



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:** May 13, 2020  
**RE:** Regular Meeting, 5:30 PM, Wednesday, May 20, 2020, **AND** 5:30 PM, Thursday, May 21, 2020, both evenings in the Courtroom, Second Floor, City Hall, 303 Pollock St.

In order to maintain the safety of residents, staff, and quasi-judicial board appointees during the COVID-19 pandemic, the Historic Preservation Commission meeting scheduled for 5:30 PM on Wednesday, May 20, 2020, and 5:30 PM, Thursday, May 21, 2020 will be conducted electronically. The agenda is available on the City's website at [www.newbernnc.gov](http://www.newbernnc.gov). The City of New Bern is making every effort to ensure that the public is able to safely view the meeting and participate in the public comment portions of the meeting. The public may view the meeting by watching a livestream on the City's Facebook page (City of New Bern, NC Government), on Suddenlink Channel 3 (City 3 TV - the City's PEG channel), or on the City's website at [www.newbernnc.gov](http://www.newbernnc.gov). The public may also access the meeting by calling one of the numbers below to listen to the audio:

(929) 205-6099 US  
(301) 715-8592 US

(312) 626-6799 US  
(669) 900-6833 US

(253) 215-8782 US  
(346) 248-7799 US

Meeting ID: 812 7527 5831

Those who have "legal standing" and wish to make a public comment must pre-register no later than 12 noon on Tuesday, May 19<sup>th</sup>, 2020. To pre-register, please contact Matt Schelly via email at [schellym@newbernnc.gov](mailto:schellym@newbernnc.gov) or by phone by calling (252) 639-7583. You will need to provide the following information:

- First and last name
- Address
- Email address
- Telephone number
- Comment type (i.e. testimony by those with proven "legal standing")

Registered participants will be provided a meeting link and will need to join the meeting approximately 30 minutes before it begins.

**FIRST EVENING - WEDNESDAY, MAY 20, 2020**  
**REGULAR MEETING AGENDA – 5:30 PM**

1. Opening of Meeting with Roll Call
2. Approval of Minutes of Previous Meeting(s)
3. Hearings on Certificates of Appropriateness:
  - Introduction of Hearings and Rules of Procedure
  - Swearing-In of Speakers
  - Summary of the Hearing Process

Applications:

- A. 613 Broad St.** – to include nearly complete removal of existing landscaping and replacement with landscaping according to the submitted plan for the Primary, Secondary, and Tertiary AVCs. The plan includes installation of one or more gas street lights and new wood fencing.
- B. 100 E. Front St.** – to include replacing the destroyed stage with a new stage using a new design in a new location.
- C. 715 E Front St.** – to revise the approved CoA for this project to allow for elevating the interior of the house while the exterior walls remain, extra wall height is added to the top of the walls, the window and door thresholds, sills, jambs, and headers are modified, and the roof structure and chimney are removed and replaced. This is an after-the-fact application.
- D. 520 New St.** – to include replacement of a chain link fence with a wood fence and brick pier to match the existing adjacent fencing in the Primary AVC.
- E. 518 Metcalf St.** – to include replacement of existing 1-story rear addition with 1-story construction and replacing the kitchen window with a new doorway and a brick stoop in the Secondary and Tertiary AVCs.
- F. 618 Craven St.** - to include on all AVCs: raising the structure on a new, brick, masonry foundation; new, brick, masonry steps; new, painted, wood post and railing at the landing; new, painted, ornamental, metal railing and pickets on the steps toward Craven Street; new, painted, wood steps, railing, and pickets at the side entry.
- G. 712 New St.** - to include a new front porch railing in the Primary AVC to match existing front stair railing.

*\*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).*

4. General Public Comments
5. Continue Meeting to May 21, 2020

**SECOND EVENING - THURSDAY, MAY 21, 2020**  
**REGULAR MEETING AGENDA – 5:30 PM**

6. Re-Opening of Meeting with Roll Call
7. Hearings on Certificates of Appropriateness:
  - Introduction of Hearings and Rules of Procedure
  - Swearing-In of Speakers
  - Summary of the Hearing Process

Applications:

- H. 516 Metcalf St.** – to include removing the fixed window blinds in the Primary AVC.
- I. 229 E. Front St.** - to include replacing the tile balcony flooring with composite deck boards (Trex).
- J. 215 E. Front St.** - to include covering the wood fascia with a metal fascia in the Primary, Secondary, and Tertiary AVCs.
- K. 717 E. Front St.** - to include: new landscaping in the Primary, Secondary, and Tertiary AVCs; a brick patio, wooden garden beds, bench in the Tertiary AVC; and 6-foot high perimeter privacy fencing in the Secondary and Tertiary AVCs.
- L. 404 Avenue A** - to include: replacing the square pressure treated wood columns and caps with new round wooden columns, caps, and bases; replacing the metal pre-hung front door with a wood door with an upper glass panel and a wood screen door; and new porch railing; all in the Primary AVC.

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4. Consideration of Issuing COAs for Applications Approved on May 20, 2020
5. General Public Comments
6. HPC Administrator’s Report
  - A. Report on Application for CLG grant funding from the State HPO** - to conduct a preservation plan/building study for the King Solomon Lodge.
  - B. Other Items and Updates**
7. Demolition By Neglect Committee Updates
  - A. Report by Committee**
8. New Business
  - A. Future Changes to the Guidelines**
9. Old Business: None
10. Adjourn