



Development Services Department  
303 First St. P.O. Box 1129  
New Bern, NC 28563  
(252) 639-7581

**TO:** New Bern Historic Preservation Commission

**FROM:** Morgan J. Potts, AICP  
City Planner

**DATE:** January 9, 2019

**RE:** Regular Meeting 5:30 PM, Wednesday, January 16, 2019 in the Courtroom,  
Second Floor, City Hall, 300 Pollock St.

**REGULAR MEETING AGENDA – 5:30 PM**

1. Opening of Meeting with Roll Call
2. Approval of Minutes of Previous Meeting(s)
3. Old Business
  - A. **702 E. Front St.**--to include a foundation increase and installation of a screened porch with roof in the tertiary AVC.
4. New Business:
  - A. **618 E. Front St.**—to include the installation of a screened porch, rear deck and stairs in the tertiary AVC.
5. Administrative Updates and Minor Works
  - A. 1514 National Ave.—tree removal
  - B. 514 E. Front St.—HVAC unit
  - C. 309 Johnson St.—tree removal.
  - D. 202 Johnson St.—tree removal
  - E. 219 Middle St.—signage installation
  - F. HPC Upcoming Vacancies
6. General Public Comments
7. Adjourn

**SPECIAL DESIGN REVIEW MEETING AGENDA – IMMEDIATELY  
FOLLOWING PUBLIC HEARING**

Consider certificate of appropriateness applications for proposed major exterior alterations.

- A. **508 Johnson St.**—to include a request to change roofing material from standing seam metal to fiberglass asphalt shingles.
- B. **528 E. Front St.**—to include a request to demolish a masonry wall and columns and a chain link fence in the primary, secondary and tertiary AVC's. **This is an amendment to an existing COA.**

*\*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 Street) and on the Development Services website.*

*\*Individuals with disabilities requiring special assistance to access the second floor should call (252) 639-7501 no later than 3:00 PM the date of the meeting.*

**FEE SCHEDULE** (office use only)  
☐ \$22 Standard Application (minor)  
☒ \$107 Standard Application (major)



**HPC Administrator**  
 HPCadmin@newbern-nc.org  
 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:  
<http://www.newbern-nc.org/departments/development/historic-preservation/historic-preservation-guidelines/>

Type of Project: ☐ Exterior Alteration ☒ Addition ☐ Infill ☐ Site Work ☐ Other

<b>I. Applicant/Owner Information:</b>			
Property Address (Include year built, if known): 702 E. Front Street (Built 1885)			
Property Owner Name(s): John & Cheryl Young	Owner Mailing Address: 618 E. Front Street	Phone #'s: 919-612-6834	Email: young.john4219@gmail.com
Applicant Name (if different): Sarah Afflerbach, AIA GO Architectural Design, PLLC	Applicant Mailing Address: 1202A Pollock Street New Bern, NC 28560	Phone #'s: 252-633-0322	Email: sarah@goarchdesign.com

<b>II. Project Information:</b> <i>(See "CoA Instructions" &amp; "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)  Create new screened in porch in the secondary and tertiary areas and rear deck and stairs. Porch columns will match existing chamfered edges with wood pickets and railing.  <div align="right">Continued on additional sheet or attached brochure <input type="checkbox"/></div>
2. Reference the specific Guideline(s) in the "Historic District Guidelines" which you believe apply to this project: (page and guideline number): 3.3.1, 3.3.2, 4.1.1, 4.1.2, 4.1.3, 4.1.4, 4.2.1  <div align="right">Continued on additional sheet or attached brochure <input type="checkbox"/></div>
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).  Painted preservative treated wood, screening, rubber roofing  <div align="right">Continued on additional sheet or attached brochure <input type="checkbox"/></div>

**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 I have attached a letter from the owner(s) indicating their knowledge of 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

1.2.19  
Date

**APPLICATION SHOULD BE SUBMITTED TO THE DEVELOPMENT SERVICES MAIN OFFICE AT 303 FIRST ST. NO LESS THAN 2 WEEKS PRIOR TO UPCOMING MEETING. FOR FURTHER INFORMATION, CONTACT THE ADMINISTRATOR OF THE HISTORIC PRESERVATION COMMISSION AT (252) 639-7583.**



Aldermen

Sabrina Bengel  
Jamesha S. Harris  
Robert V. Aster  
Johnnie Ray Kinsey  
Barbara J. Best  
Jeffrey T. Odham



300 Pollock Street, P.O. Box 1129  
New Bern, NC 28563-1129  
(252) 636-4000

Dana E. Outlaw  
Mayor

Mark A. Stephens  
City Manager

**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:

616 / 618 E. Front St. N.B. 28560  
(address, city, zip code)

I hereby authorize Coastal Design Sarah Affenbach 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:

210 Gangplank Phone 919-612-6834

John Young  
Owner's Signature

John Young  
Print Name

1.2.19  
Date

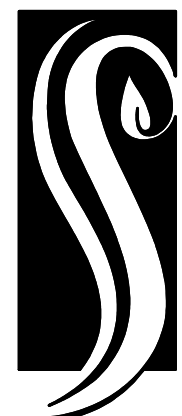
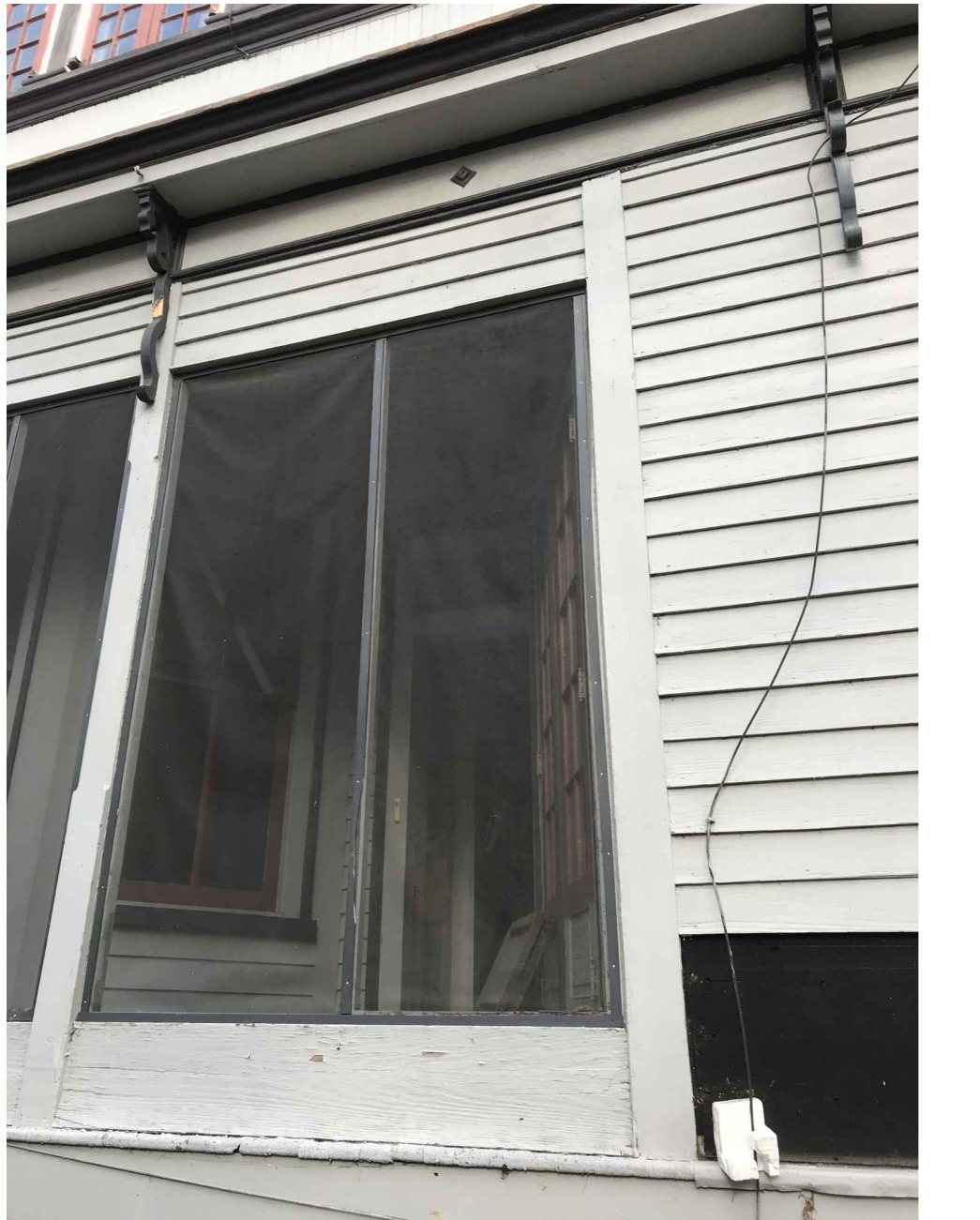
Sworn to and subscribed before me this 2nd day of Jan, 2019.

Elizabeth P. Posta  
Notary Public: Elizabeth P. Posta

My commission expires: 9.29.2020







**GO ARCHITECTURAL  
DESIGN, PLLC**

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(252)633-0322 Tel www.GOarchdesign.com

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Date: 01.02.2018

Revisions:

**YOUNG**

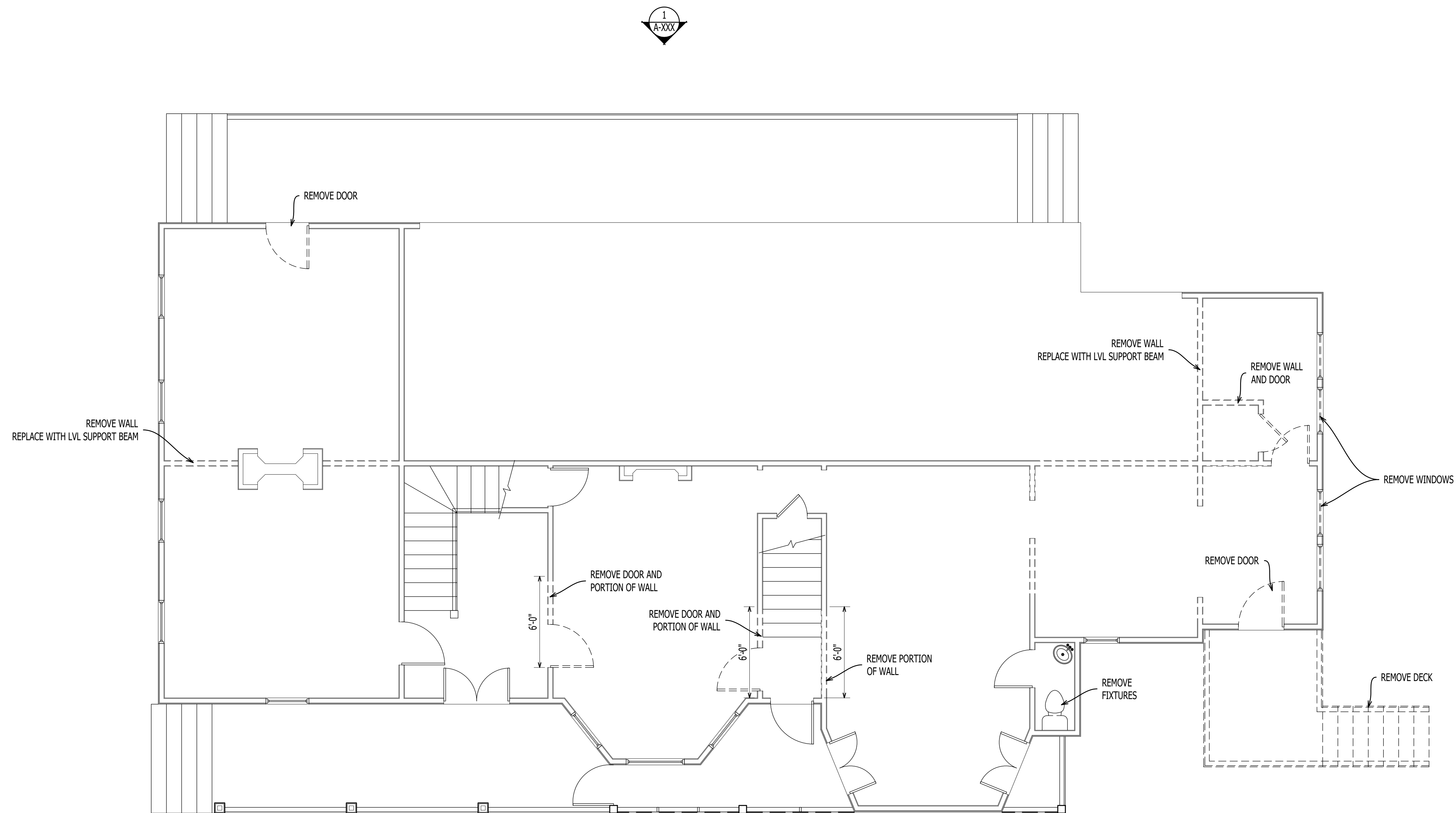
616 EAST FRONT STREET, NEW BERN, NC 28560

**A-201**

NEW FLOOR PLAN

12 X 18 SHEETS ARE HALF SIZE



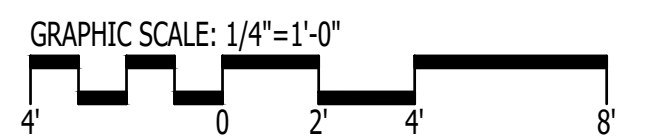


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AD-101

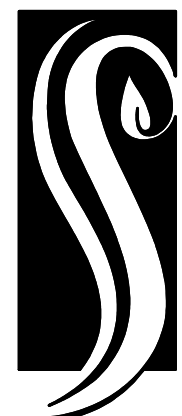
DEMO / EXISTING  
Scale: 1/4" = 1'-0"



1  
A-XXX



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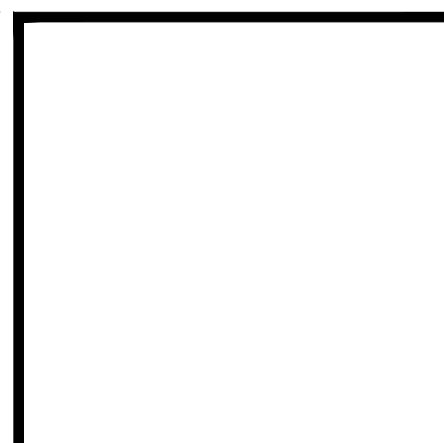


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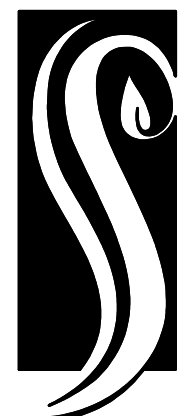
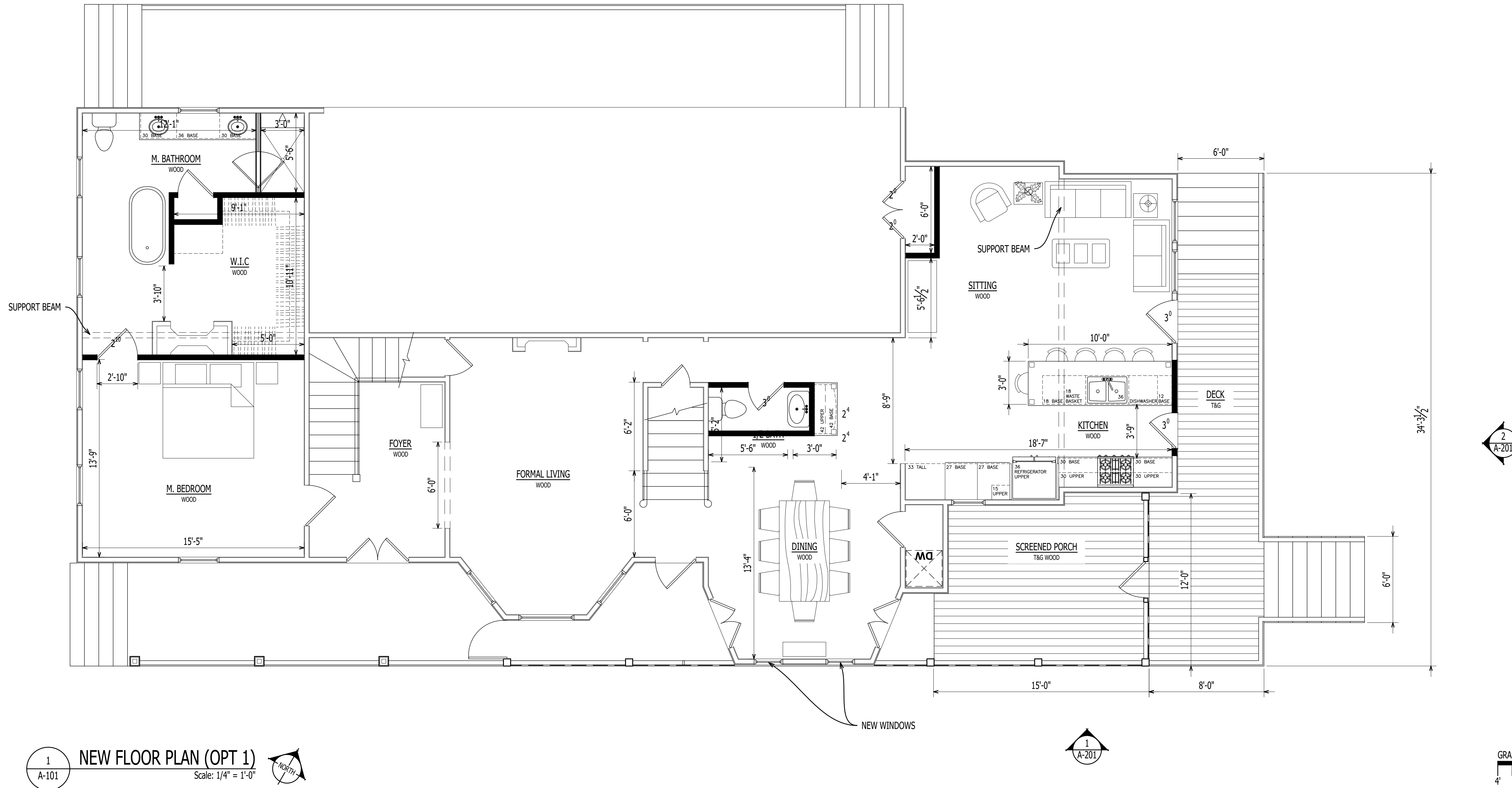
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**AD-101**

DEMO / EXISTING

12 X 18 SHEETS ARE HALF SIZE

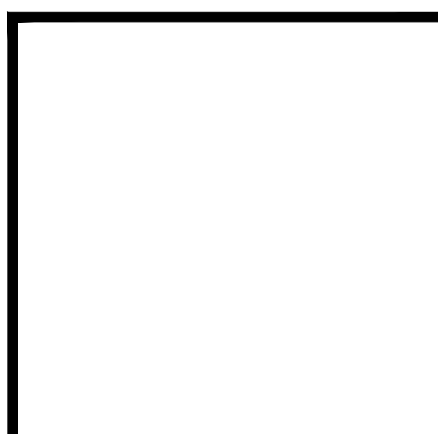


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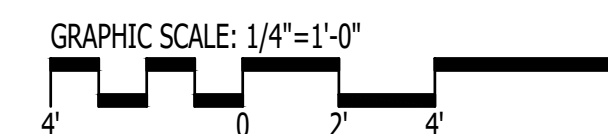
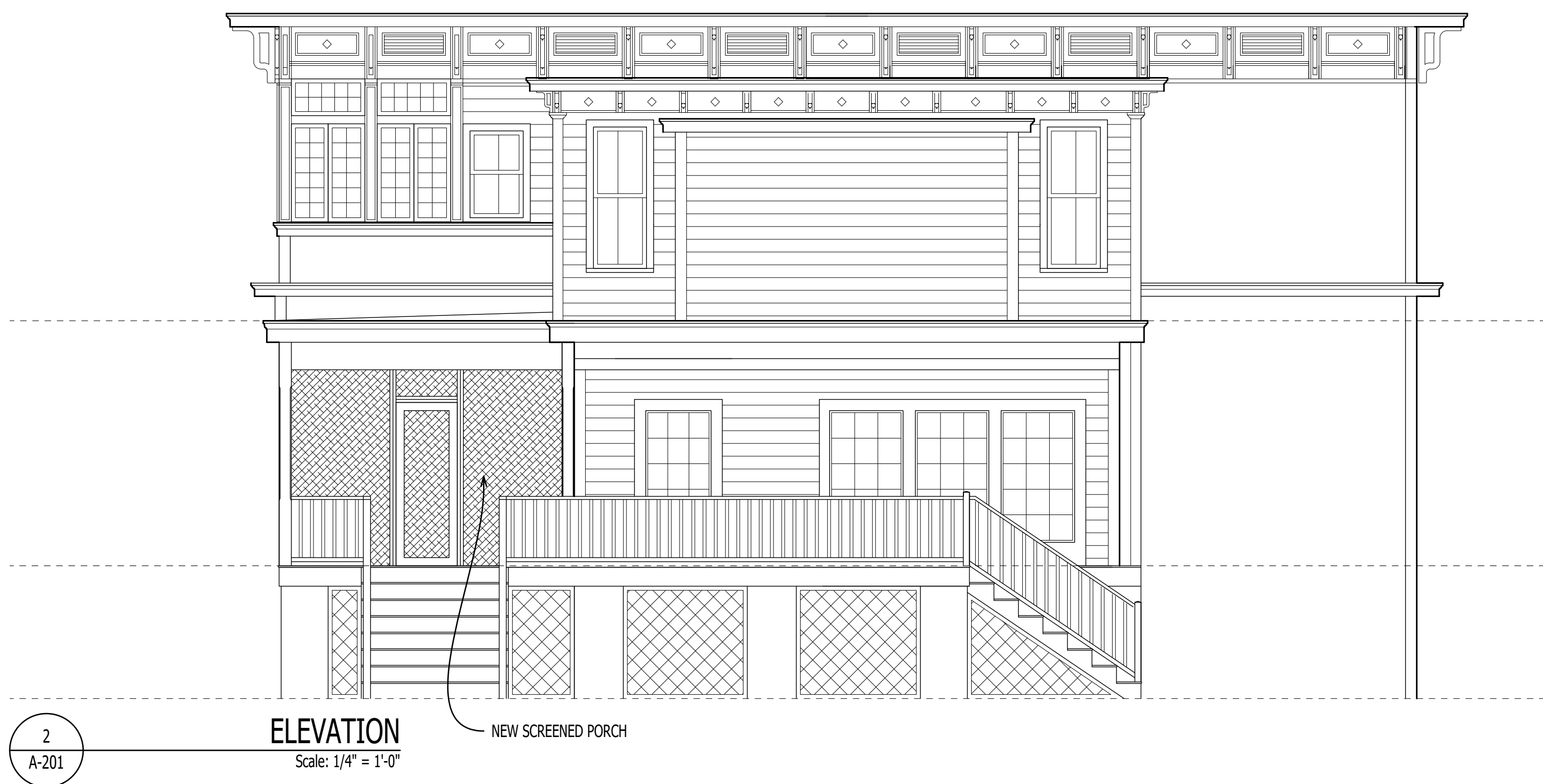
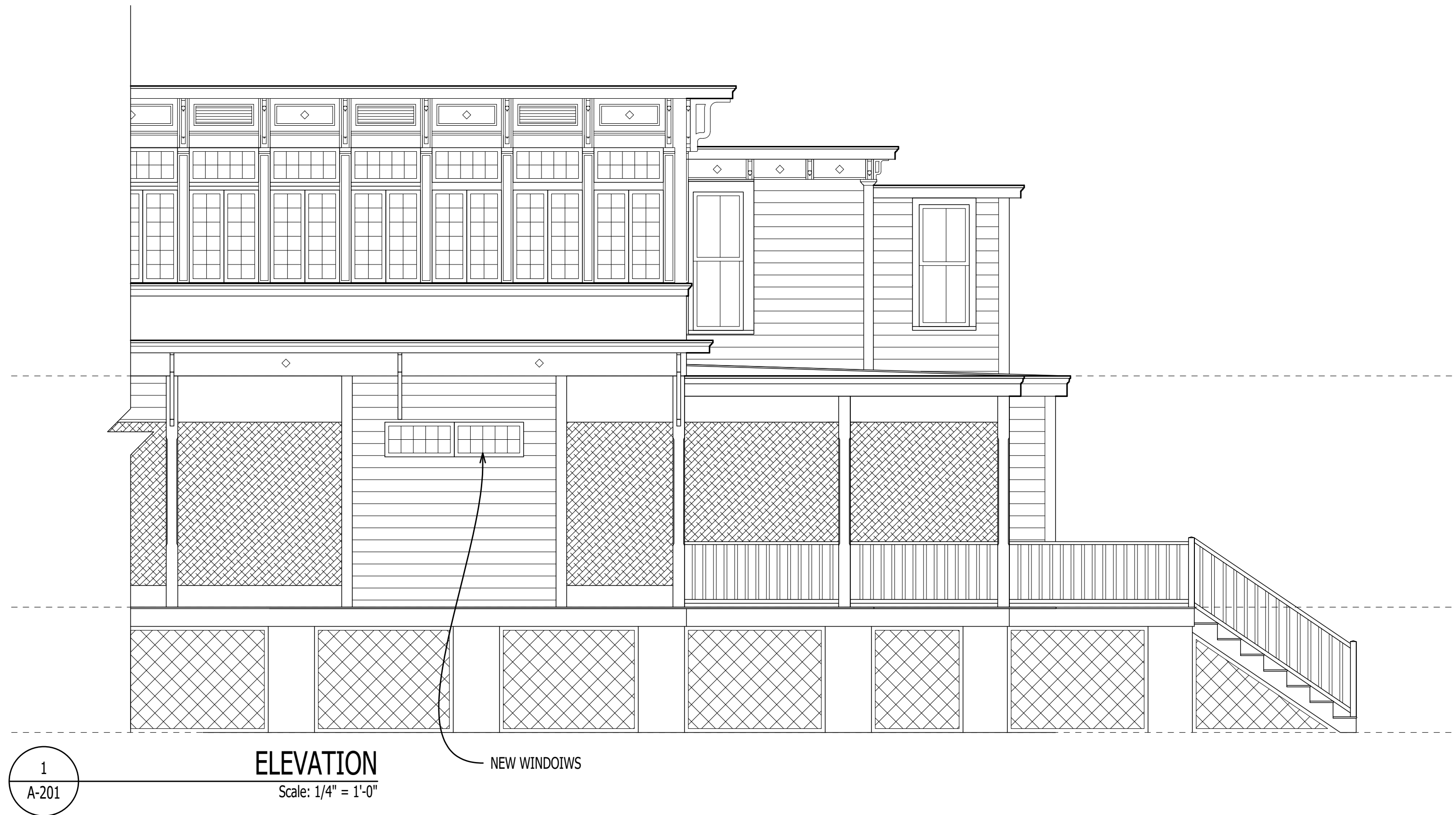
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**A-101**

NEW FLOOR PLAN

12 X 18 SHEETS ARE HALF SIZE





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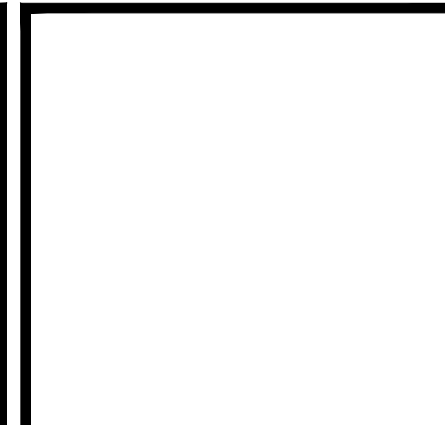


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Revisions:

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**A-201**

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If there are any questions, please contact me at the following address and phone number:

210 Gangplank Phone 919-612-6834

John Young  
Owner's Signature

John Young  
Print Name

1.2.19  
Date

Sworn to and subscribed before me this 2nd day of Jan, 2019.

Elizabeth P. Posta  
Notary Public: Elizabeth P. Posta

My commission expires: 9.29.2020



**FEE SCHEDULE** (office use only)

- ☐ \$22      Standard Application (minor)  
☐ \$107     Standard Application (major)



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Type of Project: ☒ Exterior Alteration    ☐ Addition    ☐ Infill    ☐ Site Work    ☐ Other

**I. Applicant/Owner Information:**

Property Address (Include year built, if known):      702 E. Front Street (Built 1885)

Property Owner Name(s): Eddie Coleman	Owner Mailing Address: 115 S. St Mary's St Raleigh, NC 27603	Phone #'s: 919-649-6900	Email: Eddie@nearicoleman.com
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Applicant Name (if different): Sarah Afflerbach, AIA GO Architectural Design, PLLC	Applicant Mailing Address: 1202A Pollock Street New Bern, NC 28560	Phone #'s: 252-633-0322	Email: sarah@goarchdesign.com
--	--	----------------------------	----------------------------------

**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)

Raise the existing foundation damaged during hurricane Florence to 5' above grade and replace the damaged rear deck with a screened porch and roof. All new materials will match existing.

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: (page and guideline number):

3.3.1, 3.3.2, 4.1.1, 4.1.2, 4.1.3, 4.1.4, 4.2.1

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).

Brick masonry, painted preservative treated wood, screening, hand turned metal roof

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
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- ◆ I understand that incomplete applications cannot be considered.

  
Signature of Applicant/Owner

12/4/18  
Date

APPLICATION SHOULD BE SUBMITTED TO THE DEVELOPMENT SERVICES MAIN OFFICE AT 303 FIRST ST. NO LESS THAN 2 WEEKS PRIOR TO UPCOMING MEETING. FOR FURTHER INFORMATION, CONTACT THE ADMINISTRATOR OF THE HISTORIC PRESERVATION COMMISSION AT (252) 639-7583.





702 E. FRONT STREET - PRIOR TO HURRICANE FLORENCE



702 E. FRONT STREET - EXISTING CONDITION



702 E. FRONT STREET - EXISTING CONDITION



E. FRONT STREET - 7'-0" FINISHED FLOOR HEIGHT ABOVE GRADE



E. FRONT STREET - 5'-6" FINISHED FLOOR HEIGHT ABOVE GRADE



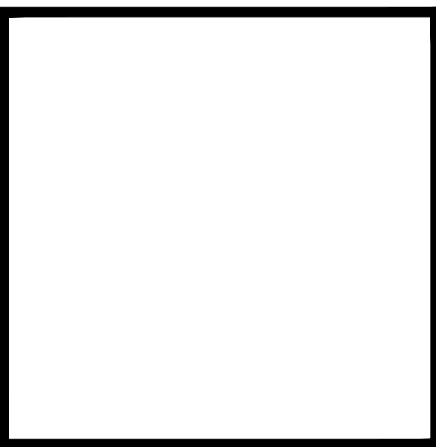
E. FRONT STREET - 5'-0" FINISHED FLOOR HEIGHT ABOVE GRADE



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PROSECUTION AND PENALTIES.



Date: 12.04.2018

Revisions:

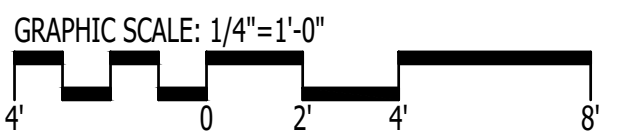
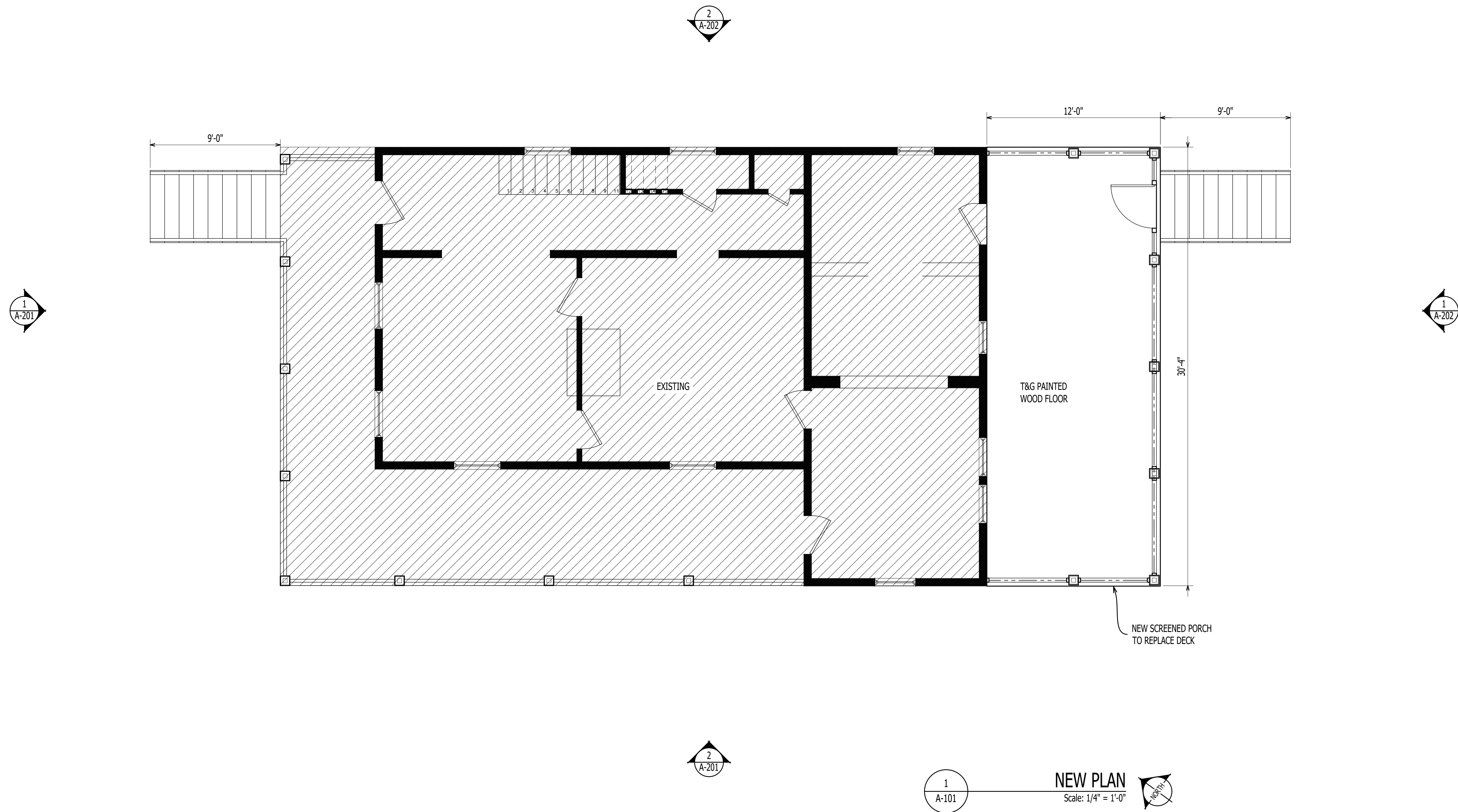
**COLEMAN PROPERTY**  
702 E. FRONT STREET, NEW BERN, NC 28560

**A-101**

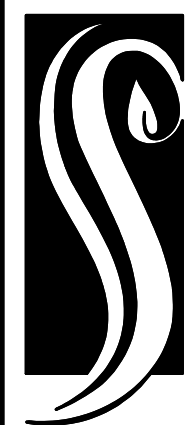
DEMO FLOOR PLAN

12 X 18 SHEETS ARE HALF SIZE





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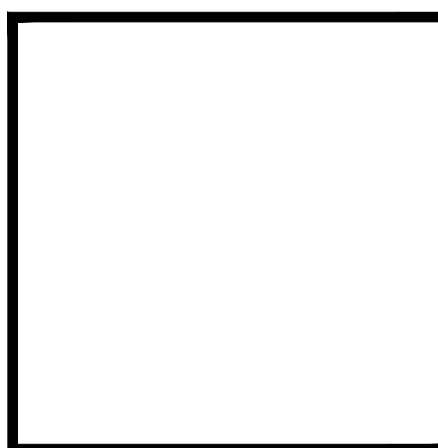


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Revisions:

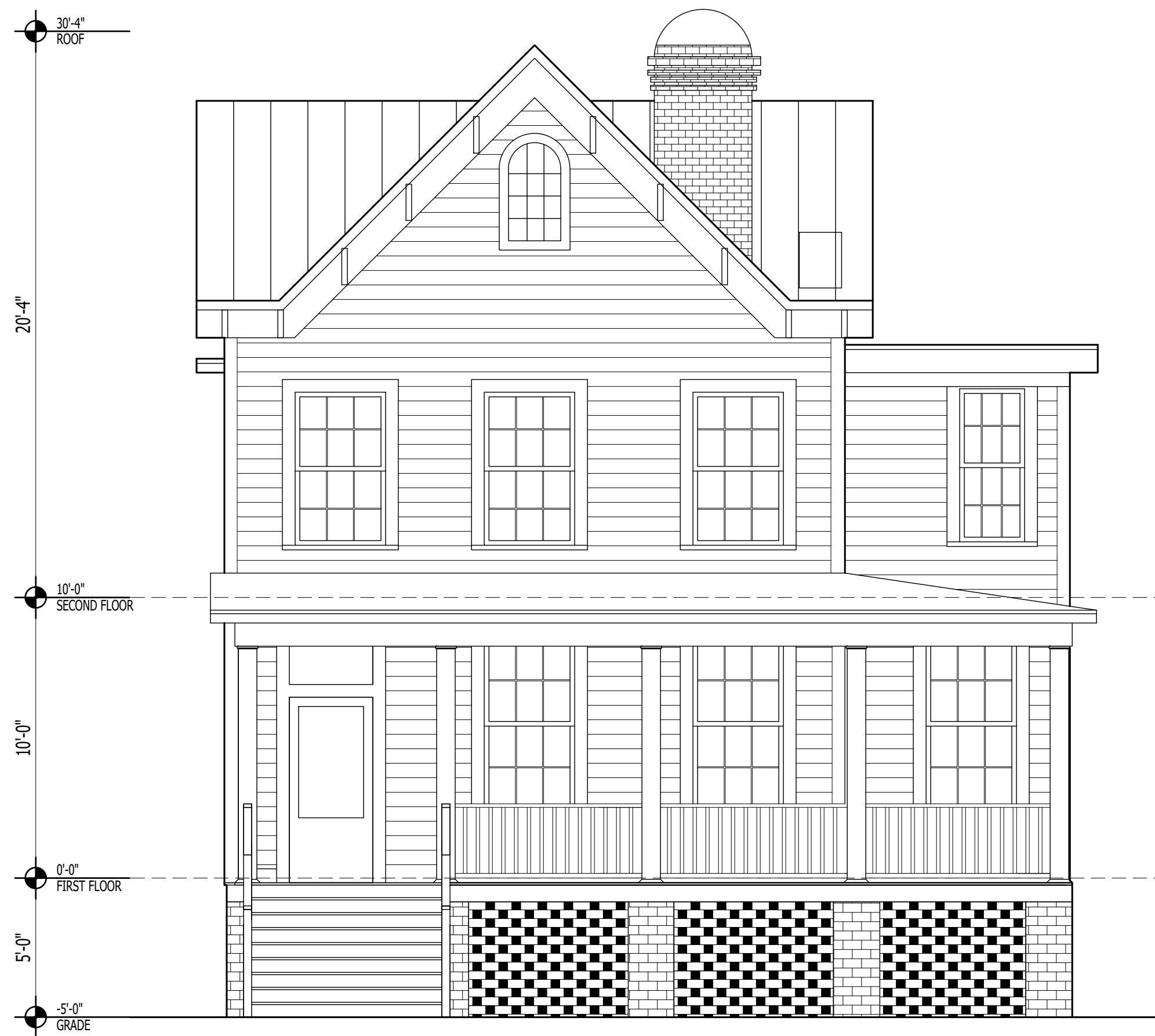
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12 X 18 SHEETS ARE HALF SIZE

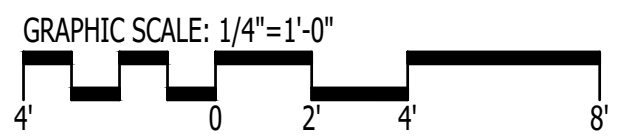




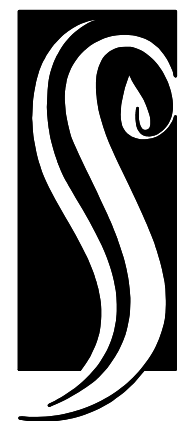
1  
A-201  
ELEVATION  
Scale: 1/4" = 1'-0"



2  
A-201  
ELEVATION  
Scale: 1/4" = 1'-0"



IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR BUILDER TO CONFIRM TO ALL STANDARDS, PROVISIONS, REQUIREMENTS, METHODS OF CONSTRUCTION AND USES OF MATERIALS PROVIDED IN BUILDINGS AND/OR STRUCTURES AS REQUIRED BY N.C. UNIFORM BUILDING CODE, LOCAL AGENCIES AND IN ACCORDANCE WITH GOOD ENGINEERING PRACTICE. VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION. VERIFY ALL COLOR AND MATERIAL CHOICES WITH OWNER PRIOR TO ORDERING OR INSTALLING.

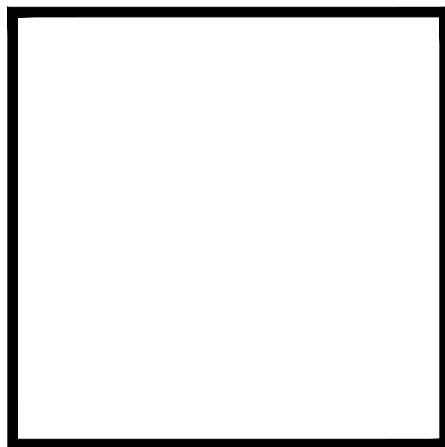


**GO ARCHITECTURAL  
DESIGN, PLLC**

1202-A Pollock St., New Bern, NC 28560  
(252)633-0322 Tel www.GOarchdesign.com

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Date: 12.04.2018

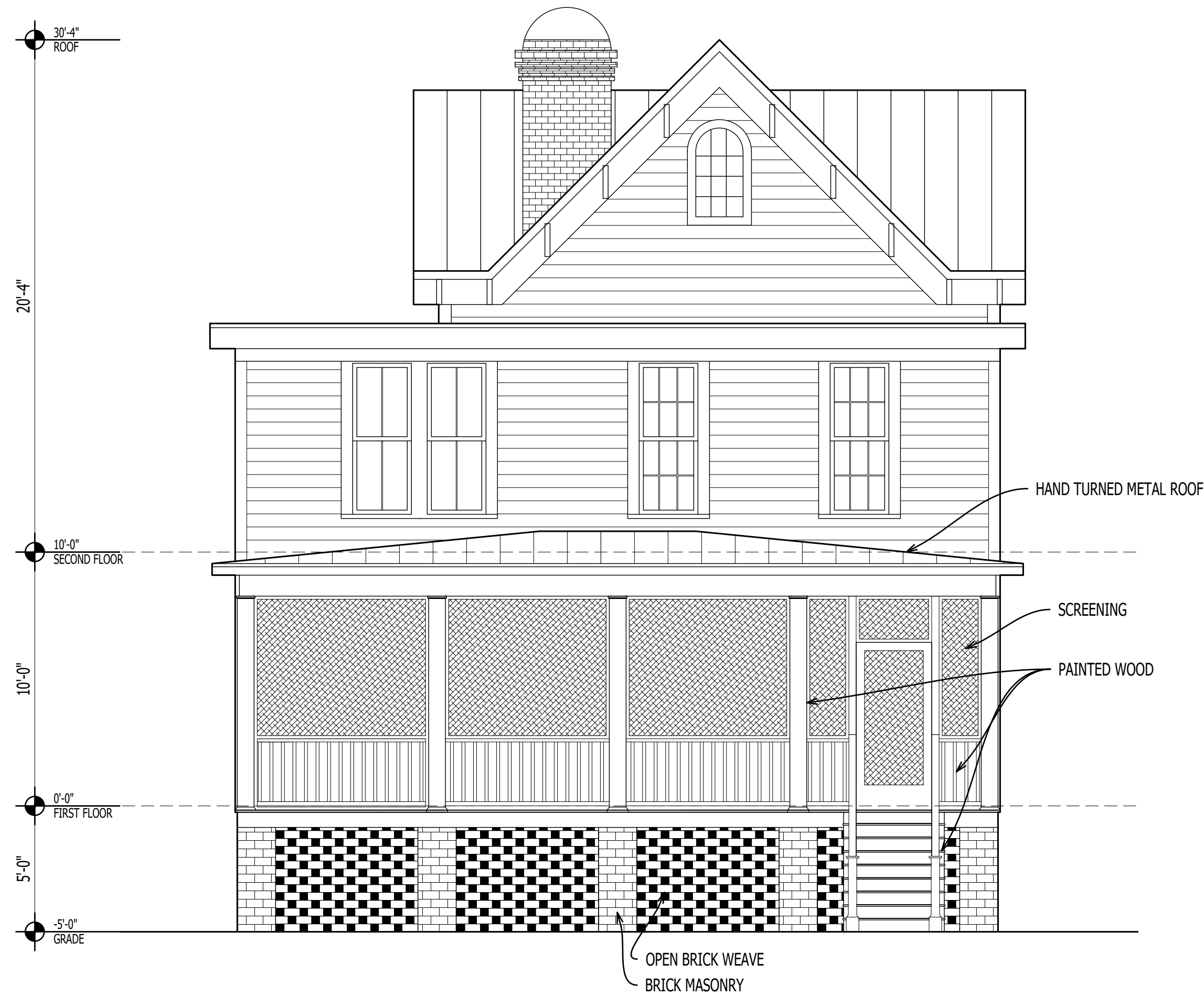
Revisions:

**COLEMAN PROPERTY**  
702 E. FRONT STREET, NEW BERN, NC 28560

**A-201**

ELEVATION

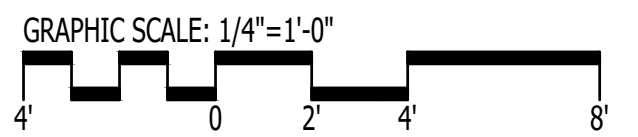
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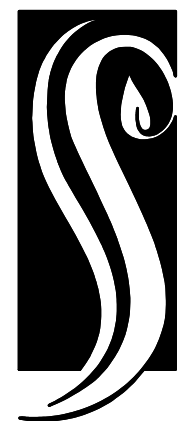
1  
A-202  
ELEVATION  
Scale: 1/4" = 1'-0"



2  
A-202  
ELEVATION  
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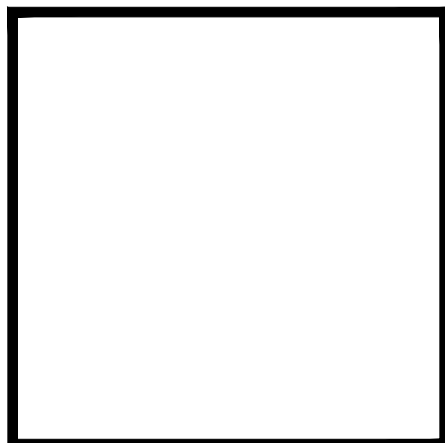


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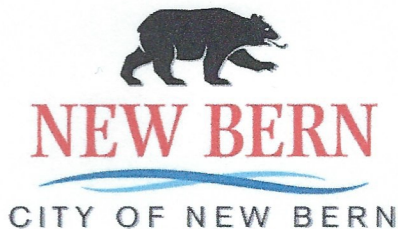
**A-201**

ELEVATION

12 X 18 SHEETS ARE HALF SIZE

Aldermen

Sabrina Bengel  
Jameesha S. Harris  
Robert V. Aster  
Johnnie Ray Kinsey  
Barbara J. Best  
Jeffrey T. Odham



300 Pollock Street, P.O. Box 1129  
New Bern, NC 28563-1129  
(252) 636-4000

Dana E. Outlaw  
Mayor

Mark A. Stephens  
City Manager

**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:

702 E. FRONT ST. NEW BERN, NC 28560  
(address, city, zip code)

I hereby authorize Sarah Afflerbach 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:

115 S. ST Mary's St. RALEIGH NC 27603 Phone 919-649-6900

McKay Coleman  
Owner's Signature

McKay Coleman  
Print Name

12/3/18  
Date

Sworn to and subscribed before me this 3 day of December, 2018.

[Signature]  
Notary Public:

My commission expires: 9-3-2018

