

1 **Minutes of the**
2 **New Bern Historic Preservation Commission**
3 **January 31, 2018**
4

5 The New Bern Historic Preservation Commission (HPC) held a postponed regular meeting on
6 Wednesday, January 31, 2018, in the second-floor courtroom of City Hall, 300 Pollock Street.
7

8 **Members Present:** Tripp Eure, Chair James Herring
9 Joseph Anderson, Vice Chair James Woods
10 Jim Morrison David Griffith
11 Nancy Gray Ruth Cox
12

13 **Members Excused (E)/Absent (A):** Richard Frye (E)
14

15 **Staff Present:** Morgan Potts, AICP, City Planner
16

17 The meeting was opened by Chair Eure and roll call was taken. A quorum was present.
18

19 **Approval of Minutes:** Prior minutes were not presented.
20

21 Chair Eure explained the HPC and the quasi-judicial hearing process. Staff swore in witnesses.
22

23 **Consideration of Applications:**

24 New Business:
25

26 **A. 613 Pollock Street (Tryon Palace)** -- to include the construction of an accessory structure in
27 the secondary AVC (this is an after-the-fact request).
28

29 **Staff Comments:** Staff Potts presented the application and gave a brief explanation of the
30 request and introduced the applicant's representative, Mr. William McCrea, Executive Director.
31

32 Vice-Chair Anderson asked to recuse himself from this hearing considering his status as an
33 employee of Tryon Palace. A motion to recuse Commissioner Anderson was made by
34 Commissioner Wood, second by Commissioner Cox, and passed unanimously.
35

36 **Applicant Comment:** Mr. McCrea acknowledged the after-the-fact application and expressed
37 his apology for a decision made prior to his arrival. He offered that after discussion with the
38 HPC Administrator and Design Review the Palace intends to replace the existing roof with a
39 pitched roof with weathered wood asphalt shingles and will paint the exterior wood. It was
40 intended as a temporary structure to be used until either a new structure was built or the existing
41 building on Eden Street is renovated. Mr. McCrea showed photographs of the structure.
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43 Chair Eure opened the floor for public comment.

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Public Comment: Ms. Rose Williams, 220 Metcalf. She is opposed to the building and requested it be removed.

Mr. McCrea responded that he will follow the guidance of the Commission.

Staff Recommendations: Staff Potts submitted the following Historic District Guidelines as appropriate to this application:

Accessory Structures

2. 6. 1, 2.6.2, 2.6.3

Walls, Trim & Ornamentation

4.2.4.

Roofs

4.5.1, 4.5.2, 4.5.3, 4.5.4

Contemporary Materials

5. 5. 6

Guidelines for Paint

5. 4. 1

5. 4.2

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

- 1. The proposed project is within the secondary Area of Visual Concern;
- 2. The proposed project is an after the fact request for a Certificate of Appropriateness;
- 3. The proposed project with the modifications is not incongruous with guidelines;

Staff recommends the Commission approve the application for major exterior alterations at this time citing the aforementioned guidelines.

Board Discussion: Commissioner Woods asked that Mr. McCrea confirm that it is a temporary structure. Mr. McCrea confirmed that and assured that any future plans will come before the Commission at an early stage. Commissioner Morrison commented that Guidelines do not address temporary structures, any approvals must meet current Guidelines.

Motion: Commissioner Morrison moved to find the application for a Certificate of Appropriateness for 613 Pollock Street to be not incongruous with New Bern’s Code of Ordinance sections 15.411-15.429 and New Bern’s Historic District Guidelines based on the following specific guidelines and findings of fact:

Accessory Structures

2. 6. 1, 2.6.2, 2.6.3

Walls, Trim & Ornamentation

4.2.4.

89 **Roofs**

90 4.5.1, 4.5.2, 4.5.3, 4.5.4

91 **Contemporary Materials**

92 5. 5. 6

93 **Guidelines for Paint**

94 5. 4. 1, 5.4.2, 5.4.3

95

96 **Findings of Fact:**

97 1. The proposed project is within the secondary Area of Visual Concern;

98 2. The proposed project is an after the fact request for a Certificate of Appropriateness;

99 3. The proposed project is not incongruous with guidelines;

100

101 **Conditions:**

102 1. The roof will be modified to a gable roof with asphalt shingles of a darker color palette.

103 2. The wood is to be painted.

104

105 The motion was seconded by Commissioner Woods. The motion passed unanimously.

106

107 A motion to issue a Certificate of Appropriateness was made by Commissioner Cox, second by

108 Commissioner Woods, motion approved unanimously.

109

110 **B. 220 Pollock Street**—to include the enclosure of a balcony and roofing addition in the tertiary
111 AVC; removal of a wooden deck and ramp in the tertiary AVC and a building of unknown
112 contributing status; installation of an addition to the main structure.

113

114 **Staff Comments:** Staff Potts presented the application and gave a brief explanation of the
115 request and introduced the applicant's representative, Ms. Sarah Afflerbach.

116

117 **Applicant Comment:** Ms. Afflerbach introduced Mr. Michael Gleason property owner, and he
118 thanked the Commission for the opportunity to present their proposal. Ms. Afflerbach presented
119 a video of the existing site, pointing out areas for change, as well as a video of the older
120 accessory structure which displayed exterior deterioration. The age of the existing accessory
121 structure is uncertain, but a contractor has inspected the interior and suggested the wood was of a
122 contemporary standard, possibly 1960's. The new addition may be visible from the adjoining
123 Tax Department parking lot. She reviewed the detailed plans and elevations including a lift
124 which will accommodate handicap access, next to the new deck, and a covered space on the deck
125 connecting the new addition. Details are intended to match the primary structure. She
126 understood there was some concern at Design Review regarding the horizontal window on the
127 addition, however she felt it was appropriate to include modern design features on the addition
128 and showed photos of contributing structures with smaller windows. They will add muntins to
129 the proposed windows. She reviewed photos of the interior deterioration of the existing shed and
130 since a new structure will be added in that area, believed it was appropriate to remove the
131 existing shed.

132

133 Chair Eure opened the floor for public comment.

134

135 **Public Comment:** None

136

137 **Staff Recommendations:** Staff Potts submitted the following Historic District Guidelines as
138 appropriate to this application:

139 **Demolition**

140 6.4.3, 6.4.4

141 **Additions**

142 3. 3. 1, 3. 3. 2, 3. 3. 3

143 **Walls, Trim & Ornamentation**

144 4.2.4

145 **Entrances**

146 4.4.4, 4.4.5

147 **Windows, Doors & Openings**

148 4. 3.1, 4.3.2, 4.3.3, 4.3.4

149 **Guidelines for Entrances**

150 4.4.1, 4.4.2, 4.4.3, 4.4.4, 4.4.5

151 **Guidelines for Decks and Patios**

152 4.6.1, 4.6.2, 4.6.3

153 **Accessibility & Life Safety**

154 4.7.1, 4.7.2.

155

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

158 1. The proposed project is within the tertiary Area of Visual Concern;

159 2. The proposed addition has been approved by the Zoning Administrator;

160 3. The windows on diagram 4, A-211 are incongruous with the guidelines;

161

162 **Staff recommends the Commission approve the application for major exterior alterations**
163 **at this time citing the aforementioned guidelines, with the condition that the windows in**
164 **diagram 4, A-211 be redesigned to have muntins.**

165

166 **Board Discussion:** Commissioner Griffith asked for clarification of a shallow overhanging roof
167 in the drawings that does not exist on the current structure, and whether it was being requested in
168 this proposal. Ms. Afflerbach indicated it is an error on the drawing, does not overhang, and is
169 not being requested. Commissioner Cox inquired about the windows on the existing porch that
170 will be enclosed. That area and those windows will become interior space, but it is now exterior.
171 Two will become doors, new windows to match will be on the new exterior walls. Commissioner
172 Gray asked about choice of window configuration, 1/1 versus 2/2. New windows in the rear will
173 be 2/2. Commissioner Griffith inquired about the siding on the porch which will be enclosed
174 since it is currently exterior and is original fabric. Ms. Afflerbach agreed to cover the existing
175 original siding rather than remove it. Commissioner Morrison questioned the new horizontal
176 windows on the exterior of the addition considering the guideline which calls for additions to

177 incorporate materials and details derived from the primary structure. Those do not appear to be
178 derived. Commissioner Griffith agreed it is a modern window and not typically seen on historic
179 homes or even new construction where guidelines call for windows to have similar shape and
180 proportion to neighboring contributing structures. After much discussion, and citing guideline
181 4.3.2 calling for windows to have a horizontal or square orientation, it was agreed that a window
182 is needed on the wall but should be of a vertical orientation. Materials will match the existing
183 structure: wood siding, brick foundation, wood windows. Balustrade design is 2x2, 4 inch
184 spacing, treated wood, top and bottom rails, roof will be hand-seamed with a flat plan and flush
185 ridge flashing. The Commissioners reviewed the COA Evaluation Worksheet, beginning with
186 Site and Setting and the procedures called for when demolishing a contributing structure.
187 Commissioner Eure reminded the Commission that age alone does not necessarily confer
188 contributing status. Commissioner Morrison noted that the 1973 District Nomination only lists
189 the Jarvis House, not any outbuilding. Commissioner Griffith suggested a 1960's building
190 would not have been considered contributing in 1973. A building may be treated as contributing
191 if it is 50 years old or has architectural, historic or cultural significance. No commissioner
192 supported treatment as contributing based on meeting those criteria supplemental. If non-
193 contributing, demolition cannot be denied.

194
195 **Motion:** Commissioner Morrison moved we not treat the accessory structure at 220 Pollock
196 Street as a contributing structure. Commissioner Woods seconded. Approved unanimously.

197
198 The Commission continued to review the COA Evaluation Worksheet. There were no other
199 concerns in considering this addition to a historic structure.

200
201 The session was interrupted after Ms. Afflerbach noted there had been no public comment on the
202 application. Chair Eure opened the floor for public comment.

203
204 **Public Comment:** None

205
206 The Commission resumed discussion. Commissioner Gray noted materials had been addressed
207 in the discussion.

208
209 **Motion:** Commissioner Morrison moved to find the application for a Certificate of
210 Appropriateness for 220 Pollock Street to be not incongruous with New Bern's Code of
211 Ordinance sections 15.411-15.429 and New Bern's Historic District Guidelines based on the
212 following specific guidelines and findings of fact:

213
214 **Additions**

215 3. 3. 1, 3. 3. 2, 3. 3. 3

216 **Walls, Trim & Ornamentation**

217 4.2.4

218 **Windows, Doors & Openings**

219 4. 3.1, 4.3.2, 4.3.3, 4.3.4

220

221 **Guidelines for Entrances**

222 4.4.1, 4.4.2, 4.4.3, 4.4.4, 4.4.5

223 **Guidelines for Decks and Patios**

224 4.6.1, 4.6.2, 4.6.3

225 **Accessibility & Life Safety**

226 4.7.1, 4.7.2.

227

228 **Findings of Fact:**

229 1. The proposed project is within the tertiary Area of Visual Concern;

230 2. The windows on diagram 4, A-211 are incongruous with the guidelines;

231

232 **Condition:** There will be at least one window on A-211, the side of the new addition, which will
233 have a vertical orientation and be consistent with other windows on the historic structure.

234

235 Motion was seconded by Commissioner Woods, approved unanimously.

236

237 A motion to issue a COA by Commissioner Woods, second by Vice Chair Anderson. Approved
238 unanimously.

239

240 **C. 717 East Front Street--** to include the new construction of a residence

241

242 Chair Eure requested that he and Commissioner Griffith be recused because their office is
243 submitting the application. Motion to recuse Commissioners Eure and Griffith made by
244 Commissioner Morrison, second by Commissioner Gray. Vice Chair Anderson took the Chair,
245 motion approved unanimously.

246

247 **Staff Comments:** Staff Potts presented the application and gave a brief explanation of the
248 request and introduced the applicant's representative, Heather Perry.

249

250 **Applicant Comment:** Ms. Perry reviewed the proposal noting the scale and proportion of the
251 house related to surrounding structures, its materials, and metal roof. The site plan, design
252 details and materials were explained. Materials are contemporary apart from the porch decking.
253 The metal roof portions are flat panned. The garage is free standing. Pictures of surrounding
254 structures with the new home superimposed were presented. The block is predominantly two-
255 story homes.

256

257 Vice Chair Anderson opened the floor for public comment.

258

259 **Public Comment:** Ms. Rose Williams, 220 Metcalf, felt that contemporary materials were
260 excessive. Staff Potts noted page 5-3 regarding contemporary materials as an acceptable means
261 of continuing the evolution of architecture provided they convey appropriate historic
262 characteristics.

263

264 **Staff Recommendations: Staff Potts submitted the following Historic District Guidelines as**
265 **appropriate to this application:**
266 **Guidelines for Infill Construction**
267 3. 4. 1, 3. 4. 2, 3. 4. 3, 3. 4.4
268 **Development Pattern**
269 2. 1. 1, 2. 1. 2, 2. 1. 3
270 **Accessory Structures**
271 2. 6. 1, 2. 6.2
272 **Walls, Trim & Ornamentation**
273 4.2.4
274 **Guidelines for Design Principles**
275 3. 1. 1, 3. 1. 2
276 **Foundations**
277 4. 1. 3, 4. 1. 4
278 **Guidelines for Entrances**
279 4.4.1, 4.4.3, 4.4.4, 4.4.5
280 **Roofs**
281 4.5.4
282 **Contemporary Materials**
283 5. 5. 1, 5. 5. 2, 5. 5. 3, 5.5.4, 5. 5. 5
284
285 **Statements of Reason**, based on the information contained in the application, in Staff's judgment
286 are:
287 1. The proposed project is within the primary, secondary, and tertiary Areas of Visual Concern;
288 2. The proposed project is not incongruous with guidelines;
289
290 **Staff recommends the Commission approve the application for major exterior alterations at**
291 **this time citing the aforementioned guidelines.**
292
293 **Board Discussion:** Commissioner Gray noted the single door on the garage and questioned
294 whether two doors would be more typical. Commissioner Morrison noted there was no standard.
295 A neighbor, Mr. Garner, 740 E Front, noted he has a single large door on his garage, which was
296 new construction in 2015. Commissioner Morrison questioned if corner boards are traditionally
297 done. Ms. Perry confirmed. The Commission reviewed the proposal using the COA Evaluation
298 Worksheet. Site and setting, proportion, and scale were noted by Commissioner Gray as meeting
299 guidelines. Landscaping will be submitted later. No fences. Commissioner Gray questioned
300 fenestration and lack of window symmetry on the sides. Ms. Perry reviewed photos of nearby
301 houses, Commissioner Gray noted the street view of the structure is referenced in the guidelines'
302 examples. Other worksheet items were reviewed without concern; roofs, materials and detail are
303 appropriate. Ms. Perry noted the cement board is smooth.
304
305 Vice Chair Anderson asked for any added Public Comment, Ms. Williams returned and
306 reminded the Commission that permitting contemporary materials is setting a precedent for the
307 future. Vice Chair Anderson noted that the guidelines for historic homes are more stringent.
308 Commissioner Gray noted that in the past those materials were used on historic structures, thus
309 causing concern, but this is new infill construction.

310
311 **Motion:** Commissioner Morrison moved to find the application for a Certificate of
312 Appropriateness for 717 East Front Street to be not incongruous with New Bern's Code of
313 Ordinance sections 15.411-15.429 and New Bern's Historic District Guidelines based on the
314 following specific guidelines and findings of fact:

315
316 **Guidelines for Infill Construction**

317 3. 4. 1, 3. 4. 2, 3. 4. 3, 3. 4. 4

318 **Development Pattern**

319 2. 1. 1, 2. 1. 2, 2. 1. 3

320 **Accessory Structures**

321 2. 6. 1, 2. 6.2

322 **Walls, Trim & Ornamentation**

323 4.2.4

324 **Guidelines for Design Principles**

325 3. 1. 1, 3. 1. 2

326 **Foundations**

327 4. 1. 3, 4. 1. 4

328 **Guidelines for Entrances**

329 4.4.1,4.4.3, 4.4.4, 4.4.5

330 **Roofs**

331 4.5.4

332 **Contemporary Materials**

333 5. 5. 1, 5. 5. 2, 5. 5. 3, 5. 5. 5

334

335 **Findings of Fact:**

- 336 1. The proposed project is within the primary, secondary, and tertiary Areas of Visual Concern;
337 2. The proposed project is not incongruous with guidelines;

338

339 Second by Commissioner Herring. Approved unanimously.

340

341 A motion to issue a Certificate of Appropriateness was made by Commissioner Gray, second by
342 Commissioner Cox, motion approved unanimously.

343

344 Chair Eure returned to the gavel.

345

346 **D. 1514 National Avenue**-- to include the installation of a wooden privacy fence and a wooden
347 deck in the tertiary AVC; to replace single plate glass windows with 6/6 windows in the primary
348 AVC.

349

350 **Staff Comments:** Staff Potts presented the application, indicated the Commissioners also
351 received a Power Point of the proposal, and gave a brief explanation of the request. She
352 introduced the applicant's representative, Rodman Williams.

353

354 **Applicant Comment:** Mr. Williams reviewed the proposal to change the large front picture
355 windows to match the other double hung windows. They will have true divided lights, wood,
356 matching the original, exactly. In the rear, research showed windows with a horizontal divider.
357 The proposal is to re-create those with double wood windows, one over one. The columns in the
358 front will be replaced in kind, all wood. All other repairs will be replacement in kind. Rear deck
359 will be wood, with railings as depicted in a presented photo. 1 ¼ wood pickets, 5-inch top rail,
360 lattice skirt. The fence on the rear property line is a 6-foot privacy fence as depicted in a photo.

361

362 Chair Eure opened the floor for public comment.

363

364 **Public Comment:** Ms. Rose Williams, 220 Metcalf, praised Mr. Williams' skill and knowledge.

365

366 **Staff Recommendations:** Staff Potts submitted the following Historic District Guidelines as
367 appropriate to this application:

368 **Decks and Patios**

369 4.6. 1, 4.6.2, 4.6. 3, 4. 6. 4

370 **Fences & Garden Walls**

371 2. 5. 1, 2. 5. 3

372 **Windows, Doors & Openings**

373 4. 3. 1, 4.3. 3

374

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

377 1. The proposed project is within the primary, secondary, and tertiary Areas of Visual Concern;

378 2. The proposed project is not incongruous with guidelines;

379

380 **Staff recommends the Commission approve the application for major exterior alterations**
381 **at this time citing the aforementioned guidelines.**

382

383 **Board Discussion:** Commissioner Morrison requested the applicant provide a site plan showing
384 the location of the fence on the rear property line. Mr. Williams confirmed the replacement
385 columns will be a separate request to Staff as Replacement in Kind. Commissioner Gray asked
386 the height of the deck. Mr. Williams indicated approximately 28 inches at the floor, and railings
387 of approximately three feet.

388

389 **Motion:** Commissioner Morrison moved to find the application for a Certificate of
390 Appropriateness for 1514 National Avenue to be not incongruous with New Bern's Code of
391 Ordinance sections 15.411-15.429 and New Bern's Historic District Guidelines based on the
392 following specific guidelines and findings of fact:

393

394 **Decks and Patios**

395 4.6. 1, 4.6.2, 4.6. 3, 4. 6. 4

396 **Fences & Garden Walls**

397 2. 5. 1, 2. 5. 3

398 **Windows, Doors & Openings**

399 4. 3. 1, 4.3. 3

400

401 **Findings of Fact:**

402 1. The proposed project is within the primary, secondary, and tertiary Areas of Visual Concern;

403 2. The proposed project is not incongruous with guidelines.

404

405 **Condition:** Applicant provide a site plan of the fence location to the Administrator, the fence no
406 taller than six feet.

407

408 Second by Commissioner Gray. Approved unanimously.

409

410 A motion to issue a Certificate of Appropriateness was made by Commissioner Cox, second by
411 Commissioner Woods, motion approved unanimously

412

413 **Administrative Updates:**

414

415 Staff Potts proposed the official 2018 meeting schedule. The only deviation from the typical first
416 and third Wednesday schedule is a meeting on July 5 in lieu of July 4. Motion to approve by
417 Commissioner Woods, second by Commissioner Morrison.

418

419 No minor works were issued.

420

421 **General Public Comment:** None

422

423 Chair Eure announced Development Services is accepting resumes of citizens interested in
424 serving on this Board. Contact Staff Potts, who will answer any questions and assemble a list for
425 Aldermen of those expressing interest in Commissioner vacancies as terms expire in the coming
426 year.

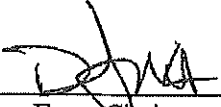
427

428 There being no further business the meeting was adjourned on a motion made by Commissioner
429 Cox and seconded by Commissioner Woods.

430

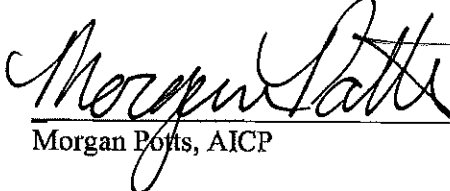
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432

433 
Tripp Eure, Chairman

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435


Morgan Potts, AICP

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