

1 **Minutes of the**  
2 **New Bern Historic Preservation Commission**  
3 **March 21, 2018**  
4

5 The New Bern Historic Preservation Commission (HPC) held regular meeting on Wednesday,  
6 March 21, 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 Ruth Cox  
10 Jim Morrison David Griffith  
11

12  
13 **Members Excused (E)/Absent (A):** James Woods (A)  
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. 409 Metcalf St.** -- to include the construction of a fence in the tertiary AVC.  
27

28 **Staff Comments:** Staff Potts presented the application and gave a brief explanation of the  
29 request and introduced the applicant's representative, Mr. Bill Warner for True Justice  
30 International.  
31

32 **Applicant Comment:** Bill Warner spoke on behalf of True Justice International. He stated they  
33 wish to build a privacy fence in the tertiary AVC. They are requesting a "shadowbox" style that  
34 will be no more than 6 foot high and will be approximately 32 feet long. He stated it will abut the  
35 back of Tabernacle Baptist Church. They will install vertical posts with a concrete base and  
36 horizontal supports. He stated that 407 Metcalf already has a fence similar in style. There is a  
37 small fence next door as well that it will not touch, and the fence will be constructed out of  
38 pressure treated wood.  
39

40 Chair Eure opened the floor for public comment.  
41

42 **Public Comment:** Mr. Charles Buck of 616 Broad St. spoke on behalf of Tabernacle Baptist  
43 Church. He wanted to ensure that the fence would not impede upon their property. Mr. Mike

44 Keirn of 407 Metcalf St. asked the same. Both gentlemen were satisfied with the answers  
45 provided by the applicant.

46  
47 **Staff Recommendations:** Staff Potts submitted the following Historic District Guidelines as  
48 appropriate to this application:

49  
50 **Fences and Garden Walls**

51 2.5.1, 2.5.3

52  
53 **Statements of Reason**, based on the information contained in the application, in Staff's  
54 judgment are:

- 55  
56 1. The proposed project is located in the secondary and tertiary AVC's.  
57  
58 2. The proposed project is not incongruous with guidelines;

59  
60 **Staff recommends the Commission approve the application for major exterior alterations**  
61 **at this time citing the aforementioned guidelines.**

62  
63 **Board Discussion:** Commissioner Morrison noted that a statement from the owner was missing  
64 in the application. Commissioner Cox asked the board if pressure treated wood was required?  
65 Commissioner Griffith stated he was not sure but we did discuss painting during Design Review.  
66 Vice Chair Anderson recommended staining the wood. Commissioner Morrison stated there was  
67 no firm decision regarding painting or staining the fence.

68  
69 **Motion:** Commissioner Morrison moved to find the application for a Certificate of  
70 Appropriateness for 409 Metcalf Street to be not incongruous with New Bern's Code of  
71 Ordinance sections 15.411-15.429 and New Bern's Historic District Guidelines based on the  
72 following specific guidelines and findings of fact:

73  
74 **Fences and Garden Walls**

75 2.5.1, 2.5.3

76  
77 **Findings of Fact**, based on the information contained in the application, are:

- 78  
79 1. The proposed project is located in the secondary and tertiary AVC's.  
80  
81 2. The proposed project is not incongruous with guidelines;

82  
83 **Conditions:**  
84 1. The applicant obtain a letter from the property owner authorizing the applicant to present the  
85 application.

86  
87 The motion was seconded by Vice Chair Anderson. The motion passed unanimously.

88 A motion to issue a Certificate of Appropriateness was made by Commissioner Cox, second by  
89 Commissioner Griffith, motion approved unanimously.

90  
91 Chair Eure commented that this was the reason why the HPC removed fences & garden walls  
92 from minor works, because often adjacent property owners were unaware of the application for a  
93 fence.

94  
95 **B. 407 Queen St.** – to include a request to install a wooden fence in the secondary and tertiary  
96 AVC

97  
98 **Staff Comments:** Staff Potts presented the application and gave a brief explanation of the  
99 request and introduced the property owner, Ms. Karin McNair.

100  
101 **Applicant Comment:** Ms. McNair presented her 6 foot dog eared privacy fence which will  
102 consist of repairs to the current fence and new construction. It was stated she and the neighbor  
103 are repairing an existing fence and planting vegetation to hide an existing chain link fence. The  
104 proposed gate would be 10 feet wide without a curvature, painted white, French Gothic style.  
105 She stated she will place a preservative on the wood and use pressure treated wood.

106  
107 Chair Eure opened the floor for public comment.

108  
109 **Public Comment:** None

110  
111 **Staff Recommendations:** Staff Potts submitted the following Historic District Guidelines as  
112 appropriate to this application:

113  
114 **Fences and Garden Walls**  
115 2.5.1, 2.5.3

116  
117 **Statements of Reason,** based on the information contained in the application, in Staff's  
118 judgment are:

- 119 1. The proposed project is located in the secondary and tertiary AVC.  
120  
121 2. The proposed project is not incongruous with guidelines;

122  
123 **Staff recommends the Commission approve the application for major exterior alterations**  
124 **at this time citing the aforementioned guidelines.**

125  
126 **Board Discussion:** Commissioner Cox asked the applicant if they were intending to hide a  
127 chain link fence with vegetation. She stated yes. Commissioner Griffith made a point of order,  
128 that new information was being presented to the Board and asked if the board should consider  
129 the new information. The Board accepted the new information at this time. Commissioner  
130 Morrison recommended adding Guideline 2.5.6.

131

132 **Motion:** Commissioner Morrison moved to find the application for a Certificate of  
133 Appropriateness for 407 Queen Street to be not incongruous with New Bern's Code of  
134 Ordinance sections 15.411-15.429 and New Bern's Historic District Guidelines based on the  
135 following specific guidelines and findings of fact:

136  
137 **Fences and Garden Walls**

138 2.5.1, 2.5.3, & 2.5.6

139  
140 **Findings of Fact**, based on the information contained in the application, are:

141 1. The proposed project is located in the secondary and tertiary AVC.

142

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

144

145 **Conditions:** The applicant provide the specifics of the materials to be used to the HPC

146 Administrator.

147

148 The motion was seconded by Commissioner Griffith; the motion passed unanimously. A motion  
149 to issue a COA was made by Commissioner Cox and seconded by Commissioner Griffith. The  
150 motion passed unanimously.

151

152 **C. 616 Middle St.** – to include a request to demolish a non-contributing shed as well as remove a  
153 window to be replaced with a new door.

154

155 **Staff Comments:** Staff Potts presented the application and gave a brief explanation of the  
156 request and introduced the applicant's representative, Charles Cushman.

157

158 **Applicant Comment:** Mr. Cushman stated that he was present along with his mother, the owner  
159 of the home, to present on behalf of his stepfather, Jim Henderson who could not be present. The  
160 applicant stated their first request is to remove the storage shed. He stated it is obscured from the  
161 street by a brick wall. Its date of manufacture is unknown, but his stepdad (who is an architect)  
162 could not find documentation from Peter Sandbeck that the building was present in 1988. He  
163 stated a good assumption of its date of construction is the 1990's.

164

165 He stated the second request is to convert the window into a door. There is an existing screen  
166 porch and the change will create a shortcut to access the kitchen from the screen porch. The  
167 change would lower the existing sill, and the door and trim would match the existing casings.  
168 The applicant showed that the window in question is obscured by the screen porch. The applicant  
169 stated that the rear portion of the home is an addition from the 20th century; the front half is the  
170 original 1700's house.

171

172 Chair Eure opened the floor for public comment.

173

174 **Public Comment:** Ms. Kathy Adolph of 210 Metcalf St. spoke in favor of the application.

175

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

178  
179 **Windows, Doors and Openings**

180 4.3.2, 4.3.1

181 **Entrances**

182 4.4.4

183 **Accessory Structures**

184 2.6.3

185  
186 **Statements of Reason,** based on the information contained in the application, in Staff's  
187 judgment are:

188 1. The proposed project shed has little relationship to historic fabric.

189

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

191

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

194

195 **Board Discussion:** Commissioner Griffith thanked the applicant for a well put together  
196 presentation. Chair Eure asked if the door would have true or simulated divided lights.

197 Commissioner Morrison recommended that the applicant provide a cut sheet to the HPC  
198 Administrator regarding the door specifics. Vice Chair Anderson agreed.

199

200 **Motion:** Commissioner Morrison moved to find the application for a Certificate of  
201 Appropriateness for 616 Middle Street to be not incongruous with New Bern's Code of  
202 Ordinance sections 15.411-15.429 and New Bern's Historic District Guidelines based on the  
203 following specific guidelines and findings of fact:

204

205 **Windows, Doors and Openings**

206 4.3.2, 4.3.1

207 **Entrances**

208 4.4.4

209 **Accessory Structures**

210 2.6.3

211 **Modifications**

212 **3.2.1, 3.2.2**

213

214 **Findings of Fact,** based on the information contained in the application are:

215 1. The proposed project shed has little relationship to historic fabric.

216

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

218

219 **Conditions:** The applicant shall provide a design specifics sheet to the HPC Administrator prior  
220 to constriction.

221  
222 The motion was seconded by Commissioner Griffith. The motion was approved unanimously.

223  
224 A motion to issue a Certificate of Appropriateness was made by Commissioner Cox second by  
225 Commissioner Griffith; the motion was approved unanimously.

226  
227 **D. 245 Fleet St.** – to include the addition of new windows and doors as well as enlargement  
228 of an existing door and the creation of an outdoor covered patio space.

229  
230 **Staff Comments:** Staff Potts noted that Sarah Afflerbach was presenting the application of  
231 behalf of Peter & Kathy Adolph.

232  
233 **Applicant Comment:** Ms. Afflerbach stated that the Adolph’s are replicating windows on the  
234 structure previously. She noted there is another building next door to the proposed change, which  
235 obscures the view of the changes. She stated the proposed new windows won’t be seen from  
236 Pollock Street. She noted that the materials were in keeping with the date of the structure.

237  
238 Chair Eure opened the floor for public comment.

239  
240 **Public Comment:** None.

241  
242 **Staff Recommendations:** Staff Potts entered into evidence a copy of the National Register  
243 Nomination form for the Fleet Street area. A “garage” was noted, but the addresses are different;  
244 she stated it is likely the same structure. She also showed a copy of the SHPO GIS map, which  
245 included the garage within the district. She stated it was likely a contributing structure.

246  
247 Staff Potts submitted the following Historic District Guidelines as appropriate to this application:

248  
249 **Fences and Garden Walls**

250 2.5.1, 2.5.3

251 **Accessory Structures**

252 2.6.1, 2.6.2, 2.6.3

253 **Windows**

254 4.3.1, 4.3.2, 4.3.3, 4.3.5

255 **Decks and Patios**

256 4.6.4

257  
258 **Statements of Reason,** based on the information contained in the application, in Staff’s  
259 judgment are:

260 1. The proposed project is not located in an area readily visible to other portions of the historic  
261 district;

262

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

264

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

267

268 **Board Discussion:** Vice Chair Anderson asked if there would be shutters. Afflerbach stated no.  
269 Commissioner Morrison recommended adding Guideline 3.2.1, and stated that the garage does  
270 not have architectural significance. Commissioner Griffith agreed.

271

272 **Motion:** Commissioner Morrison moved to find the application for a Certificate of  
273 Appropriateness for 245 Fleet Street to be not incongruous with New Bern's Code of Ordinance  
274 sections 15.411-15.429 and New Bern's Historic District Guidelines based on the following  
275 specific guidelines and findings of fact:

276

277 **Fences and Garden Walls**

278 2.5.1, 2.5.3

279 **Accessory Structures**

280 2.6.1, 2.6.2, 2.6.3

281 **Windows**

282 4.3.1, 4.3.2, 4.3.3, 4.3.5

283 **Decks and Patios**

284 4.6.4

285 **Modifications**

286 3.2.1

287

288 **Findings of Fact**, based on the information contained in the application, are:

289

290 1. The proposed project is not located in an area readily visible to the street;

291

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

293

294 The motion was seconded by Commissioner Cox; it was approved unanimously.

295

296 A motion to issue a Certificate of Appropriateness was made by Vice Chair Anderson, and a  
297 second by Commissioner Cox, motion approved unanimously

298

299 **D. 220 Pollock St.** - to include the installation of wooden French doors with transoms and  
300 muntins in the tertiary AVC. This is an amendment to a current COA.

301

302 **Staff Comments:** Staff Potts noted that Sarah Afflerbach was presenting the application of  
303 behalf of the owners.

304

305 **Applicant Comment:** Ms. Afflerbach stated that the rear porch has significant water damage  
306 and stated the applicant wishes to install French Doors in the place of the plate glass. Two would  
307 be fully operable in the rear for access.

308  
309 **Public Comment:** Kathleen Krauss of 219 Pollock Street spoke in favor of the project and  
310 commended the work being undertaken to restore the home.

311  
312 **Staff Recommendations:** Staff Potts submitted the following Historic District Guidelines as  
313 appropriate to this application:

314  
315 **Windows, Doors & Openings**

316 4. 3. 1, 4. 3. 2, 4.3. 3, 4.3. 4

317  
318 **Statements of Reason,** based on the information contained in the application, in Staff's  
319 judgment are:

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

321

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

323

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

326

327 **Board Discussion:** Commissioner Cox asked for clarification on the orientation of the  
328 elevations provided, and it was stated that the view was from a side elevation. Commissioner  
329 Morrison stated that there were some Guidelines referenced in the Recommendations that do not  
330 apply to the application, and he suggested the board consider Modifications, Entrances,  
331 Windows & Doors, and to remove Demolition, Additions, and Life Safety. Staff Potts  
332 commented that the recommendations had a copy and paste error and was a carry-over from the  
333 previous COA.

334

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

339

340 **Modifications**

341 3.2.1-2 & 4

342

343 **Windows, Doors & Openings**

344 4. 3. 1, 4. 3. 2, 4.3. 3, 4.3. 4

345

346 **Entrances**

347 4.4.5

348



349 **Findings of Fact**, based on the information contained in the application, are:

350

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

352

353 2. The proposed project is not incongruous with the Guidelines.

354

355 The motion was seconded by Vice Chair Anderson; the motion was approved unanimously.

356

357

358 **E. 610 Metcalf St.** – to include the creation of a screened in porch in the tertiary AVC as well as the  
359 expansion of an existing shed.

360

361 **Staff Comments:** Staff Potts noted that Sarah Afflerbach was presenting the application of  
362 behalf of the owners.

363

364 **Applicant Comment:** Ms. Afflerbach stated that the structure was relocated to its current place  
365 by Ben Parrish. The current owners wished to install French doors and increase the size of the  
366 accessory structure that already existed in the tertiary AVC. She also stated that the stairs on the  
367 shed would be replicated but it will not have railings.

368

369 **Public Comment:** None

370

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

373

374 **Additions**

375 3.3.1, 3.3.2, 3.3.3

376

377 **Foundations**

378 4.1.2, 4.1.3

379

380 **Walls, Decks and Patios**

381 4.6.1, 4.6.2, 4.6.3

382

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

385

386 1. The proposed project porch is in the tertiary AVC.

387

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

389

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

392

393 **Board Discussion:** Commissioner Morrison stated the project follows the Guidelines.

394

395 **Motion:** Vice Chair Anderson moved to find the application for a Certificate of Appropriateness  
396 for 610 Metcalf Street to be not incongruous with New Bern's Code of Ordinance sections  
397 15.411-15.429 and New Bern's Historic District Guidelines based on the following specific  
398 guidelines and findings of fact:

399

400 **Additions**

401 3.3.1, 3.3.2, 3.3.3

402

403 **Foundations**

404 4.1.2, 4.1.3

405

406 **Walls, Decks and Patios**

407 4.6.1, 4.6.2, 4.6.3

408

409 **Findings of Fact,** based on the information contained in the application, are:

410

411 1. The proposed project porch is in the tertiary AVC.

412

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

414

415 The motion was seconded by Commissioner Morrison. The motion passed unanimously. A  
416 motion to issue a COA was made by Commissioner Cox, and seconded by Commissioner  
417 Griffith.

418

419 **Administrative Updates:** Staff Potts had none, and she thanked the board for their work while  
420 she was out on vacation for two weeks.

421

422 **General Public Comment:** Ms. Krauss thanked the Board for their work, and stated that they  
423 did a wonderful job. Denise Gleason of 220 Pollock Street thanked the Board as well.

424

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

429

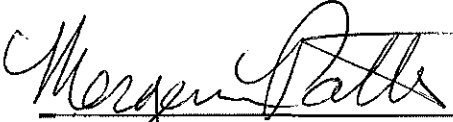
430 There being no further business the meeting was adjourned on a motion made by Commissioner  
431 Cox and seconded by Vice Chair Anderson.

432

433

434

435   
\_\_\_\_\_  
Tripp Eure, Chairman

  
\_\_\_\_\_  
Morgan Potts, AICP