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**Minutes of the  
New Bern Historic Preservation Commission  
April 18, 2018**

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The New Bern Historic Preservation Commission (HPC) held regular meeting on Wednesday, April 18, 2018, in the second-floor courtroom of City Hall, 300 Pollock Street.

**Members Present:** Tripp Eure, Chair  
Joseph Anderson, Vice Chair  
Jim Morrison  
James Woods  
James Herring  
Ruth Cox  
David Griffith

**Members Excused (E)/Absent (A):** None

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

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

**Approval of Minutes:** The Board opted not to vote upon the March 2018 minutes with a vote that was made by Commissioner Woods and seconded by Vice Chair Anderson. The vote was unanimous to postpone the approval of the March 2018 minutes until the May 2018 meeting.

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

**Consideration of Applications:**

New Business:

**A. 508 Middle St.**—to include a request to modify the fenestration in the primary AVC and to construct an addition in the tertiary AVC.

**Staff Comments:** Staff Potts stated that the applicant has requested a continuance of the application until the May meeting, and referenced the email sent by the architect, Charles Francis.

**Motion:** Commissioner Morrison made a motion to continue the public hearing regarding the application of 508 Middle Street until the May 16, 2018 regular meeting. The motion was seconded by Vice Chair Anderson. The motion passed unanimously.

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

**B. 219 Middle St.**—to include the installation of bi-folding windows in the primary AVC. **This is an amendment to a current COA.**

44 **Staff Comments:** Staff Potts presented the application and gave a brief explanation of the  
45 request and introduced the applicant, Sarah Afflerbach, who was representing the property  
46 owner.

47  
48 **Applicant Comment:** Ms. Afflerbach stated that the owner of the property is requesting that the  
49 functionality of the window be modified from what was previously approved. The new opening  
50 would change the functionality to a bi-folding hinged electric window. She stated the window  
51 will fold up, from the bottom to the top.

52  
53 Chair Eure opened the floor for public comment.

54  
55 **Public Comment:** John Watson of 219 Middle Street spoke against the application, and stated  
56 that the style does not fit with the character of the district.

57  
58 **Staff Recommendations:** Staff Potts submitted the following Historic District Guidelines as  
59 appropriate to this application:

60  
61 **Windows, Doors & Openings**

62 4.3.1, 4.3.3,

63 **Entrances**

64 4.4.1, 4.4.3

65  
66 **Statements of Reason,** based on the information contained in the application, in Staff's  
67 judgment are:

68 1. The proposed project is within the primary Area of Visual Concern;

69  
70 2. The proposed project is not incongruous with guidelines;

71  
72 **Staff recommends the Commission approve the application for major exterior alterations**  
73 **at this time citing the aforementioned guidelines.**

74  
75 **Board Discussion:** Commissioner Morrison stated that the Guidelines do not address the  
76 operability of windows, only the appearance. Commissioner Herring questioned the weight of  
77 the window and public safety. Commissioner Morrison noted that the window would have to  
78 pass building inspections. Vice Chair Anderson commented that a building permit would be  
79 required. The applicant stated that a permit has already been obtained and the building is already  
80 under construction. Commissioner Griffith agreed with Commissioner Morrison, that the  
81 operation of the window was not addressed in the guidelines. The engineering of the unit isn't  
82 something that the Board should be concerned with because it's no different than a garage door  
83 at a residence.

84  
85 **Public Comment:** John Watson of 219 Middle Street showed the Board a photo of the building  
86 from the 1950's and stated the window will look like Duval Street in Key West. He also stated  
87 that the noise on Middle Street is going to increase.

88 **Board Discussion:** Chair Eure reminded the Board that they were not bound by precedent. Vice  
89 Chair Anderson stated that he understood the concerns from Mr. Watson, but the Guidelines do  
90 not address operability.

91

92 **Motion:** Vice Chair moved to find the amendment for 219 Middle Street to be not incongruous  
93 with New Bern's Code of Ordinance sections 15.411-15.429 and New Bern's Historic District  
94 Guidelines based on the following specific guidelines and findings of fact:

95

96 **Windows, Doors & Openings**

97 4.3.1, 4.3.3,

98 **Entrances**

99 4.4.1, 4.4.3

100

101 **Finding of Fact,** based on the information contained in the application, in Staff's judgment are:

102 1. The proposed project is within the primary Area of Visual Concern;

103

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

105

106 **Conditions:** None.

107

108 The motion was seconded by Commissioner Morrison. The motion passed unanimously.

109

110 **C. 411 Queen St.**—to include a request to install a wooden fence in the secondary and tertiary  
111 AVC's.

112

113 **Staff Comments:** Staff Potts presented the application and gave a brief explanation of the  
114 request and introduced the applicants, Scott & Kelly Sorenson.

115

116 **Applicant Comment:** Mr. & Mrs. Sorenson presented their application. She stated that they  
117 desire to remove the existing privacy fence in the tertiary AVC and to install a picket style fence  
118 that was 4 feet in height. They wish to paint black it to match the existing cast iron fence in the  
119 primary AVC. They explained that the current fence follows the property line, which is oddly  
120 shaped and they would like to come straight across in a straight line with the new fence.

121

122 Chair Eure opened the floor for public comment.

123

124 **Public Comment:** None.

125

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

128

129 **Fences & Garden Walls**

130 2.5.1, 2.5.3

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

- 133 1. The proposed project is within the secondary & tertiary Areas of Visual Concern;  
134  
135 2. The proposed project is not incongruous with guidelines;

136  
137 **Staff recommends the Commission approve the application for major exterior alterations**  
138 **at this time citing the aforementioned guidelines.**

139  
140 **Board Discussion:** Chair Eure stated that the Board does not control the color of the fence.  
141 Commissioner Morrison asked the applicant how far apart their pickets would be spaced. The  
142 applicant stated they were not sure, but after some discussion the applicant agreed to amend their  
143 application to space the pickets 1.5 inches apart.

144  
145 **Motion:** Commissioner Morrison moved to find the application for a Certificate of  
146 Appropriateness for 411 Queen Street to be not incongruous with New Bern's Code of  
147 Ordinance sections 15.411-15.429 and New Bern's Historic District Guidelines based on the  
148 following specific guidelines and findings of fact:

149  
150 **Fences & Garden Walls**

151 2.5.1, 2.5.3

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

- 154 1. The proposed project is within the secondary & tertiary Areas of Visual Concern;  
155  
156 2. The proposed project is not incongruous with guidelines;

157  
158 **Conditions:** None.

159  
160 The motion was seconded by Commissioner Woods. The motion was approved unanimously.

161  
162 A motion to issue a Certificate of Appropriateness was made by Commissioner Cox second by  
163 Commissioner Griffith; the motion was approved unanimously.

164  
165 **D. 413 George St.**—to include a request to install a 4 foot wooden fence with 2 gates in the  
166 primary AVC; to install a 6 foot fence in the secondary and tertiary AVC's. **This is an after the**  
167 **fact request.**

168  
169 **Staff Comments:** Staff Potts requested the Board continue the public hearing for 413 George  
170 Street until the May 16, 2018 meeting.

171  
172 **Motion:** Commissioner Cox made a motion to continue the public hearing for 413 George Street  
173 until the May 16, 2018 meeting. The motion was seconded by Commissioner Griffith. The  
174 motion passed unanimously.

175 **E. 1302 National Ave.**—to include a request to install a wooden picket fence in the primary,  
176 secondary and tertiary AVC's with a single gate.

177

178 **Staff Comments:** Staff Potts briefly presented the application and stated that the property owner  
179 was present to represent the application.

180

181 **Applicant Comment:** Mr. McCann gave the board an overview of the application, which  
182 requested the installation of a wooden picket fence with gothic style pickets, and 2 gates. He  
183 stated that the fence will replace a diseased hedge line. The fence would be 4 feet in height in the  
184 primary & secondary AVC's, and 6 feet in height in the tertiary AVC's.

185

186 **Public Comment:** None.

187

188 **Staff Recommendations:** Staff Potts recommended the applicant amend their application to  
189 state that the fence finials be no taller than 6 feet in height in the tertiary AVC. The applicant  
190 agreed to the amendment. Staff Potts submitted the following Historic District Guidelines as  
191 appropriate to this application:

192

193

194 **Fences & Garden Walls**

195 2.5.1, 2.5.2, 2.5.3

196

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

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

200

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

202

203 **Staff recommends the Commission approve the application for major exterior alterations**  
204 **at this time citing the aforementioned guidelines, with the condition that the posts in the**  
205 **primary AVC be no taller than 4 feet in height, and the posts in the secondary and tertiary**  
206 **AVC's be no taller than 6 feet in height, and that all pickets will be spaced at one inch**  
207 **intervals.**

208

209 **Board Discussion:** Commissioner Herring stated he agreed with Staff's recommendation for  
210 Conditions. Vice Chair Anderson asked if the applicant intended to paint the fence. The applicant  
211 stated that he did intend to.

212

213 **Motion:** Commissioner Morrison moved to find the application for a Certificate of  
214 Appropriateness for 1302 National Avenue to be not incongruous with New Bern's Code of  
215 Ordinance sections 15.411-15.429 and New Bern's Historic District Guidelines based on the  
216 following specific guidelines and findings of fact:

217

218

219 **Fences & Garden Walls**

220 2.5.1, 2.5.2, 2.5.3

221

222 **Findings of Fact**, based on the information contained in the application, in Staff's judgment are:

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

224

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

226

227 **Condition that the posts in the primary AVC be no taller than 4 feet in height, and the**  
228 **posts in the secondary and tertiary AVC's be no taller than 6 feet in height, and that all**  
229 **pickets will be spaced at one inch intervals.**

230

231 The motion was seconded by Vice Chair Anderson; the motion was approved unanimously. A  
232 motion to issue a Certificate of Appropriateness was made by Commissioner Cox and seconded  
233 by Commissioner Woods. The motion was approved unanimously.

234

235 **F. 508 Metcalf St.** - to include the installation of 2/2 windows in the tertiary AVC. **This is an**  
236 **amendment to a current COA.**

237

238 **Staff Comments:** Staff Potts noted that the property owners, John & Bethanne Jacobson, would  
239 be representing their application tonight.

240

241 **Applicant Comment:** Mr. Jacobson presented a letter he obtained from the former property  
242 owner that stated 2/2 windows are appropriate because they were formerly on the structure. They  
243 stated they would use a wooden cellar door instead of a metal door, and that the lean to addition  
244 that covers the cellar would be removed.

245

246 **Public Comment:** None

247

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

250

251 **Windows, Doors & Openings**

252 4.3.1, 4.3.2, 4.3.3

253 **Design Principles**

254 3.1.1, 3.1.2

255

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

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

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260 2. The window reconfiguration is historically accurate;

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

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

**Board Discussion:** Commissioner Griffith stated the amendment is historically accurate. Commissioner Cox asked for clarification on the removal of the “lean to” that currently shelters the cellar door. Brief discussion followed.

**Motion:** Commissioner Morrison moved to find the application for a Certificate of Appropriateness for 508 Metcalf 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:

**Modifications**

3.1.1, 3.1.2

**Windows, Doors & Openings**

4.3.1, 4.3.2, 4.3.3

**Design Principles**

3.1.1, 3.1.2

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

1. The proposed project is within the tertiary Area of Visual Concern;
2. The window reconfiguration is historically accurate;
3. The proposed project is not incongruous with guidelines;

The motion was seconded by Vice Chair Anderson. Commissioner Morrison noted that the project is in the tertiary Area of Visual Concern. The motion passed unanimously.

**G. 212 Hancock St.**—to include the demolition of the front porch and steps and replacement with a masonry porch, columns, and planter walls; re-establishment of a transom window in the primary AVC.

Chair Eure stated that the firm he and Commissioner Griffith were employed by are the hired architectural firm for the renovations and requested recusal for them both. A motion to recuse Chair Eure and Commissioner Griffith was made by Commissioner Cox and seconded by Commissioner Herring.

**Staff Comments:** Staff Potts briefly presented the application and stated that the property owner was present along with Mr. David Griffith of MBF Architects who will represent the application.

307 **Applicant Comment:** Mr. Richard Hoff, property owner, stated there formerly was a porch and  
308 it was removed by a previous owner, who also removed the stairs and brick walls which were in  
309 place. Mr. Hoff stated that due to the railroad grading the street, the homes have brick walls and  
310 terracing. He reiterated that they desire to replace the porch that was there and brick walls to  
311 create terracing with brick paving walkway to replicate what was historically there. The transom  
312 window above the door would remain, he stated. Mr. Griffith showed the Board a photograph  
313 that was taken in the 1970's or 1980's showing the former porch, and the photo indicated a  
314 planter area to the right.

315  
316 **Staff Comment:** Staff Potts asked the Board if they accepted the additional information and  
317 evidence brought forth by the applicant. A motion to accept the evidence and additional  
318 information as presented was made by Commissioner Cox and seconded by Commissioner  
319 Morrison. The motion was unanimous.

320  
321 **Public Comment:** None

322  
323 **Staff Recommendations:** Staff Potts submitted the following Historic District Guidelines as  
324 appropriate to this application:

325  
326 **Staff submits the following Historic District Guidelines as appropriate to this application:**

327  
328 **Fences & Garden Walls**

329 2.5.1, 2.5.2, 2.5.3

330 **Design Principles**

331 3.1.1, 3.1.2

332 **Modifications**

333 3.2.1, 3.2.3, 3.2.4

334 **Foundations**

335 4.1.1, 4.1.3, 4.1.4

336 **Entrances**

337 4.4.1, 4.4.2, 4.4.3, 4.4.4

338 **Roofs**

339 4.5.1, 4.5.4

340 **Masonry**

341 5.1.1, 5.1.2, 5.1.4

342 **Wood**

343 5.2.1, 5.2.2

344 **Paint**

345 5.4.1, 5.4.2, 5.4.3, 5.4.4

346

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

349 1. The proposed project is within the primary & secondary Areas of Visual Concern;

350



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

352

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

355

356 **Board Discussion:** Commissioner Cox stated the work was an improvement and was historically  
357 accurate. Commissioner Morrison inquired if this would be a metal roof. Mr. Griffith answered  
358 yes. Commissioner Morrison stated the materials are appropriate for the Guidelines.

359

360 **Motion:** Commissioner moved to find the application for a Certificate of Appropriateness for  
361 212 Hancock Street to be not incongruous with New Bern's Code of Ordinance sections 15.411-  
362 15.429 and New Bern's Historic District Guidelines based on the following specific guidelines  
363 and findings of fact:

364

365 **Fences & Garden Walls**

366 2.5.1, 2.5.2, 2.5.3

367 **Design Principles**

368 3.1.1, 3.1.2

369 **Modifications**

370 3.2.1, 3.2.3, 3.2.4

371 **Foundations**

372 4.1.1, 4.1.3, 4.1.4

373 **Entrances**

374 4.4.1, 4.4.2, 4.4.3, 4.4.4

375 **Roofs**

376 4.5.1, 4.5.4

377 **Masonry**

378 5.1.1, 5.1.2, 5.1.4

379 **Wood**

380 5.2.1, 5.2.2

381 **Paint**

382 5.4.1, 5.4.2, 5.4.3, 5.4.4

383

384 **Findings of Fact**, based on the information contained in the application, in Staff's judgment are:

385 1. The proposed project is within the primary & secondary Areas of Visual Concern;

386

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

388

389 The motion was seconded by Commissioner Woods. The motion passed unanimously. A motion  
390 to issue a COA was made by Commissioner Cox and seconded by Commissioner Woods. The  
391 motion passed unanimously.

392

393 **Administrative Updates:** Staff Potts mentioned two minor COA's that were issued for 317B  
394 Pollock Street for signage and 513 Pollock Street for gutters.

395 **General Public Comment:** None.

396

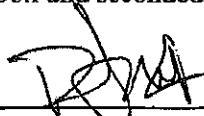
397 There being no further business the meeting was adjourned on a motion made by Commissioner  
398 Cox and seconded by Commissioner Woods.


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\_\_\_\_\_  
Tripp Eure, Chairman

  
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Morgan Potts, AICP