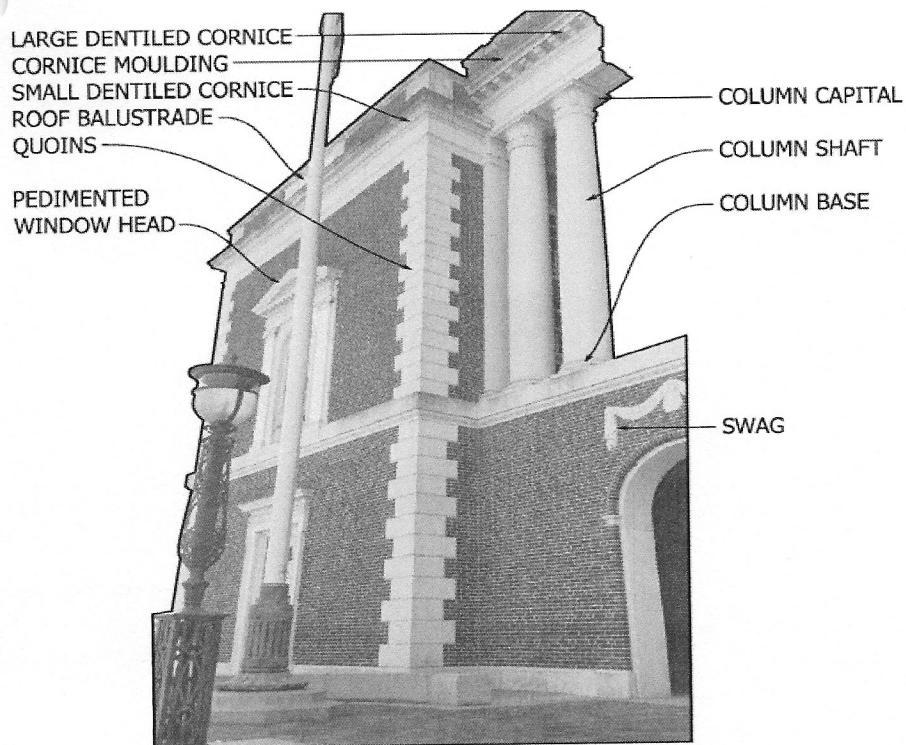
FLUSH
(GERMAN OR DROP SIDING)

TYPES OF WOOD SIDING

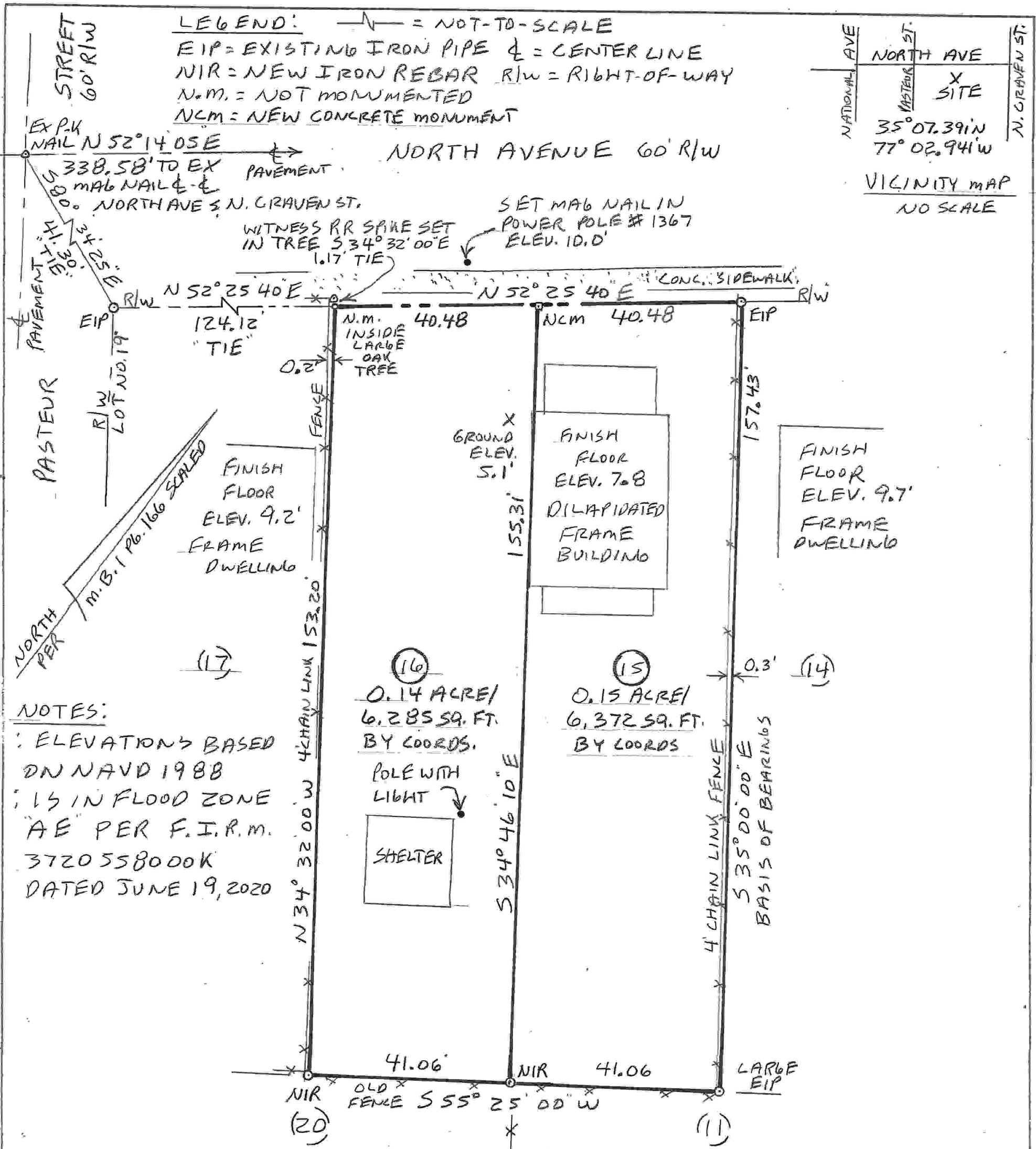
4. Design Components




TRIM & ORNAMENTATION RESIDENTIAL




TRIM & ORNAMENTATION NEO-CLASSICAL / COMMERCIAL



G.S. 47-30 (F)(11) Certification:
This survey is of an existing parcel(s) of land and does not
create a new street or change an existing street.

 L-3071
Professional Land Surveyor

Surveyor's Certificate
I, Roy R. Smith, Jr., certify that this plat 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 or accuracy is 1:10,000; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, license number and seal this 11 day of JAN, 2023.

 L-3071
Professional Land Surveyor



ADDRESS: 305 NORTH AVENUE
REF.: COVERING DEED: P.B. 3736
Pb. 529, LOTS 15 & 16, BLOCK "F",
"EXTENSION TO RIVERSIDE" MAP
BOOK 1 Pb. 166 CRAVEN COUNTY REG.
PARCEL ID: B-016-107

SURVEY FOR: PAUL FREEMAN	
NEW BERN, TOWNSHIP NO. 8, CRAVEN COUNTY, N. CAROLINA	
DATE: OCT. 31, 2022	F-0496 NEW BERN NC
SCALE: 1" = 20'	Southern Boundaries 408 GULAN ST. 633-2771
FILE NO: 220155	

REVISED: 01-11-2023 DEFINED INTERNAL LOT LINE

PROPOSED 2-STORY HOME

305 (A&B) NORTH AVE.

PAUL AND KAREN FREEMAN

2ND FLOOR

1ST FLOOR

UN-COND
FOYER

PORCH

OPEN AREA

AC

PROPOSED 1ST FLOOR

BFE

EXISTING FLOOR ELEV.
@ 7.8'

CURRENT 5.1'
GROUND
ELEV.

SLAB ON GRADE

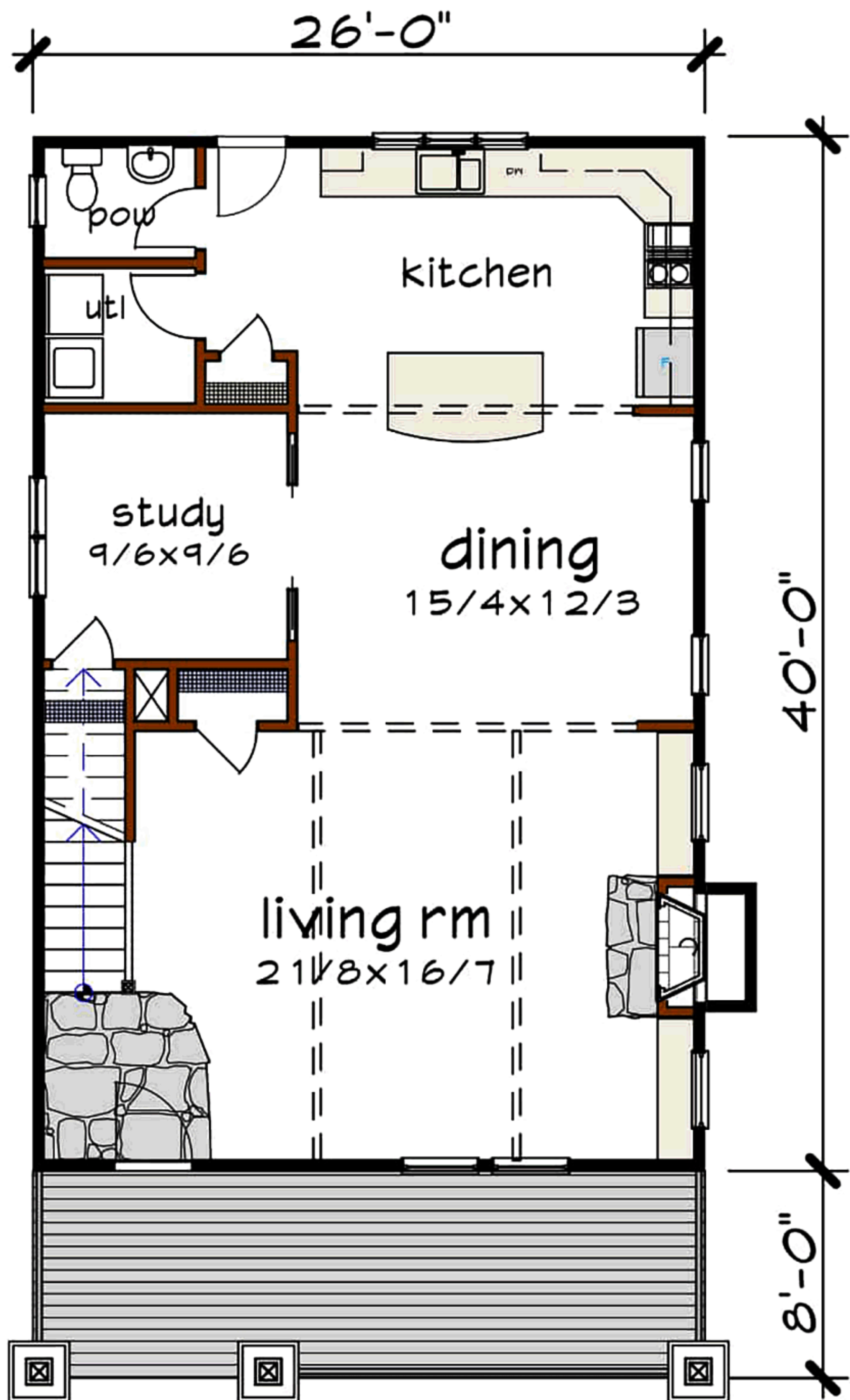
BASE REF.

10'

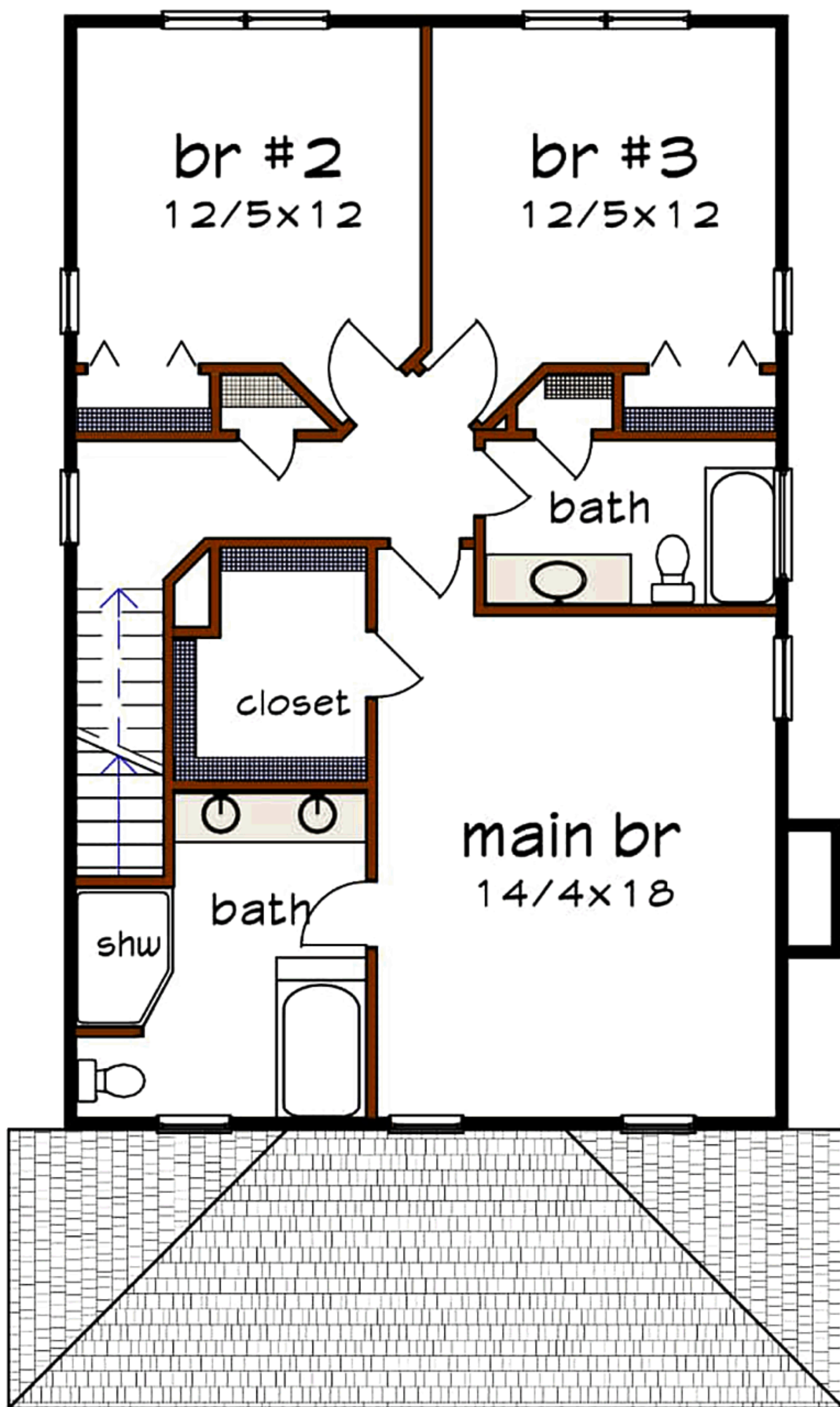
7'

8'

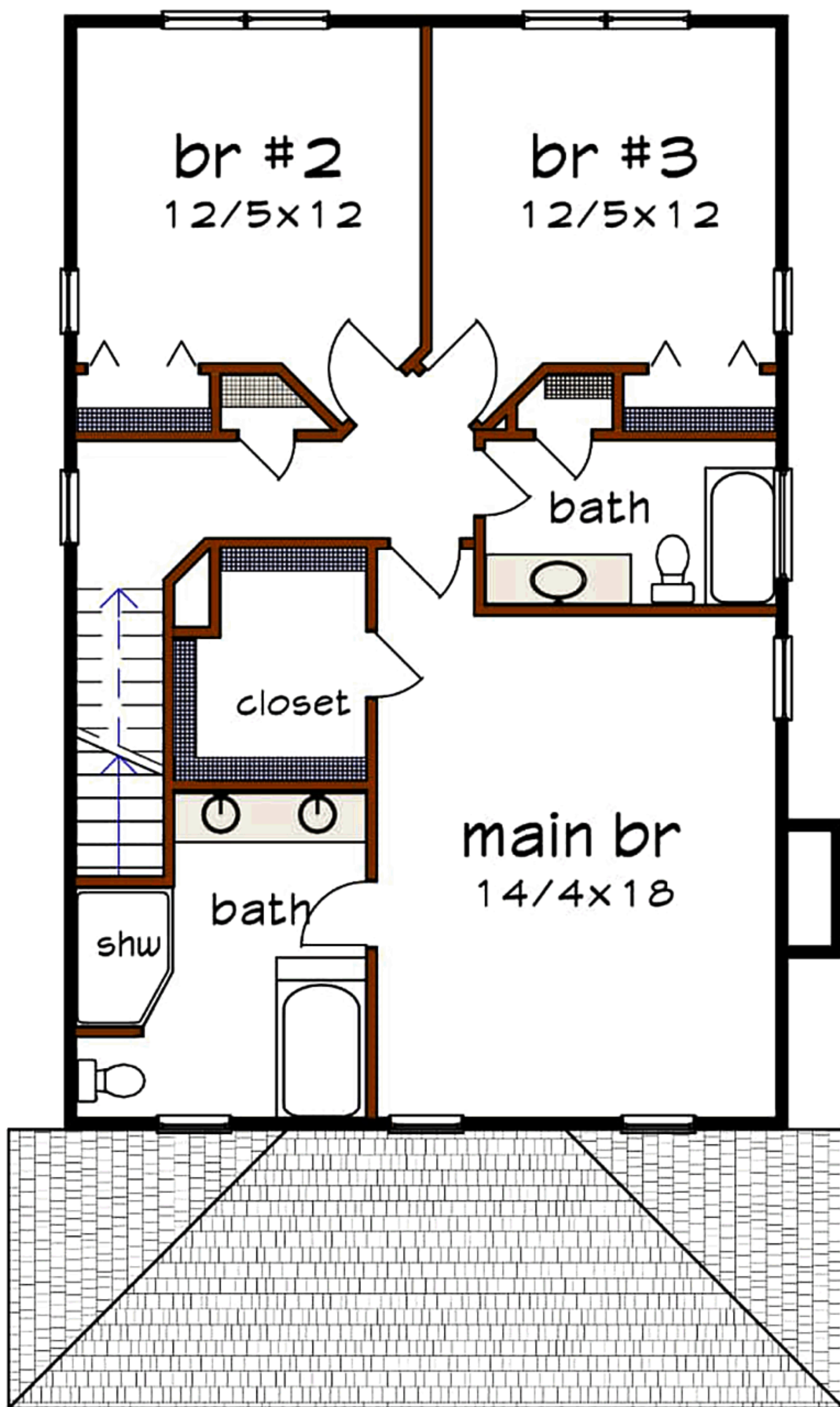
8'



Floor 1 plan



Floor 2 plan



Floor 2 plan



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
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: John O. Haroldson

Property Address (Include year built, if known):
 100 Middle St. New Bern, NC 28560

Property Owner Name(s): Riverfront Hospitality	Owner Mailing Address: 100 Middle St. New Bern NC 28560	Phone #s: 252-514-7392	Email: Joharoldson@me.com
Applicant Name (if different): Dean Quadir	Applicant Mailing Address: 100 Middle St. New Bern NC 28560	Phone #s: 440-666-3353	Email: dean.quadir@1stcarolina.net

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)

We will build a 5ft retaining wall around the existing concrete retaining wall. We will do 4 inches of compacted ABC gravel followed by 1 inch of leveling sand before laying down the paver patio. The pavers will be laid out in a random paver pattern with lines reaching no more than 4 feet, and avoiding pavers that meet at 4 corners to provide strength and stability to the patio. 10 Steps will be made 6" each, and a width of 5 feet, to join the pool patio area with the sidewalk below. We will add 44" high railings on the deck for safety and security.

Continued on additional sheet or attached brochure ☐

2. Reference the specific Guideline(s) in the "Historic District Guidelines" which you believe apply to this project: (only need the guideline numbers):

4.6 Decks and Patios

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).

Pavers: Belgrad brand, Dimensions 12 style, Slab/60MM, Savannah color to match the existing pavers on adjacent city sidewalks. Retaining Wall Blocks: Belgrad brand, Castlemanor Grana style, Colonial color. Railings: Aluminum, Steel Cable

Continued on additional sheet or attached brochure ☐

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

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

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

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

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

Check one:

- ☐ I am the owner of the Property, or
- ☒ I am acting on behalf of the owner of the property and have attached the notarized authorization form indicating the owner(s) consent to represent them for this application.

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



Signature of Applicant/Owner

01/26/2023

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.

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:

100 Middle St. New Bern, NC 28560

(address, city, zip code)

I hereby authorize Dean Quadir 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:

Joharoldson@me.com

Phone 252-514-7392


Owner's Signature

John O. Haroldson

Print Name

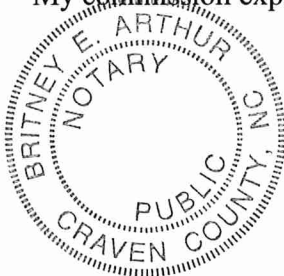
January 26, 2023

Date

Sworn to and subscribed before me this 26th day of January, 2023.


Notary Public:

My commission expires: 11/29/2025



Electronic File Print Out
For viewing purposes only
Not For Recordation Conveyances or Sales

CERTIFICATE OF APPROVAL
I HEREBY CERTIFY THAT ALL STREETS SHOWN ON THIS PLAT ARE WITHIN THE CITY OF NEW BERN PLANNING JURISDICTION. ALL STREETS AND OTHER IMPROVEMENTS SHOWN ON THIS PLAT HAVE BEEN INSTALLED OR COMPLETED OR THAT THEIR INSTALLATION OR COMPLETION WITHIN 12 MONTHS AFTER THE DATE BELOW HAS BEEN INSURED BY THE POSTING OF A PERFORMANCE BOND OR OTHER SUFFICIENT SURETY, AND THAT THE SUBDIVISION SHOWN ON THIS PLAT IS IN ALL RESPECTS IN COMPLIANCE WITH THE NEW BERN CITY CODE, AND THAT THEREFORE THIS PLAT HAS BEEN APPROVED BY THE NEW BERN BOARD OF ALDERMAN, SUBJECT TO ITS BEING RECORDED IN THE REGISTER OF DEEDS OFFICE IN CRAVEN COUNTY WITHIN ONE YEAR OF THE DATE BELOW.

DISCLAIMER OF WETLANDS DETERMINATION
APPROVAL OF THIS SUBDIVISION DOES NOT ADDRESS THE EXISTENCE OR NONEXISTENCE OF WETLANDS WITHIN THE SUBDIVISION. THE ENFORCEMENT OF WETLAND REGULATIONS UNDER SECTION 404 OF THE CLEAN WATER ACT AND SECTION 10 OF THE RIVERS AND HARBORS ACT IS WITHIN THE JURISDICTION OF SHOULD THE BE ARMY ADDRESSED CORPS OF TO THAT ENGINEERS AGENCY INQUIRES CONCERNING WETLAND MATTERS SHOULD BE ADDRESSED TO THAT AGENCY.

(Now or Formerly)
Bluebill Properties LLC
Deed Book 2433 Page 209
Zoned C-1

(Now or Formerly)
Marina Ventures
Deed Book 3397 Page 624
Zoned C-1

(Now or Formerly)
John Harvey LLC
Deed Book 3673 Page 403
Zoned C-1

Special Notes
(Now or Formerly)
Craven County
Deed Book 1588 Page 79
Zoned C-1
(Now or Formerly)
Craven County
Deed Book 1588 Page 79
Zoned C-2
(Now or Formerly)
Craven County
Deed Book 1588 Page 79
Zoned C-2
Table of Evidence

Number	Description
F1	PK NAIL
F1	5/8" ERB FLUSHED
H1	MARK IN CONC
L1	MARK IN CONC
M1	1.5" EP FLUSHED
P1	1.5" EP DOWN 2"
Q1	1.5" EP FLUSHED
R1	5/8" ERB DOWN 4"
T1	PK NAIL
S1	CONC MON
ATA	5/8" EP FLUSHED DOWN 4"

(Now or Formerly)
Craven County
Deed Book 1588 Page 79
Zoned C-2
Current Owner Information:
RPG Hospitality, LLC.
100 Middle Street
New Bern NC, 28560

Now or Formerly
Skyline 81 Globe
Investors, LLC.
Deed Book 3355 Page 424
Zoned C-1

CERTIFICATE OF REGISTER OF DEEDS
NORTH CAROLINA, CRAVEN COUNTY

FILED FOR REGISTRATION AT _____
AM/PM O'CLOCK _____
THIS DAY OF _____ 20____
PLAT CABINET _____ SLIDE _____
SHERRI B. RICHARD, REGISTER OF DEEDS

REGISTER OF DEEDS / ASSISTANT / DEPUTY

Now or Formerly
City of New Bern
Deed Book 1526 Page 465
Zoned C-1

Vicinity Map
(Vicinity map not drawn to scale)
Control Corner
Point "B1"
NC Grid Coordinates
N = 498,549.08'
E = 2,586,065.87'

Manholes

Middle Street
40' Public Right of Way
2 Lane Paved Roadway

Parcel 1
2.69 Acres
117,288.22 Sq Ft

Existing Easement
Deed Book 1206, Page 601
and Plat Cabinet H, Slide 37-D

Parcel 2
2.89 Acres
126,028.22 Sq Ft

Access Easement (Width Varies)
Deed Book 1696, Page 154

The Inn

Existing Easement
Deed Book 1206, Page 605

Now or Formerly
City of New Bern
Deed Book 1079 Page 845

Now or Formerly
New Bern Grand
Marina Yacht Club
Deed Book 2850 Page 711

Surveyor's Certificate and Parcel Status

I, Hugh A. Sorrell, a Professional Land Surveyor in the State of North Carolina, certify that this plat was drawn under my supervision from an actual survey performed under my supervision. That the boundaries surveyed are defined in Deed Book 1671 Page 886. That the boundaries not surveyed are clearly indicated. That the ratio of precision as calculated is 1". That the following information was used to perform the GPS survey.

GPS receivers used: Spectra SP 80
Class of survey: C
Positional accuracy: 0.03'
Type of GPS field procedure: VRS
Dates of survey: August 14, 2022
Datum/Epoch: NAD 83 / 2011 adjustment
Published / Fixed control used: "VRS"
Geoid Model: GEOID 12A
Combined Grid Factor: 0.99988355
Units: US FOOT

Witness my original signature and seal this ____ day of _____, 2022

Hugh A. Sorrell, Professional Land Surveyor L-2849

Now or Formerly
New Bern Grand
Marina Yacht Club
Deed Book 2850 Page 711

CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY DESCRIBED HEREON, WHICH PROPERTY IS LOCATED WITHIN THE SUBDIVISION REGULATION JURISDICTION OF THE CITY OF NEW BERN, THAT I HEREBY FREELY ADOPT THIS PLAN OF SUBDIVISION AND DEDICATE TO PUBLIC USE ALL AREAS SHOWN ON THIS PLAT AS STREETS, ALLEYS, WALKS, PARKS, OPEN SPACE, AND EASEMENTS, EXCEPT THOSE SPECIFICALLY INDICATED AS PRIVATE, AND THAT I WILL MAINTAIN ALL SUCH AREAS UNTIL THE OFFER OF DEDICATION IS ACCEPTED BY THE APPROPRIATE AUTHORITY. ALL PROPERTY SHOWN ON THIS PLAT AS DEDICATED FOR PUBLIC USE SHALL BE DEEMED TO BE DEDICATED FOR ANY PUBLIC USE AUTHORIZED BY LAW WHEN SUCH OTHER USE IS APPROVED BY THE BOARD OF ALDERMAN IN THE PUBLIC INTEREST.

DATE _____ OWNER _____

NOTARIZED

Site Data

1. Total Area in Tract= 5.6 Acres
2. Total Number Of Tracts= 2
3. Average Tract Size= 2.80 Acres
4. Area of Open Space= 0 Sq Ft.
5. Linear Feet in Streets= 0 Sq Ft.

Legend
● EIP = Existing Iron Pipe
● NIP = New Iron Pipe
● Ex. Mon. = Existing Concrete Monument
● Mag Nail= Magnetic Survey Nail
○ NPS = No Point Set
● = Power Pole
--- = Right of Way
--- = Centerline
--- = Lines Surveyed
--- = Lines Not Surveyed
--- = Power Line
--- = Curbing
--- = Water Boundary
RW = Right of Way
PC = Point of Curvature
PT = Point of Tangency
All NIPs set are black iron pipe 1" in Diameter by 24" long
Linear Units are "US FOOT"
Angular Units are "Degrees, Minutes & Seconds"

Metes and Bounds of Parcel 1

From	To	Bearing	Distance
B1	A1	S 07°46'32" W	344.94'
C1	B1	N 82°06'13" W	243.50'
D1	C1	N 07°36'10" E	35.00'
E1	D1	N 82°23'50" E	40.00'
F1	E1	S 07°36'10" E	34.50'
G1	F1	S 82°06'13" E	147.39'
H1	G1	S 07°38'11" W	93.16'
I1	H1	S 07°41'24" W	110.05'
J1	I1	S 88°17'14" E	172.21'
K1	J1	N 48°43'16" E	135.36'
A1	K1	S 87°54'09" E	178.41'

Metes and Bounds of Parcel 2

From	To	Bearing	Distance
H1	I1	S 07°41'24" W	110.05'
H1	L1	S 88°06'30" E	60.18'
L1	M1	N 07°41'27" E	246.00'
S1	R1	N 07°52'03" E	151.89'
S1	T1	S 09°16'36" E	203.58'
T1	U1	S 09°16'36" E	7.33'
U1	V1	S 88°17'14" E	472.57'

Review Officer

State of North Carolina County of Craven
I, _____ Review Officer of Craven County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Review Officer _____

Date _____



Final Plan

A Subdivision Survey for:

Riverfront Hospitality, LLC

With Property Standing in the name of:

RPG Hospitality, LLC.

Craven County Parcel # 8-001-D-150

Property Address: 100 Middle Street, New Bern NC, 28560

New Bern Township

Craven County, NC

Surveyed August 14, 2022

Sorrell Land Surveying, Inc.

Hugh A. Sorrell, Professional Land Surveyor L-2849

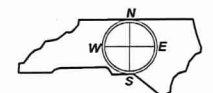
107 Union Drive, Suite 101 Washington, NC

www.sorrellandsurveying.com

Company License: C-3508

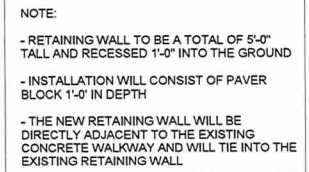
Office (252) 948-2464

Mobile (252) 944-9798



"Serving the land surveying needs of Eastern NC"

File: 0822RH08



EXISTING RETAINING WALL

POOL

NEW RETAINING WALL

TIE INTO EXISTING RETAINING WALL

TIE INTO EXISTING RETAINING WALL

STOP

EXISTING POOL AREA

NEW PAVER BLOCK RETAINING WALL

4' - 0"

1' - 0"

RETAINING WALL BURIED 1'-0" INTO GROUND

GROUND LEVEL

EXISTING SIDEWALK

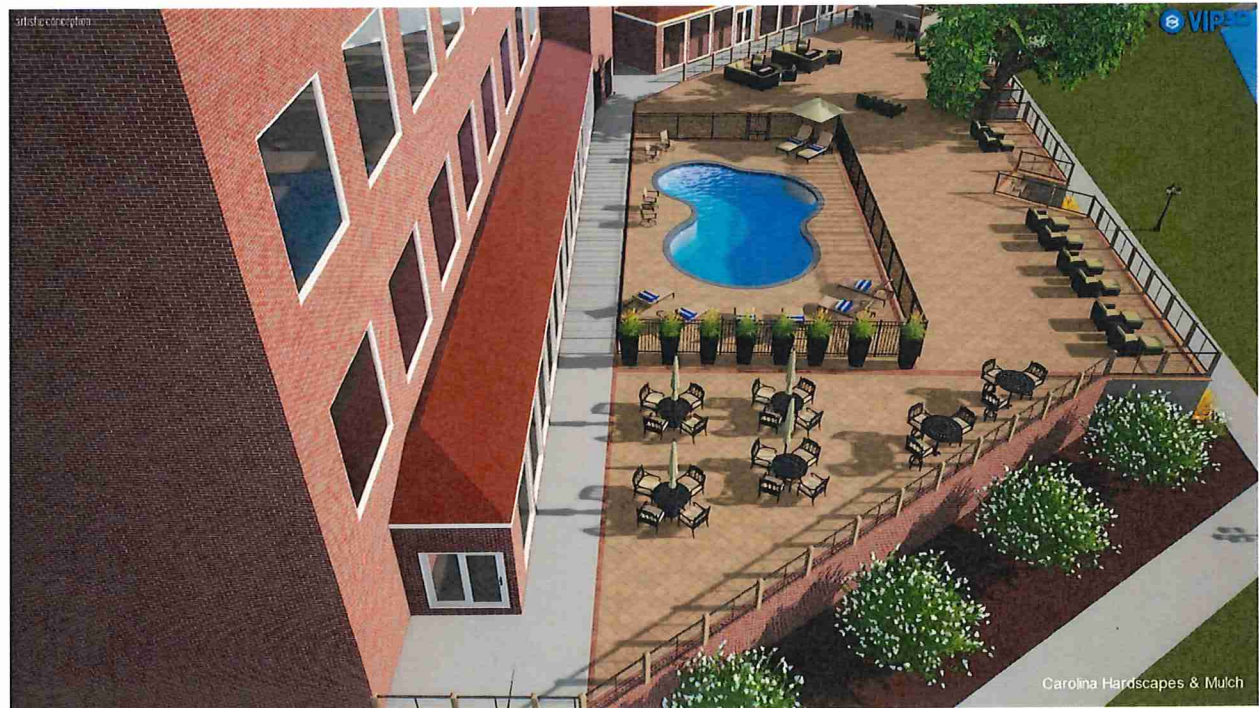
3.0' RETAINING WALL

1'-0"

This diagram illustrates the construction of a retaining wall adjacent to an existing pool area. The wall is built from paver blocks and is 4 feet high above ground. The bottom 1 foot of the wall is buried into the ground. The wall is situated next to an existing sidewalk. The diagram also shows the ground level and the existing pool area.

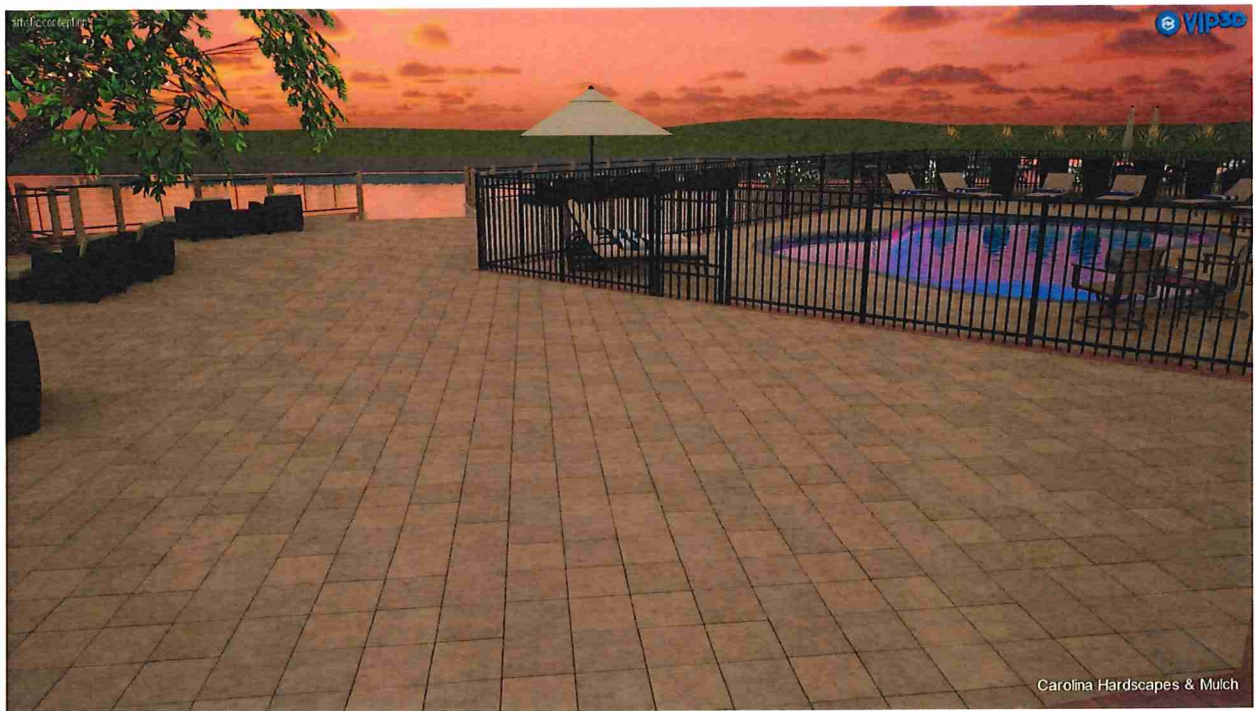
[illegible]

DoubleTree by Hilton New Bern- Riverfront Deck Design











20

66

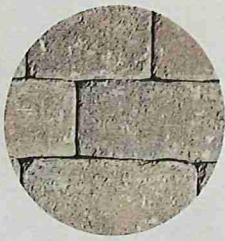
HERITAGE
COLLECTION 

CASTLEMANOR[®]

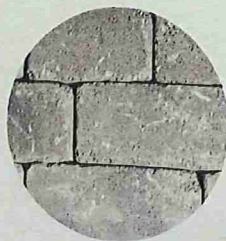
GRANA
FREESTANDING / RETAINING WALL



6 x 6 / 4 x 10 | 6 x 12 / 10 x 10 | 6 x 16 / 14 x 10



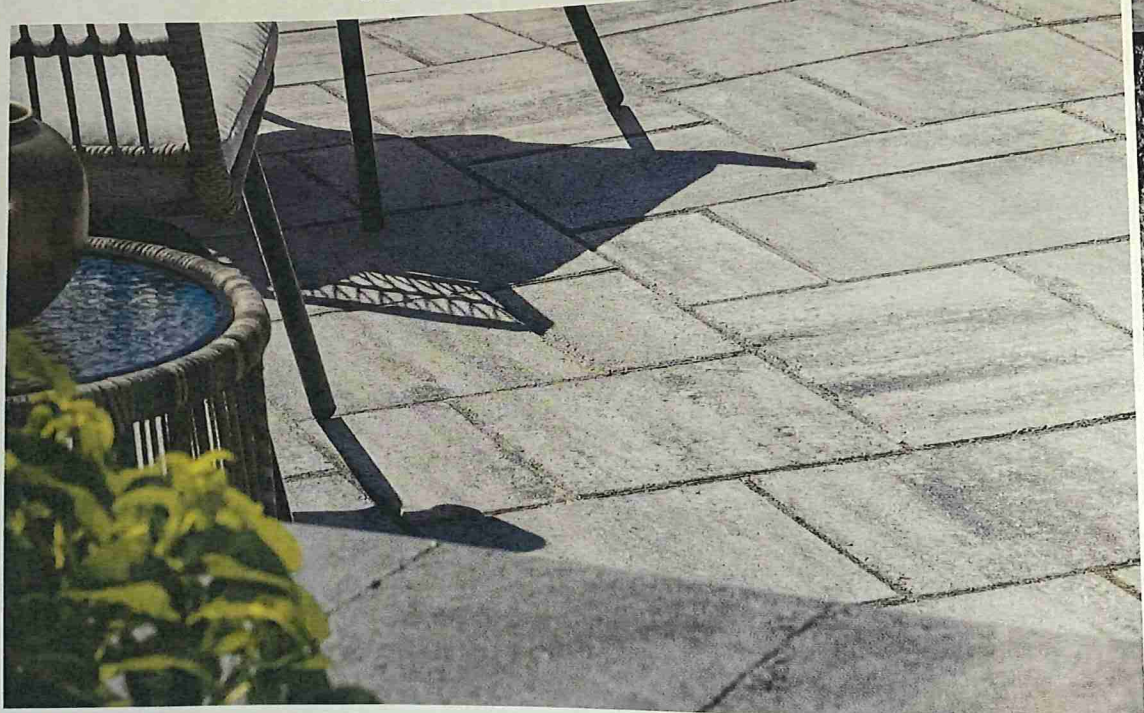
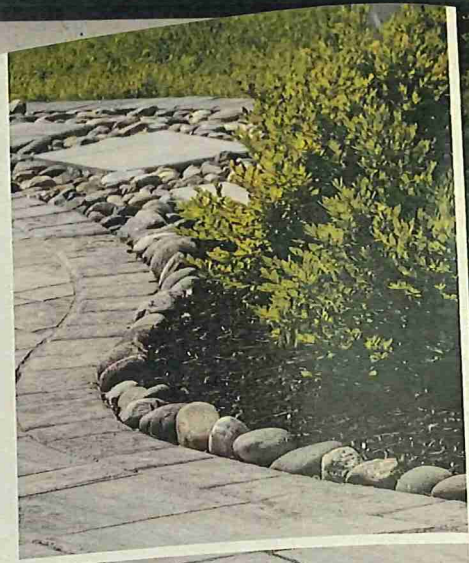
COLONIAL



OXFORD

20

NEW DIMENSIONS™ 12
SLAB / 60MM

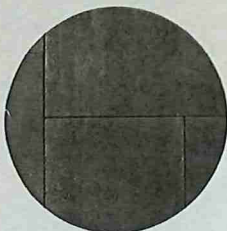


6 x 12

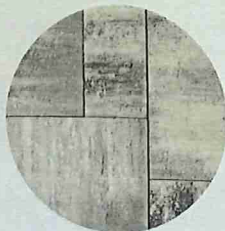
12 x 12

12 x 18

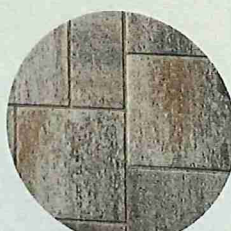
**This product is not recommended for vehicular use*



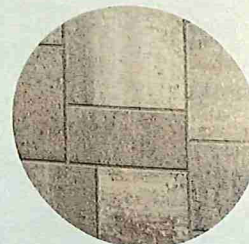
CANYON



MAGNOLIA



HATTERAS



SAVANNAH







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: 100 Middle St. (Doubletree Hottel) – to include reconstruction of the deck in the Tertiary AVC.

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

Zoning District: C-1, Commercial Waterfront Overlay

Required Setbacks (primary structure): Front Side Rear

Accessory Setbacks: From Nearest Structure Side Rear

Maximum Lot Coverage for proposed use:

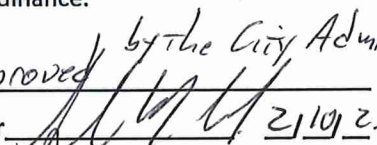
Maximum Height of Structure: (per 15-474.(c))

Required Site Improvements: Landscaping Buffer Parking

Other requirements:

I have reviewed the application for proposed alterations to this property and have determined that it Meets ☒ Does Not Meet ☐ the requirements of the Land Use Ordinance.

Comments:

Any access easements required must be approved by the City Administrator
Zoning Administrator  2/10/23

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 

2/10/23

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – February 15, 2023

Applicant: John O. Haroldson/Dean Quadir

Applicant Address: 100 Middle St., New Bern

Project Address: 100 Middle St., New Bern

301 Hancock St. – to include reconstruction of the deck in the Tertiary AVC.

Historic Property Name, Date: N/A

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

NR Inventory Description (2003): N/A

Sandbeck Description (1988): N/A

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

Landscaping

- 2.4.1 Maintain mature canopy trees. Mature tree removal and its replacement species must be recommended by a certified arborist. Replace removed trees with a similar canopy species at or near the location of the removed tree. Locate canopy trees to define the street edge at maturity.
- 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.

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.

Foundations

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

Decks and Patios

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

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.

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

1. The project is located in the *Waterfront Development* pattern;
2. The project is removal of the existing wood deck and replacement with a tile surface, metal railings, concrete steps, and a retaining wall of stacked decorative concrete masonry units;

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – February 15, 2023

3. The proposed design, components, and materials 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 project is not incongruous with the Guidelines.

MOTION

Staff recommends the Commission approve this application to include reconstruction of the deck in the Tertiary AVC.

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

I. Applicant/Owner Information:			
Property Address (Include year built, if known): 301 HANCOCK ST, NEW BERN. 1850			
Property Owner Name(s): Catherine Hiller	Owner Mailing Address: 517 HANCOCK ST, APT3,	Phone #s: 252.626.6488	Email: scottiehiller@icloud.com
Applicant Name (if different): Anne Hiller	Applicant Mailing Address: 517 HANCOCK ST, Apt3	Phone #s: 252.633.5948	Email: annehillier@gmail.com

II. Project Information: <i>(See "CoA Instructions" & "Historic Guidelines" for help in completing this section)</i>	
1. Provide a detailed description of work to be conducted on site: (Attach additional sheets if needed) - Replace the exterior stairs to original functioning stairway - Repair all exterior railings, molding, windows and doors as per the "guidelines" - The siding was removed from the original enclosure to repair the rotten interior framing due to a leak in the roof and no vapor barrier between the siding and the framing. Tyvec was added and the original siding put back on. - Regarding the doors that were replaced with windows, the door frames are still in tact. It's doubtful that the windows were approved as they were so poorly done. I simply want to put the doors back where they belong. I would gladly receive any help sourcing appropriate doors.	
2. Reference the specific Guideline(s) in the "Historic District Guidelines" which you believe apply to this project: (only need the guideline numbers): 5.2.1 5.2.2	
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).	

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

Dec. 26, 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.

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:

301 HANCOCK ST., NEW BERN, NC 28560
(address, city, zip code)

I hereby authorize ANNE F. HILLER 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:

517 HANCOCK ST., APT 3, NEW BERN Phone 252.626.6488
NC 28560


Owner's Signature

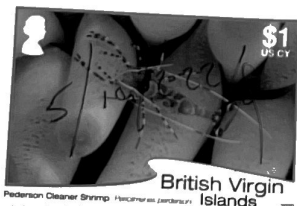
CATHERINE S. HILLER
Print Name

5 OCTOBER 2022
Date

Sworn to and subscribed before me this 5th day of OCTOBER, 2022.


Notary Public:

My commission expires: 31 JANUARY 2023



301 (& 303) Hancock St. – images provided by staff

Photos by staff: September 2, 2022

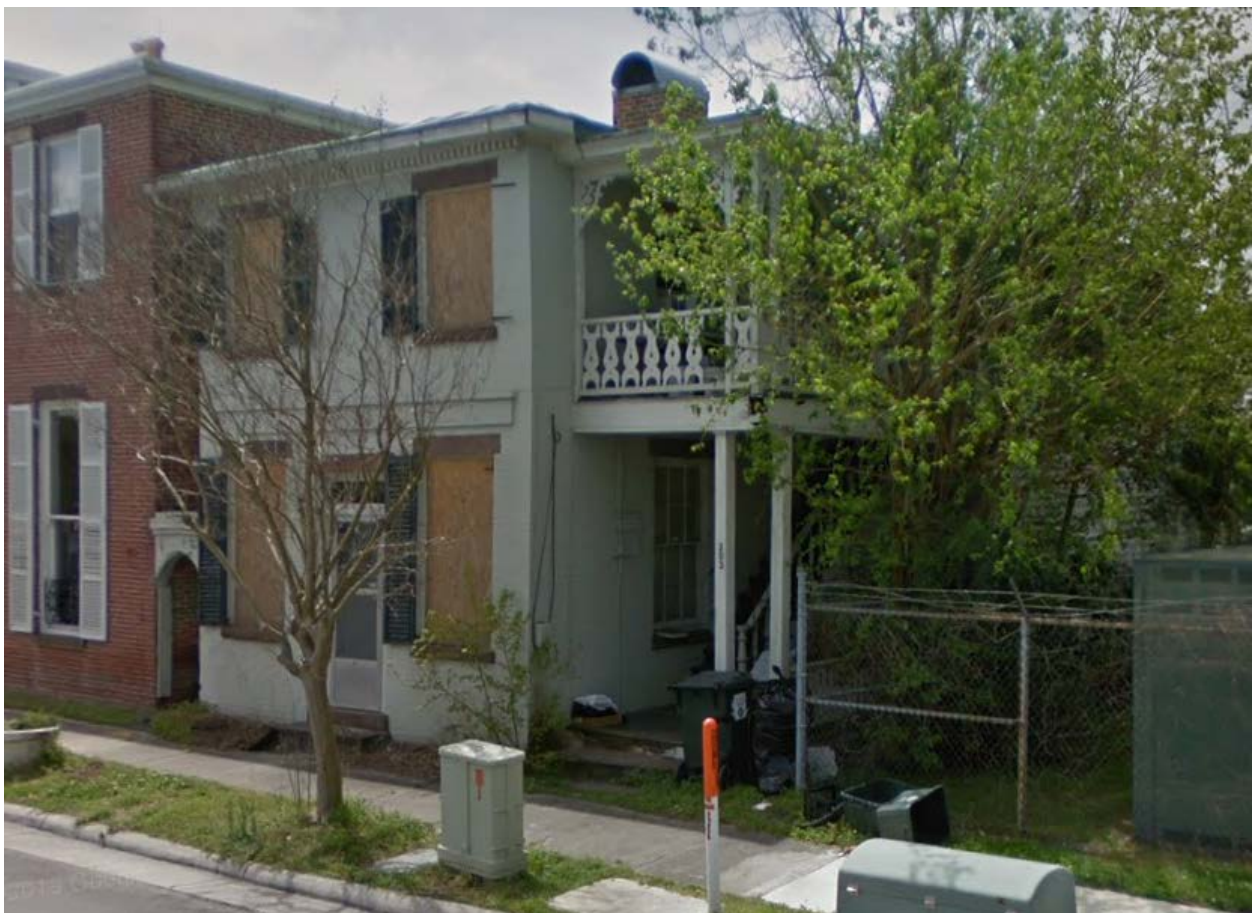
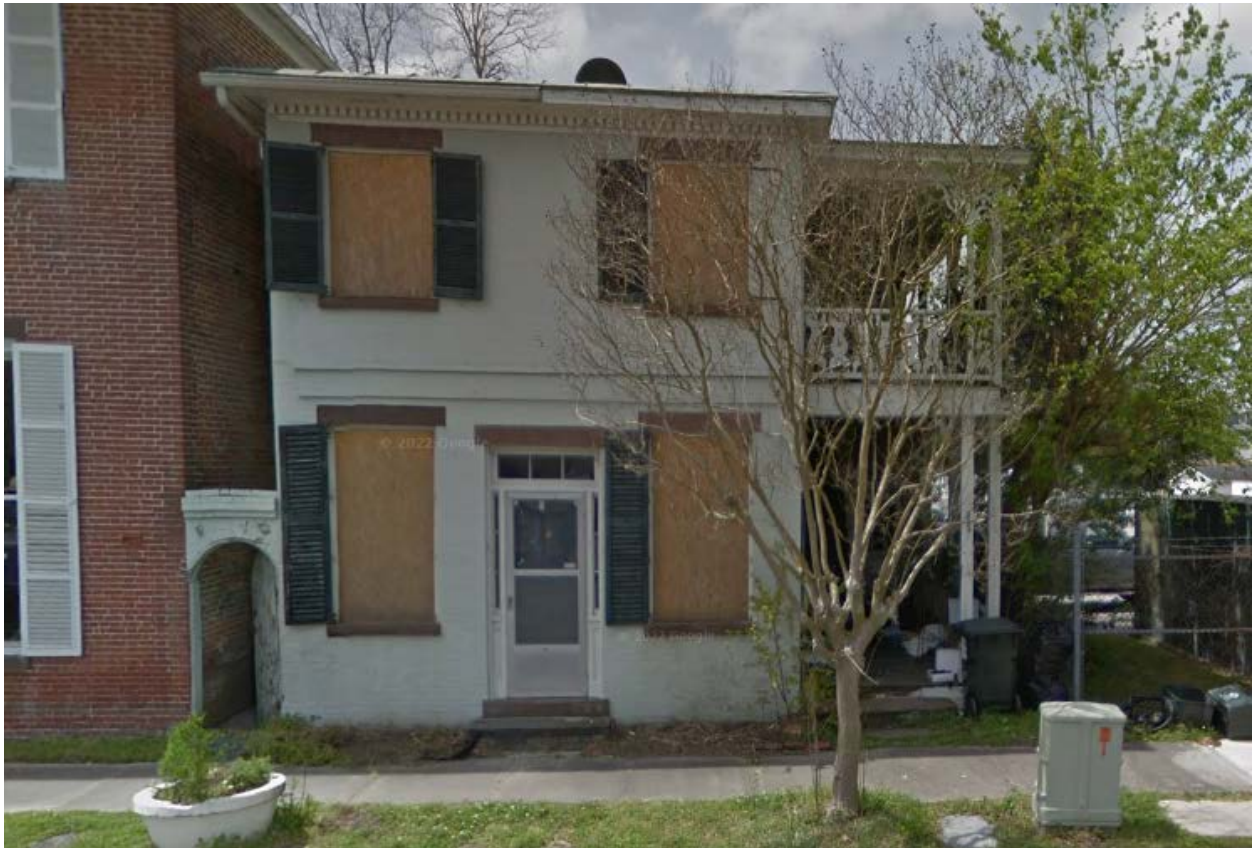


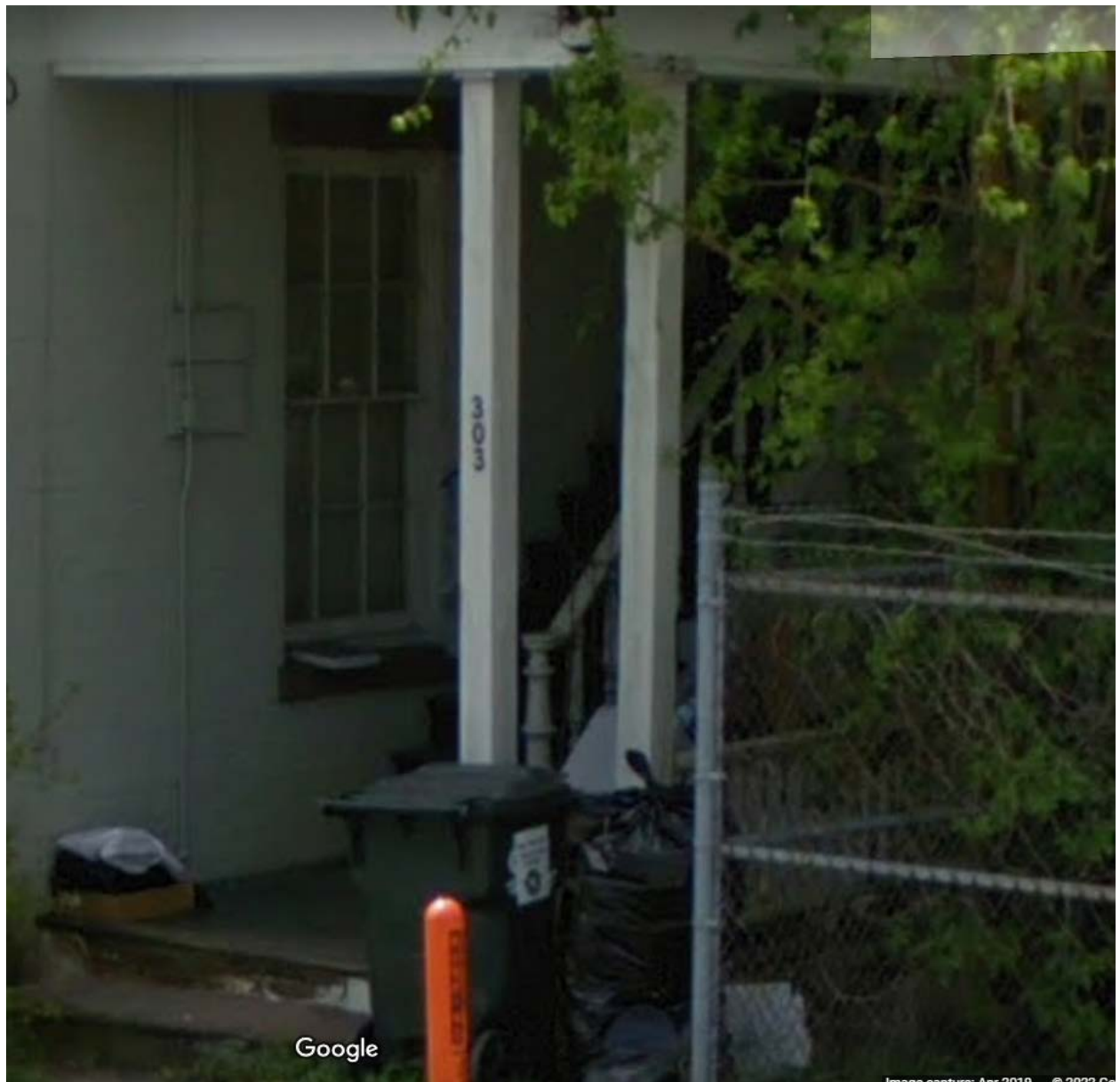






April 2019 Google Streetview images:





Google

Image captured Apr 2019 © 2022 Co

Matthew Schelly

From: Tripp Eure <eure@mbfarchitects.com>
Sent: Sunday, January 22, 2023 11:10 AM
To: Catherine Hiller; Matthew Schelly
Subject: RE: 301 Hancock St.

Dear Anne and Scottie:

Received. Give me some time and will follow up with a plan of action.

Darden J. Eure, III, AIA, NCARB
eure@mbfarchitects.com

mbf architects pa

317-C Pollock Street
New Bern, NC 28560
T: 252.637.6373 ext 103
F: 252.637.3259
www.mbfarchitects.com

From: Catherine Hiller <Catherine.Hiller@capeair.com>
Sent: Tuesday, January 17, 2023 4:33 PM
To: schellym@newbernnc.gov; Tripp Eure <eure@mbfarchitects.com>
Subject: 301 Hancock St.

Mr. Eure,

I'm writing in regards to my renovations at 301 Hancock Street. As you might expect I am anxious to move forward in the new year and would appreciate your advise as to how to resolve the issues holding me back.

My plans for the exterior are to both keep it as original as possible and in one section to return it to original. The side porch stairs were taken down over a liability concern due to the fact that they were rotten and there was nothing preventing someone from accessing them from the street. I am happy to replace them, although admittedly as ornamental but as an exact replica. For this reason I retained all relevant pieces. Regarding the Pollock Street side of the house, two doors have been converted to windows. It is obvious as the doors have transoms over them and the windows do not. I would like to return these to doors and the original design in order to keep the historical integrity of the building. Any

help that New Bern Preservation can give in sourcing the doors or broken transom glass etc. would be tremendously appreciated. I am also anxious to cover the exposed Tyvek with siding. It will exactly match the siding already on the inclosed porches. Again, the wood was rotten and removed. I apologize for jumping the gun on this repair. As for the rest of the house, railings, shutters, moulding, etc. I have no intension of changing any of the design. I simply want to repair with the appropriate material and refresh the exterior with paint.

I am in town until the first of the year and available to meet or discuss as necessary. I appreciate any and all input you might give.

Sincerely,

Catherine Scott Hiller
252.626.6488

----- If you are not the intended recipient, you must destroy this message and inform the sender immediately. This electronic mail message and any attachments, as well as any electronic mail message(s) sent in response to it may be considered public record and as such subject to request and review by anyone at any time. It also may contain information which is confidential within the meaning of applicable federal and state laws.

301 Hancock St. email received 2023-02-14, 10:24 pm, excerpt

Mr. Schelly,

I'm writing in regards to the Certificate of Appropriateness (COA). My purchase of 301 Hancock Street was made with the consideration of the porches being partially enclosed and viable living space. Although the enclosures did no appear to be original they were obviously in place for a long period of time and I certainly had no reason to question the validity of their existence. I have attached the photographs from the auction website from where I purchased the house in 2020 along with my own personal pictures taken during that same time period. Before and since my purchase of the house in 2020 there has been plenty of time for a neighbor within 100 foot proximity to of shown discontent with these enclosures. I have no interest in modifying the porches or enclosed areas. My goal is and has always been to simply repair the damaged areas and restore the exterior of the house, as purchased, to a beautiful and livable home.

Sincerely,
Catherine Scott Hiller





The photograph is from the auction house website and is of the downstairs interior porch enclosure.



Friday • Aug 28, 2020 •

Adjust

This photo shows the date that I took it and clearly shows the stairs and the downstairs porch enclosure.



From the auction house website. This is the downstairs porch enclosure. To the left is the enclosed space below the stairs.



Tuesday • Sep 29, 2020 • Adjust

This photos shows the date taken and clearly shows the upper porch enclosure.



Friday • Aug 28, 2020 •

[Adjust](#)

The photo shows the date taken and where the lower porch enclosure attaches to the main house. This has obviously been in place for many years.



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: 301 Hancock St. – to include modifications to the two-level porch in the Secondary 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:

Meets the requirements of the Land Use Ord. [Signature] 2/10/23
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:

[Signature] 2/10/23
Chief Building Inspector

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – February 15, 2023

Applicant: Catherine Hiller/Anne Hiller
Applicant Address: 517 Hancock St., Apt. 3, New Bern, NC
Project Address: 301 Hancock St., New Bern, NC

301 Hancock St. – to include modifications to the two-level porch in the Secondary AVC.

Historic Property Name, Date: Edward R. Stanly Office and Quarters, ca. 1850/1870

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

NR Inventory Description (2003): Two stories; brick; two bays wide; double-story porch along north side; low-pitched hip roof.

Sandbeck Description (1988): “Of the very few brick outbuildings and dependencies still surviving in New Bern, this two-story combined office and quarters is the most charming and well preserved. It was probably built ca. 1850 for Edward R. Stanly, shortly after his adjacent fine brick residence had been completed. ... Stanly, an active businessman and manufacturer, utilized the well-finished front room of this building for his office. The simpler finishes of the rear and second floor rooms, taken in conjunction with the orientation of the back door opening into the service yard behind the main house, suggests that the rest of the building housed slave or servants quarters and various household service activities.

The simple Italianate detailing of the Stanly dependency is closely related to that of the main house, ... The attractive two-story side porch appears to date from the 1870s; its picturesque sawnwork brackets and railings add much to the character of the building. Sheltered under the porch is a surprisingly elaborate Victorian stair with a heavy turned newel and turned balusters. This replaced or supplemented the original but now-removed interior stairway, ...”

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

Modifications

- 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.

Wood

- 5.2.1 Adhere to Preservation Guidelines for retention of historic fabric when altering wood materials.
- 5.2.2 Construct wood assemblies similar to that found in adjoining work. In general, new material should be the same dimension and shape of that existing.

Paint

- 5.4.1 Adhere to Guidelines for retention of historic fabric when altering painted materials.
- 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 – February 15, 2023

- 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.

6.1 Maintenance of Materials

Preserve and retain historic material. ... Retain entrances, porches, balconies, decorative fenestration, ornamentation and similar design components. Retain lintels, sills, trim, shutters, decorative molding and similar design components. Retain doors, windows and balustrades, and maintain their locations in Primary AVCs. ...

When maintenance and repair are warranted, preserve and retain character defining architectural elements and historic detailing. Preference shall be given to repairing historic material versus replacing historic material. Repair historic design components by using patching, consolidating, reinforcing and splicing methods that incorporate matching, salvaged historic materials when available.

Use surviving components and elements as templates for reconstructing and replicating missing design components and elements. Where no such elements exist, rely on research documentation for reconstruction of lost design components and elements. Custom fabricate replicas and reconstructions with the spacing, proportion, dimension, cross section and profile of the template, or in accordance with relevant documentation. Replace individual members in a design component, when required, with custom fabricated, replica members. Replicate design components that are too deteriorated to repair.

Wood Maintenance

- 6.1.5 Retain and preserve siding, fenestration, trim and ornamentation. Maintain wood features such as beaded and shaped edges, lathe turned profiles and decorative surfaces that have been milled, joined and routed.
- 6.1.6 Remove paint and other loose material with scrapers, sand paper and similar moderately abrasive hand tools. Remove mold and mildew with low pressure water washing and a mild detergent.
- 6.1.7 Use epoxy to reinforce and rebuild deteriorated wood. When original wood is too damaged to repair, only cut and replace damaged sections.

Paint Maintenance

- 6.1.11 Maintain paint coatings that seal and weatherproof materials exposed to the elements. Routinely reapply paint coatings on steps, porch flooring, siding and roofs.
- 6.1.12 Prepare surfaces to receive coatings by using methods that do not damage or deteriorate the substrate.

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 removal of a Victorian exterior stairway, banister, and second floor stairway opening railings, plus modifications to close in the stairway opening, and to repair

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – February 15, 2023

and replace deteriorated materials for the first floor porch flooring, the second floor porch flooring, a few second floor sawnwork porch railing balusters, and second floor siding;

3. The Victorian exterior stairway is noted and described in *The Historic Architecture of New Bern and Craven County, North Carolina*, by Peter Sandbeck;
4. Due to failure to meet the requirements of Guidelines 3.2.2, 3.2.3, 5.2.1, section 6.1, and Guideline 6.1.5, the proposal to remove the Victorian exterior stairway, baluster, and railings does not meet the requirements of the Guidelines;
5. The proposed design, components, and materials of the replacement porch decking and the house siding portion of the application do meet the requirements of the Guidelines.
6. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly;
7. The stairway removal portion of the application is incongruous with the Guidelines and the porch decking portion of the application is not incongruous with the Guidelines.

MOTION

Staff recommends the Commission approve the portion of this application for the proposed modifications to repair and replace deteriorated materials for the first floor porch flooring, the second floor porch flooring, a few second floor sawnwork porch railing balusters, and second floor siding in the Secondary AVC, and to deny the portion regarding removal of the Victorian exterior stairway, banister, and second floor stairway opening railings, plus modifications to close in the stairway opening, in the Secondary AVC.



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: February 3, 2023
RE: Regular Meeting, **5:30 PM, Wednesday, February 15, 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. **100 Middle St. (Doubletree Hotel)** – to include reconstruction of the deck in the Tertiary AVC.
 - D. **301 Hancock St.** – to include modifications to the two-level porch in the Secondary AVC.
- *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 01/12/2023 – 02/03/2023

MAJORS:

302 Broad St. (Courthouse) – addition and modifications

305 Bern St. – shed

720 E. Front St. – infill house and rear garage

1206 N. Pasteur St. – driveway

1512, 1516 National Ave. and 407 North Ave. - fencing

MINORS:

211 Johnson St. – tree replacement

222 Middle St. – rear windows, repointing

300 Pollock St. – repointing

312 Avenue A – trees replacement

709-711 Pollock – tree replacement

15 pending

B. Report on CoA Extensions Issued since the Prior Regular Meeting: none

C. Other Items and Updates by the Administrator

9. Commissioners' Comments

10. Adjourn