



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: June 9, 2020
RE: Regular Meeting, **5:30 PM, Wednesday, June 17, 2020**, in the Courtroom,
Second Floor, City Hall, 303 Pollock St.

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. **419 Metcalf St.** – to include installation and screening of a mechanical unit in the Primary AVC.
- B. **201 Eden St.** – to include construction of a new pump station at the rear and side of a vacant lot.
- C. **520 New St.** – to include a landscaping plan in the Primary and Secondary AVCs.
- D. **206 Craven St.** – to include replacing an existing pair of doors with a new door along an alley on the Secondary AVC.
- E. **704 E. Front St.** – to include elevating the existing house on a new brick lattice foundation, add new front steps and rear steps, and landscaping around the foundation.

****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. Demolition By Neglect Committee Updates
 - A. **Report by Committee**
6. Guidelines Update Committee
 - A. **Report by Committee**
7. Old Business: None
8. New Business
 - A. **Proposed Changes to the Guidelines**
 - B. **Proposed Change to the Minor Works List**
9. HPC Administrator's Report
 - A. **Report on COAs Issued Since Prior Regular Meeting**

MAJORS:

613 Broad St.: complete re-landscaping, fencing, lighting
100 E. Front St. (Union Point Park): replacing the stage
715 E Front St.: elevating the interior of the house.
520 New St.: replace chain link fence with a wood fence and brick pier
518 Metcalf St.: replace 1-story rear addition, kitchen window with doorway and brick stoop
618 Craven St.: elevating the house, new brick front steps, new wood side steps
712 New St.: new porch railing
516 Metcalf St.: remove shutters
229 E. Front St.: replace balcony flooring
215 E. Front St.: cover wood fascia with metal
717 E. Front St.: new landscape plan
404 Avenue A: front door, columns, railing

MINORS:

1221 N. Craven St. – gutters
520 Metcalf St. – rear door

 - B. **Other Items and Updates**
10. Adjourn

FEE SCHEDULE (office use only)

- [] \$22 Standard Application (minor)
 [] \$107 Standard Application (major)



HPC Administrator
 HPCadmin@newbernnc.gov
 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:

<https://www.newbernnc.gov> Go to: Departments, Development Services, then:

- For the CoA Instructions: Document Center, Alphabetical Listing, Certificate of Appropriateness – Instructions for COA application
- For the Historic District Guidelines: Historic Preservation, HPC Guidelines, Historic District Guidelines

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

I. Applicant/Owner Information:			
Property Address (Include year built, if known): 419 Metcalf Street Built in 1770			
Property Owner Name(s):	Owner Mailing Address:	Phone #s:	Email:
Chris Mcgrath Cher Durham	419 Metcalf Street	919-614-7121	cpmgrath803@gmail.com
Applicant Name (if different):	Applicant Mailing Address:	Phone #s:	Email:

II. Project Information: (See "CoA Instructions" & "Historic Guidelines" for help in completing this section)
<p>1. Provide a detailed description of work to be conducted on site: (Attach additional sheets if needed)</p> <p>Mini split installation and covering of line sets on the exterior of the house. The mini splits will efficiently cool and heat the house with minimal disruption to the exterior appearance. The condenser units are screened from street visibility. The contractor required the unit be located at the street side due to the room location.</p> <p style="text-align: right;">Continued on additional sheet or attached brochure <input type="checkbox"/></p>
<p>2. Reference the specific Guideline(s) in the "Historic District Guidelines" which you believe apply to this project: (only need the guideline numbers): 2.3.1, 2.3.2</p> <p style="text-align: right;">Continued on additional sheet or attached brochure <input type="checkbox"/></p>
<p>3. Provide a detailed description of materials to be used (copies of brochures, texture, etc.):</p> <p>Reference the specific Guidelines in the Historic District Guidelines for the proposed material(s). Vinyl, line set covers Please see attached. Plants to screen the condenser unit.</p> <p style="text-align: right;">Continued on additional sheet or attached brochure <input checked="" type="checkbox"/></p>

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 have attached the notarized authorization form indicating the owner(s) consent to represent them for 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

5/26/2020

Date

APPLICATION SHOULD BE SUBMITTED TO THE DEVELOPMENT SERVICES MAIN OFFICE AT 303 FIRST ST.. FOR A MAJOR PROJECT, SUBMITTAL AND FEE PAYMENT MUST BE NO LESS THAN 2 WEEKS PRIOR TO THE UPCOMING HPC REGULAR MEETING. FOR FURTHER INFORMATION, CONTACT THE HISTORIC PRESERVATION COMMISSION ADMINISTRATOR AT (252) 639-7583.

To Whom It May Concern:

The mini-split HVAC systems installed at 419 Metcalf street, New Bern have the following line set limitations set by the manufacturer.

The 9,000 BTU capacity units cooling and heating the upstairs and downstairs bedrooms have a minimum copper line length guideline of 10 feet. The maximum line set length is 50 feet.

The length from side of the house to the other condenser unit on the back of the house is 65 feet.

The length from the front of the house to the side condenser unit is 70 feet.

The structural layout of the rooms dictated the placement of the indoor units and therefore the line sets that extend out of the interior.

This necessitated the placement of the condenser unit on the front of the house behind the bushes.

The placement of this unit within the limitations of the manufacturer guidelines was also made due to the ability to completely screen it from view with the strategic placement of natural bushes that are evergreen.

Thank you,



Daniel J. Cushine

HVAC Contractor

910-545-3983



Chris McGrath

Homeowner

919-614-7121









The
Clark House
circa 1870
Private Residence

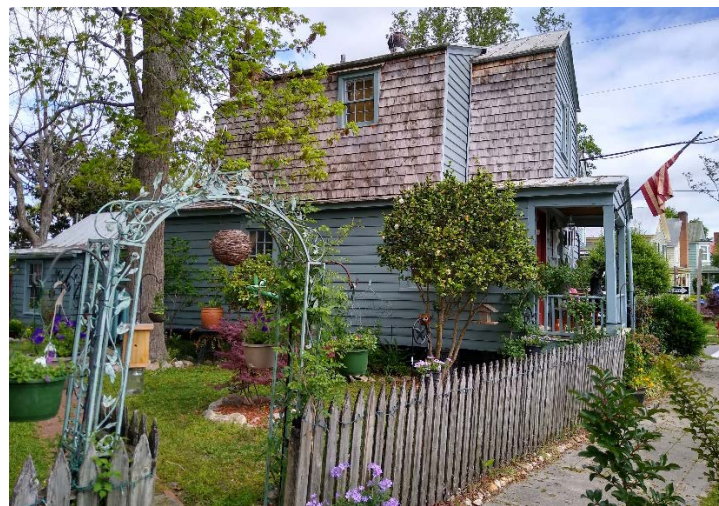
419





419 Metcalf

Staff photos taken 2020-04-27: HVAC Unit Situation Investigation





Zoning and Inspections Review of

Application for Certificate of Appropriateness for Alterations in Historic District

Initial review of applications for certificates of appropriateness by the Zoning Administrator and Chief Building Inspector is intended to provide the applicant and Historic Preservation Commission with information related to compliance with local land use ordinance and building code. It does not represent a formal approval of a permit by any party and does not bind the decisions of Commission.

Application Address and Description:

419 Matcalf St. - installation & screening of a mechanical unit in the front yard.

Zoning Administrator please review the application and fill out all applicable items

Zoning District: R-8

Required Setbacks (primary structure): ^{2x} Front 51m. Side 5' Rear 6'

Accessory Setbacks: From Nearest Structure 8' Side 3' Rear 3'

Maximum Lot Coverage for proposed use: 60%

Maximum Height of Structure: 50'

Required Site Improvements: Landscaping — Buffer — Parking —

Other requirements:

I have reviewed the application for proposed alterations to this property and have determined that it Meets X Does Not Meet _____ the requirements of the Land Use Ordinance.

Comments:

_____ Zoning Administrator [Signature] 6/12/2020

Chief Building Inspector please review the application and include any comments below

The proposed project Will X Will Not _____ require a ^{Mechanical} ~~building~~ permit(s).

Comments:

_____ Chief Building Inspector [Signature] 6/12/2020

Certificate of Appropriateness Findings & Recommendations

HPC Regular Meeting - June 2020

Applicant: Chris McGrath & Cher Durham

Applicant Address: 419 Metcalf St., New Bern, NC 28560

Project Address: 419 Metcalf St., New Bern, NC 28560

Historic Property Name: Clark-Welsh House

Status: **Contributing:** X **Non-contributing:** **Vacant:**

NR Inventory Description (2003): (c. 1800) Two stories with steep gambrel roof; two bays wide, three bays deep; entrance in left front bay; one-story, gable-end wing on north side of main block abuts exterior end chimney.

Sandbeck Description (1988): The Clark House, 419 Metcalf St., ca. 1800.

The Clark house is distinguished from New Bern's other surviving vernacular gambrel-roofed dwellings by its uncommon plan, diminutive scale, and extremely vertical roofline.

The charming original configuration of the house is still discernable beneath the twentieth-century additions of a small room on the south slope of the gambrel, and a front portico. The single-pile structure, covered with both beaded and plain weatherboards, has six-over-six Sash, and at the west end a large exterior chimney, the latter recently rebuilt. Most of the windows and dormers are [a]symmetrically positioned, reflecting the irregular plan within. Extending to the west is a one-story gable-roofed addition dating from the second half of the nineteenth century. The one-story shed-roofed passage along the south side is enigmatic; it is most likely either an original porch which was later enclosed, or an original enclosed area intended to provide the necessary covered circulation between the first floor rooms and the stair which rises from a doorway opening onto the passage. The location of the one-story rear wing and the presence of a fireplace for that room in the main chimney suggest that this wing may have replaced an original one-story shed kitchen in that location, much like the arrangement seen at the Osgood Cottage.

419 Metcalf St. – to include installation and screening of a mechanical unit in the Primary AVC. This is an after-the-fact application.

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

Utilities

- 2.3.1 Locate equipment in Secondary and Tertiary AVCs and screen items from public view with vegetation, fencing and similar site constructions.
- 2.3.2 Paint equipment and exposed utilities to compliment mounting surfaces and reduce their visibility.

Modifications

- 3.2.1 Select materials that are consistent with the structure. Limit the palette to those materials that were available at the time a building was originally constructed.
- 3.2.2 Modifications to a structure should not conceal, damage or remove significant design components or architectural features.

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

1. The project is site work within the Primary AVC;

Certificate of Appropriateness Findings & Recommendations

HPC Regular Meeting - June 2020

2. The proposed design, components, and materials do not meet the requirements of the Guidelines;
3. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly;
4. The project, as it exists, is incongruous with the Guidelines.

MOTION

Staff recommends the Commission approve, with conditions, this application to include: installation and screening of a mechanical unit in the Primary AVC, citing the aforementioned guidelines. The conditions for approval that we recommend are:

- 1) ensure current and subsequent owners will maintain full screening of the HVAC unit, and submit such documentation to the HPC Administrator,**
- 2) relocate the line sets to minimize visual impact on the structure, and**
- 3) both of the aforementioned recommendations are to be achieved within 6 months of this meeting.**

If the applicants are not agreeable to these conditions, we recommend denial of the application and the applicant will need to obtain an appropriate CoA by moving the HVAC unit to a compliant location and locating the line sets as approved by the HPC at that time.

FEE SCHEDULE (office use only)

- [] \$22 Standard Application (minor)
 [] \$107 Standard Application (major)



HPC Administrator
HPCadmin@newbernnc.gov
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Application for a Certificate of Appropriateness
(For Alterations to Properties in Locally Designated Historic Districts)

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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):
 201 Eden Street

Property Owner Name(s): State of North Carolina	Owner Mailing Address: 116 W Jones St., Raleigh, NC 27603	Phone #s:	Email:
Applicant Name (if different): City of New Bern	Applicant Mailing Address: P.O. Box 1129, New Bern, NC 28563	Phone #s: 252-639-7527	Email: hughesj@newbernnc.gov

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)

The proposed project evolves the construction of new sanitary sewer pump station to replace an existing station, which is located across Front Street on the bank of Lawson Creek. The proposed pump station will be located within a 50'x50' easement area in the SW corner of the property owned by the State of NC, at 201 Eden Street. The majority of the pump station structure and equipment will be below grade. The portions that will be above grade include the station control panel and backup generator, which are to be enclosed in a structure design to resemble a colonial smoke house.

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: (only need the guideline numbers):

Section 2.1.1, 2.2.2, 2.4, 2.6, 3.4, 5.5

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-faced foundation, painted "Hardie Board" siding, asphalt architectural shingles, wrought iron railings.

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)

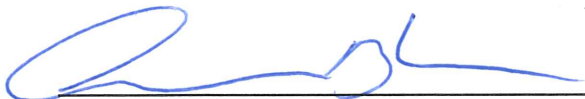
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- ◆ I have reviewed the City of New Bern's "Historic District Guidelines" in preparing this Application.
- ◆ I understand that the property referenced by this Certificate of Appropriateness (CoA) application is in one of New Bern's local historic districts 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.
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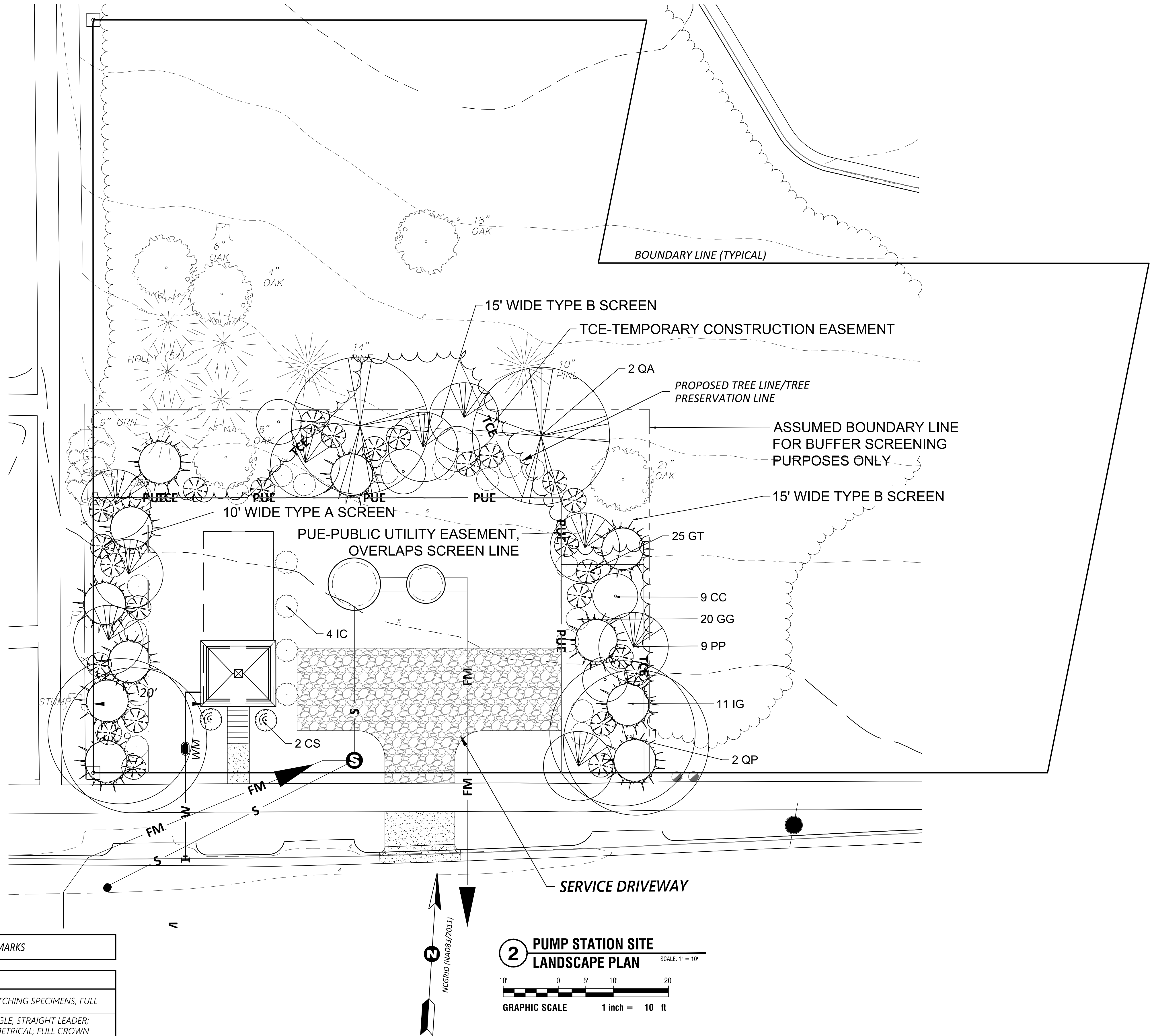
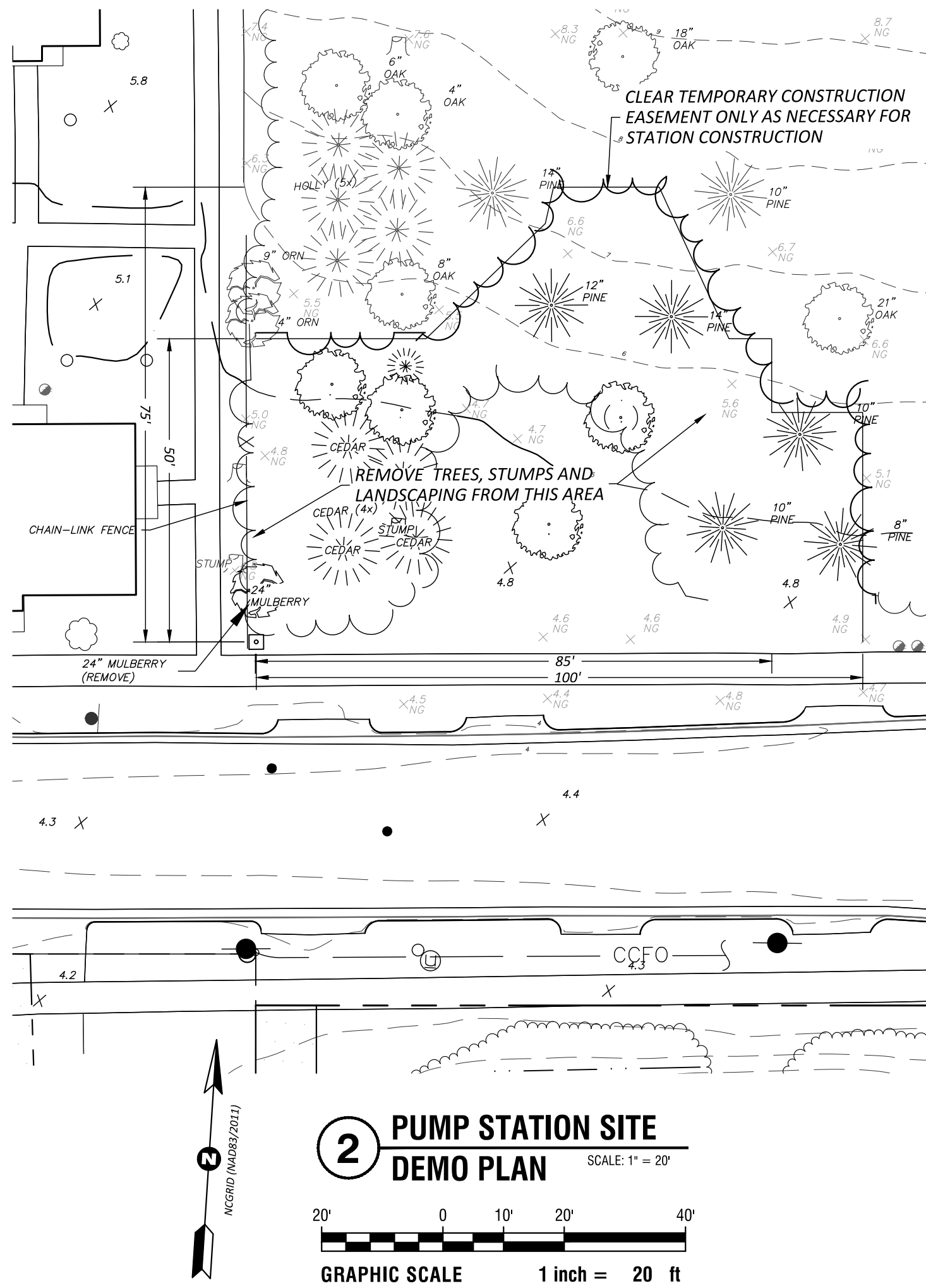


Signature of Applicant/Owner

6/2/20
Date

APPLICATION SHOULD BE SUBMITTED TO THE DEVELOPMENT SERVICES MAIN OFFICE AT 303 FIRST ST.. FOR A MAJOR PROJECT, SUBMITTAL AND FEE PAYMENT MUST BE NO LESS THAN 2 WEEKS PRIOR TO THE UPCOMING HPC REGULAR MEETING. FOR FURTHER INFORMATION, CONTACT THE HISTORIC PRESERVATION COMMISSION ADMINISTRATOR AT (252) 639-7583.

"Mainline Bern - Township 7 Sewer Improvements" Plan - 20160909.CAD, Dwg: landscape 20160909.MBTW7P5-LS, DATE: 09/09/16, L.S. PLAN, MODEL: 11-Jun-20 @ 4:03:38 PM



SYMBOL	KEY	QTY	BOTANICAL NAME (COMMON NAME)	HEIGHT	MAT. HT.	CALIPER	CONT.	REMARKS
CANOPY TREES								
	CM	2	<i>Camellia sasanqua</i> (Sasanqua)	4'-5'	10'-12'	2" MIN.	15 Gal.	MATCHING SPECIMENS, FULL
	CC	5	<i>Cercis canadensis</i> (Redbud)	8'-9'	20'-30'	1.25"-1.5"	B&B	SINGLE, STRAIGHT LEADER; SYMMETRICAL; FULL CROWN
	IC	4	<i>Ilex crenata</i> 'Excelsa Schwoebel' (Excelsa Schwoebel Holly)	24"-36"	6'-8'	-	7 Gal.	MATCHING SPECIMENS, FULL
	IG	11	<i>Ilex</i> x 'Greenleaf' (Greenleaf Holly)	5'-6'	15'-18'	-	B&B	FULL TO GROUND
	PP	9	<i>Pinus palustris</i> (Long Needle Pine)	7'-8'	60'-80'	2" MIN.	B&B	SINGLE, STRAIGHT LEADER; SYMMETRICAL; FULL CROWN
	QA	2	<i>Quercus alba</i> (White Oak)	10'-12'	60'-80'	2" MIN.	B&B	SINGLE, STRAIGHT LEADER; SYMMETRICAL; FULL CROWN
	QP	2	<i>Quercus phellos</i> (Willow Oak)	14" MIN.	50'-60'	3" MIN.	-	SINGLE, STRAIGHT LEADER; SYMMETRICAL; FULL CROWN
	GT	25	<i>Rhododendron indicum</i> 'George L. Tabor' (George L. Tabor Azalea)	18"-24"	6'-8'	-	5 Gal.	FULL
	GG	20	<i>Rhododendron indicum</i> 'Mrs. G.G. Gerbing' (Mrs. G.G. Gerbing Azalea)	18"-24"	6'-8'	-	5 Gal.	FULL

REVISIONS:
REV. DESCRIPTION DATE APPD.

NEW BERN
CITY OF NEW BERN

PUMP STATION LANDSCAPE PLAN
TWSP 7 SEWER FORCE MAIN IMPROVEMENTS
CITY OF NEW BERN
JAMES CITY, TOWNSHIP 7, CRAVEN COUNTY NORTH CAROLINA

Rivers & Associates, Inc.
riversandassociates.com Since 1916
107 East Second Street Greenville, NC 27838
(252) 762-4135
Engineers Planners Surveyors Landscape Architects
NC License: F4934

PRELIMINARY
FOR REVIEW ONLY
JUNE 09, 2020

SURVEY	-	DRAFT	LC/JIM
DESIGN	PRM	CHECK	MBH
PROJECT No.	2016009		
DRAWING No.	W-3689		
SCALE:	AS NOTED		
SHEET No.	L01		

Do Not Use for Construction - PRELIMINARY

Photos Provided by Applicant

South Front Street - note two driveway cuts



From Eden St. - Structure will be at the back of this site, beyond the power pole





Zoning and Inspections Review of

Application for Certificate of Appropriateness for Alterations in Historic District

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Application Address and Description:

201 Eden St. - new pump station
on a vacant lot

Zoning Administrator please review the application and fill out all applicable items

Zoning District: C-5A

Required Setbacks (primary structure): Front Side Rear

Accessory Setbacks: From Nearest Structure 8' Side 3' Rear 3'

Maximum Lot Coverage for proposed use:

Maximum Height of Structure: N/A

Required Site Improvements: Landscaping Buffer 10' "A" Parking

Other requirements:

I have reviewed the application for proposed alterations to this property and have determined that it Meets X Does Not Meet the requirements of the Land Use Ordinance.

Comments:

Zoning Administrator M. H. L.

6/12/2020

Chief Building Inspector please review the application and include any comments below

The proposed project Will X Will Not require a building permit(s).

Comments:

Chief Building Inspector Matt Baer

6/12/20

Certificate of Appropriateness Findings & Recommendations

HPC Meeting June 17, 2020

Applicant: City of New Bern/Jordan Hughes, City Engineer
Applicant Address: PO box 1129, New Bern, NC 28560
Project Address: 201 Eden St., New Bern, NC 28560
Historic Property Name: N/A
Status: **Contributing:** **Non-contributing:** **Vacant Lot: X**
NR Inventory Description: N/A

201 Eden St. – to include construction of a new pump station at the rear and side of a vacant lot.

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

Development Pattern

- 2.1.1 Maintain the established development pattern for placement of infill construction. The relationship of a structure to the property boundaries should be similar to those up the street, down the street and in most cases, across the street.

Public and Open Spaces

- 2.2.2 Incorporate streetscape furniture and pavement treatments recommended in the New Bern Urban Design Plan when improving sidewalks and streets within the right of way. Furniture, trash receptacles, mailboxes, newspaper racks and similar elements shall be of a scale that does not detract from historic properties.

Landscaping

- 2.4.3 Use plant materials that are indigenous to the historic districts. It is not appropriate to use contemporary edging materials such as landscaping timbers or plastic borders.
- 2.4.4 Incorporate trees, shrubbery, and other landscape features around the periphery of a lot and within parking areas.

Infill Construction

- 3.4.1 Maintain the relationship between building mass and open space that exists on the block or streetscape.
- 3.4.2 The predominant material of an infill building shall visually emulate the palette of materials traditionally found in the historic districts.
- 3.4.3 Use of modern materials is acceptable as a means of continuing the evolution of architecture through time. However, the use of aluminum and vinyl siding, faux brick and stone, stamped concrete and similar imitation materials is not appropriate.
- 3.4.4 Contemporary materials shall be appropriately proportioned, used in traditional ways and installed in a traditional manner.

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

1. The project is not a primary building and is located on a vacant lot;
2. The project is located in the Flood Hazard Area and is required to be built to the Required Flood Elevation.

Certificate of Appropriateness Findings & Recommendations

HPC Meeting June 17, 2020

3. The proposed design, components, and materials meet the requirements of the Guidelines;
4. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly;
5. The project is not incongruous with the Guidelines.

MOTION

Staff recommends the Commission approve this application to include construction of a new pump station at the rear and side of a vacant lot, citing the aforementioned guidelines.

FEE SCHEDULE (office use only)

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



NORTH CAROLINA

Everything comes together here

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

I. Applicant/Owner Information:

Property Address (Include year built, if known):

520 New St. New Bern, NC 28560 Year Built: 1767

Property Owner Name(s):

Barbara Bornemann

Owner Mailing Address:

520 New St.
New Bern, NC

Phone #'s:

(301)
788-5393

Email:

pastor.bornemann
@gmail.com~~Property Owner:~~

Applicant Name (if different):

Perry Bosmajian

Applicant Mailing Address:

Same as above

Phone #'s:

(301)
473-2131

Email:

cpbosmajian
@gmail.com

Applicant Name:

Same as above

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)

Please see attached outline.

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):

Please see attached outline.

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).

Please see attached outline.

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
- ☐ 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.

Barbara Bornemann
Berry Bosmaj
Signature of Applicant/Owner

5/19/2020
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.

Application for a Certificate of Appropriateness

I. Application/Owner Information

A. Property Address: 520 New St. New Bern, NC

Property Built: 1767.

B. Property Owners: (Owner's Mailing Address same as Property Address)

Barbara Bornemann -- Phone: (301) 788-5393; Email: pastor.bornemann@gmail.com

Perry Bosmajian -- Phone: (301) 473-2131; Email: cpbosmajian@gmail.com

C. Applicants

Barbara Bornemann and Perry Bosmajian

II. Project Information

A. Provide a detailed description of work to be conducted on site.

1. Improve our existing driveway by replacing the old gravel with new pea gravel.
2. Contain the pea gravel with bricks along all the edges of the driveway.
3. Lay recycled bricks to fill the apron of the driveway, and create a brick inlay design within sections of the pea gravel. (See Landscape Plan.)
4. Improve current parking area to the right of the driveway by replacing the old gravel with new pea gravel and edge it with brick pavers.
5. Provide some new plants and sod in the side yard near the parking area (west side of house) & a few new plants in the small bed near the driveway (north side of house). (See Landscape Plan.)

B. Reference the specific guideline(s) in the "Historic District Guidelines" which you believe apply to this project. (Page and guideline number)

1. Page 2-9, Guideline #2.7.2

The driveway accesses off street parking which does not exceed more than 50% of our rear yard.

2. Page 2-9, Guideline #2.7.4

The pea gravel will be edged by bricks as stipulated in this guideline.

3. Page 2-9, Guideline #2.7.5

Our driveway and parking area is already screened. An existing fence on Metcalf St. separates the vehicular space from the pedestrian space. When the gates are closed the vehicles cannot be seen on Metcalf St.

4. Page 2-6, Guideline #2.4.3

The new plants recommended by our Landscape Designer are plants that are indigenous to the historic districts.

5. Page 2-6, Guideline #2.4.4

Our Landscape Design is following this guideline which states, "Incorporate trees, shrubbery, and other landscape features (around the periphery of a lot) and within parking areas." (See Landscape Plan)

C. Provide a detailed description of materials to be use

Materials for Driveway & Stepping Stones (See Landscape Plan for locations of materials used)

1. 2" pea gravel driveway with 4" X #57 washed gravel
2. Recycled bricks from property set in concrete to be used for brick inlay design and apron of driveway
3. New brick pavers set in concrete for edging of driveway
4. 3 small stepping stones for entrance to side yard off parking area and 3 small stepping stones for entrance to back patio off driveway

Materials for Planting (See Landscape Plan for location of plants and sod)

1. Trees (Common Name)
 - a) Yellow Ribbon Arborvitae
 - b) Green Giant Arborvitae
 - c) Chinese Fringe Tree
2. Shrubs (Common Name)
 - a) Winter Gem Boxwood
 - b) Japanese Plum Yews
 - c) Autumn Royalty Azalea
 - d) Frostproof Gardenia
 - e) Loropetalum 'Ruby'
3. Perennials and Grasses (Common Name)
 - a) Variegated Liriope
 - b) Stained Glass Hosta
 - c) Day Liliy Purple D'oro
 - d) Black Eyed Susan
 - e) Butterfly Bush
 - f) Blue Mohawk Rush
4. New Sections of Sod (where grass has died)

III. Additional Information Provided

A. Site Plan (with annotated notes showing existing site and requested work)

Please see Landscape Plan titled, "Bosmajian-Bornemann Residence: Driveway and Planting Plan"

B. Photos

Photos provided of existing driveway, side yard, and small existing bed by the driveway.

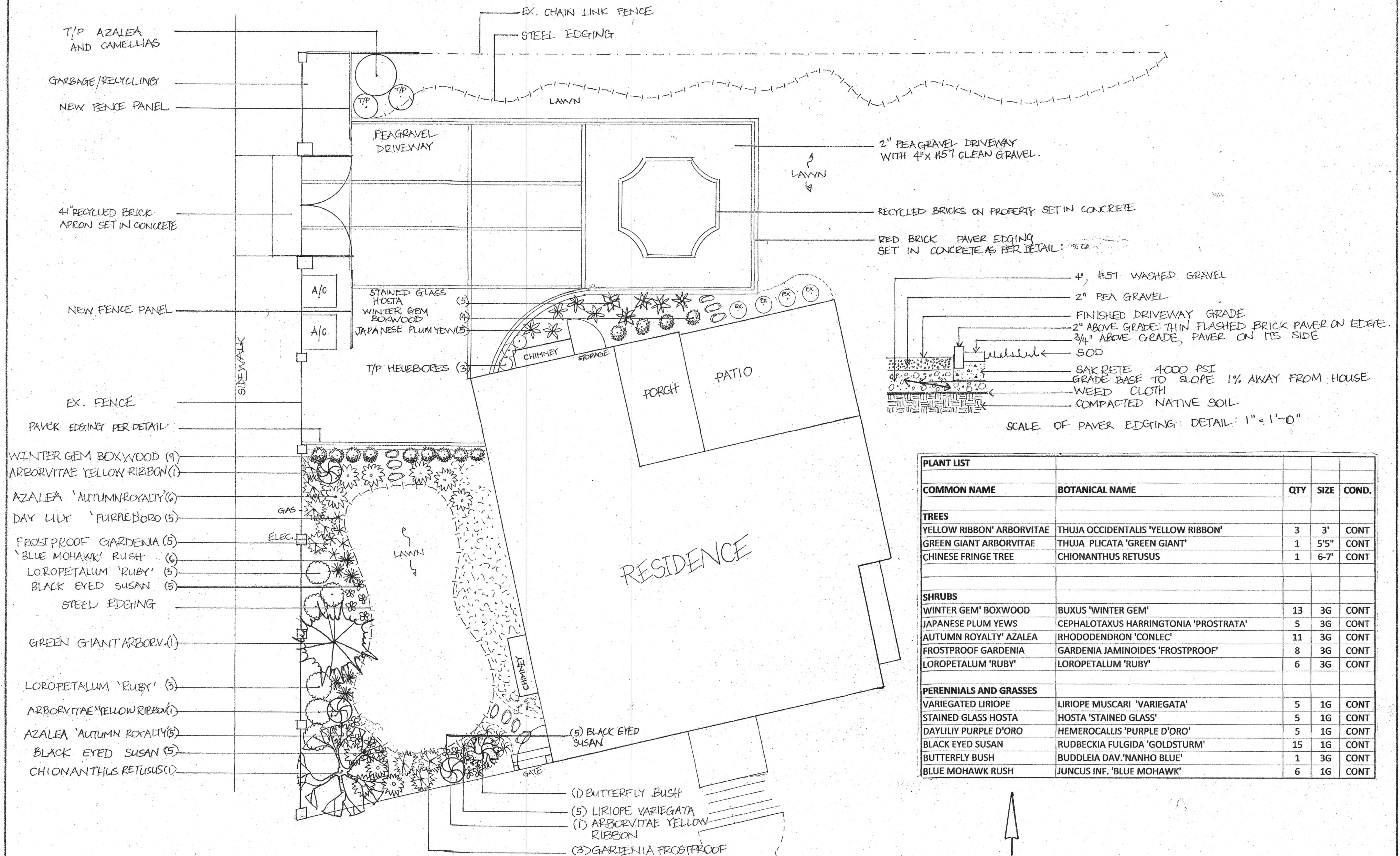
IV. Signature of Owners

Please note: Signature of Owners is on actual application

BOSMAJIAN-BO RNEMANN RESIDENCE

#520 NEW ST NEW BERN NC

DRIVEWAY AND PLANTING PLAN * TESSA O'REGAN DESIGN LLC * SCALE: 1/8"=1'-0"



N
SCALE: 1/8"=1'-0"

520 New St. CoA Application – Landscape Plan – photos submitted by applicant













Zoning and Inspections Review of

Application for Certificate of Appropriateness for Alterations in Historic District

Initial review of applications for certificates of appropriateness by the Zoning Administrator and Chief Building Inspector is intended to provide the applicant and Historic Preservation Commission with information related to compliance with local land use ordinance and building code. It does not represent a formal approval of a permit by any party and does not bind the decisions of Commission.

Application Address and Description:

520 New St. — landscaping plan
for existing residence

Zoning Administrator please review the application and fill out all applicable items

Zoning District: R-15

Required Setbacks (primary structure): ^{2x} Front sim. Side 5' Rear 6'

Accessory Setbacks: From Nearest Structure N/A Side — Rear —

Maximum Lot Coverage for proposed use: 60%

Maximum Height of Structure: 45'

Required Site Improvements: Landscaping N/A Buffer — Parking —

Other requirements:

I have reviewed the application for proposed alterations to this property and have determined that it Meets X Does Not Meet — the requirements of the Land Use Ordinance.

Comments:

Zoning Administrator

[Signature] 6/12/2020

Chief Building Inspector please review the application and include any comments below

The proposed project Will — Will Not X require a building permit(s).

Comments:

Chief Building Inspector

[Signature] 6/12/2020

Certificate of Appropriateness Findings & Recommendations

HPC Regular Meeting - June 2020

Applicant: Charles Bosmajian & Barbara Bornemann
Applicant Address: 520 New St., New Bern, NC 28560
Project Address: 520 New St., New Bern, NC 28560
Historic Property Name: Palmer-Tisdale House (c. 1767/1800/1820-1830)
Status: **Contributing:** X **Non-contributing:**

NR Inventory Description (2003): Two-and-a-half stories; five bays wide; gabled entrance porch; exterior end chimneys; hip roof; gabled dormers.

Sandbeck Description (1988): The Palmer-Tisdale House, 520 New St., ca. 1767, remodeled ca. 1800, and ca. 1820-1830.

... In this, its earliest recognizable form, it had a gable roof, flush exterior sheathing, small-paned nine-over-nine sash, a full basement, and exterior-end chimneys with single paved shoulders. The brick-floored basement survives little changed from this period, with two large rooms at each end separated by a narrow brick-partitioned store room. Both basement rooms have large cooking fireplaces with wooden lintels. Visible next to the east fireplace are the remains of the original bake oven. ...

520 New St. – to include a landscaping plan in the Primary and Secondary AVCs.

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

Landscaping

- 2.4.3 Use plant materials that are indigenous to the historic districts. It is not appropriate to use contemporary edging materials such as landscaping timbers or plastic borders.
- 2.4.4 Incorporate trees, shrubbery and other landscape features around the periphery of a lot and within parking areas.

Parking

- 2.7.2 Use driveways to access off street parking areas located in the Tertiary AVC. Areas for vehicular use shall not exceed more than 50% of the rear yard.
- 2.7.4 Contain loose paving materials within masonry, concrete, steel or similar types of fixed edging. It is not appropriate to use contemporary drive and parking edging materials such as landscape timbers or plastic borders.
- 2.7.5 Screen parking lots with fences, walls and hedgerows to create edges that separate vehicular space from pedestrian space. Parking screens should have a vertical dimension of four feet or less.

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

1. The project is site work within the Primary, Secondary, and Tertiary AVCs;
2. The proposed design, components, and materials meet the requirements of the Guidelines;
3. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly;
4. The project is not incongruous with the Guidelines.

MOTION

Staff recommends the Commission approve this application to include a landscaping plan in the Primary and Secondary AVCs, citing the aforementioned guidelines.

FEE SCHEDULE (office use only)

- [] \$22 Standard Application (minor)
 [] \$107 Standard Application (major)



HPC Administrator
 HPCadmin@newbernnc.gov
 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:

<https://www.newbernnc.gov> Go to: Departments, Development Services, then:

- For the CoA Instructions: Document Center, Alphabetical Listing, Certificate of Appropriateness – Instructions for COA application
- For the Historic District Guidelines: Historic Preservation, HPC Guidelines, Historic District Guidelines

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

I. Applicant/Owner Information:			
Property Address (Include year built, if known): <i>206 Craven Street</i>			
Property Owner Name(s): <i>H + W Land Holdings LLC</i>	Owner Mailing Address: <i>P.O. Box 3038 New Bern, NC 28564</i>	Phone #s: <i>(252) 916-3975</i>	Email: <i>lee.hiner@hotmail.com</i>
Applicant Name (if different): <i>Lee Hiner</i>	Applicant Mailing Address: <i>"</i>	Phone #s:	Email:

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) <i>Remove & replace existing steel door on side of building. Proposed new door will look similar to other door already in place.</i> <i>#1- existing inoperable door</i> <i>#2- existing operable door, new door to be similar</i> Continued on additional sheet or attached brochure <input type="checkbox"/>	
2. Reference the specific Guideline(s) in the "Historic District Guidelines" which you believe apply to this project: (only need the guideline numbers): <i>4.3.2 3.2.3</i> <i>4.7.1</i> <i>4.7.2</i> Continued on additional sheet or attached brochure <input type="checkbox"/>	
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). <i>see attachment 3-</i> Continued on additional sheet or attached brochure <input type="checkbox"/>	

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 have attached the notarized authorization form indicating the owner(s) consent to represent them for 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.
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- ◆ 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

5/26/20

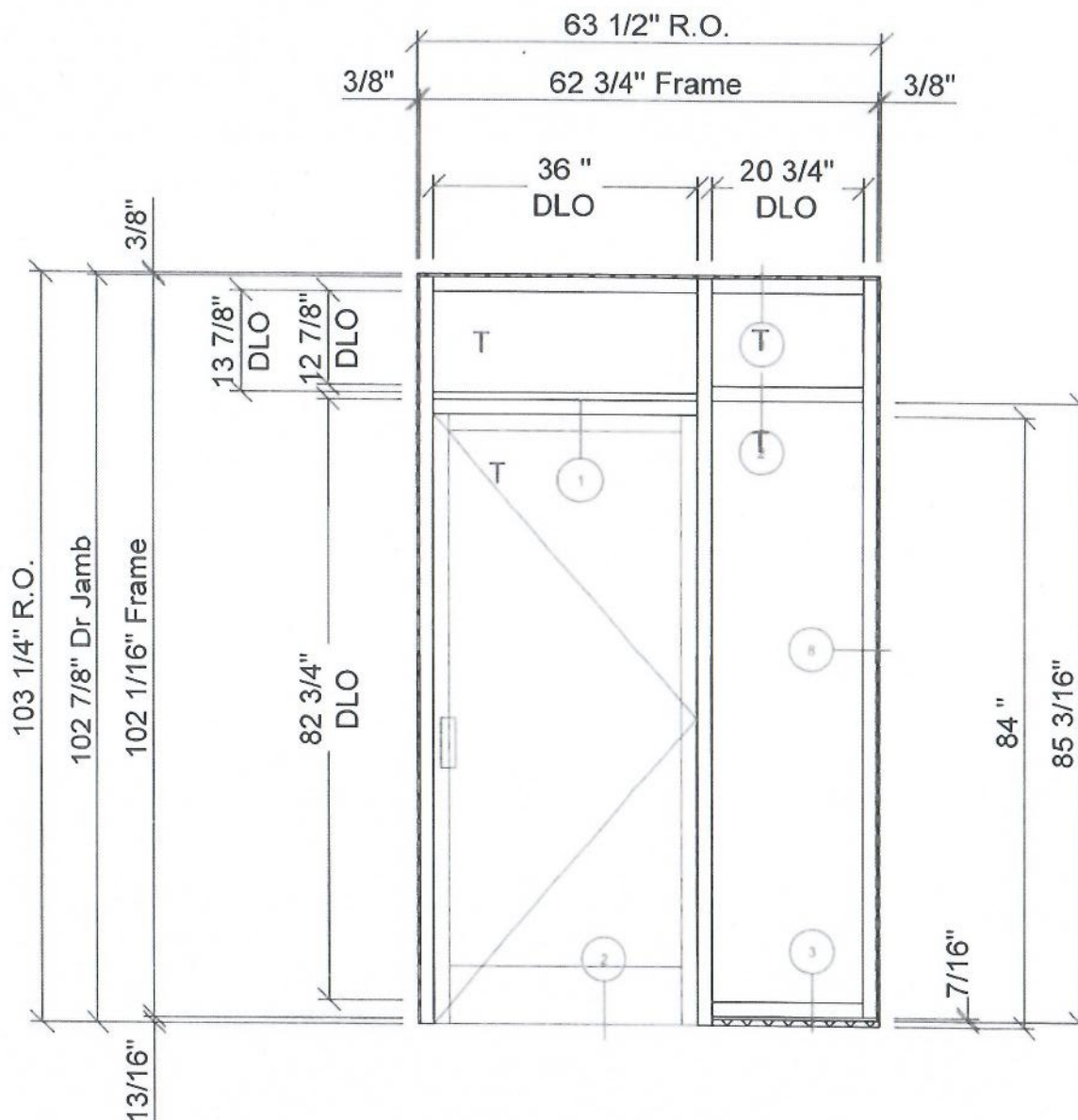
Date

APPLICATION SHOULD BE SUBMITTED TO THE DEVELOPMENT SERVICES MAIN OFFICE AT 303 FIRST ST.. FOR A MAJOR PROJECT, SUBMITTAL AND FEE PAYMENT MUST BE NO LESS THAN 2 WEEKS PRIOR TO THE UPCOMING HPC REGULAR MEETING. FOR FURTHER INFORMATION, CONTACT THE HISTORIC PRESERVATION COMMISSION ADMINISTRATOR AT (252) 639-7583.





#3
 Similar to existing
 #2



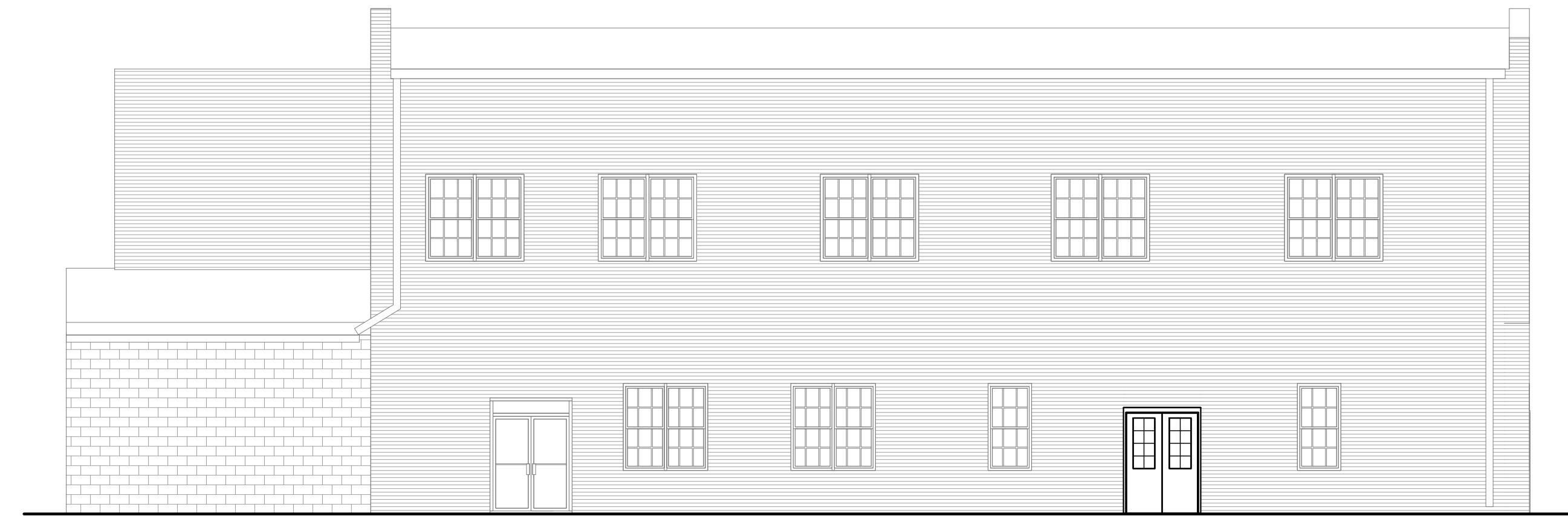
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 Frame: (DarkBronze) YES 45 TU : Storefront : Screw Spline : Thermal : Center
 Set : Outside Glaze

File Path: S:\projects\2019\1924 206 Craven Street Alterations\1924 Design\1924 Dwgs\1924 ARCH_R2019.rvt
Print Date: 6/15/2020 5:06:18 PM

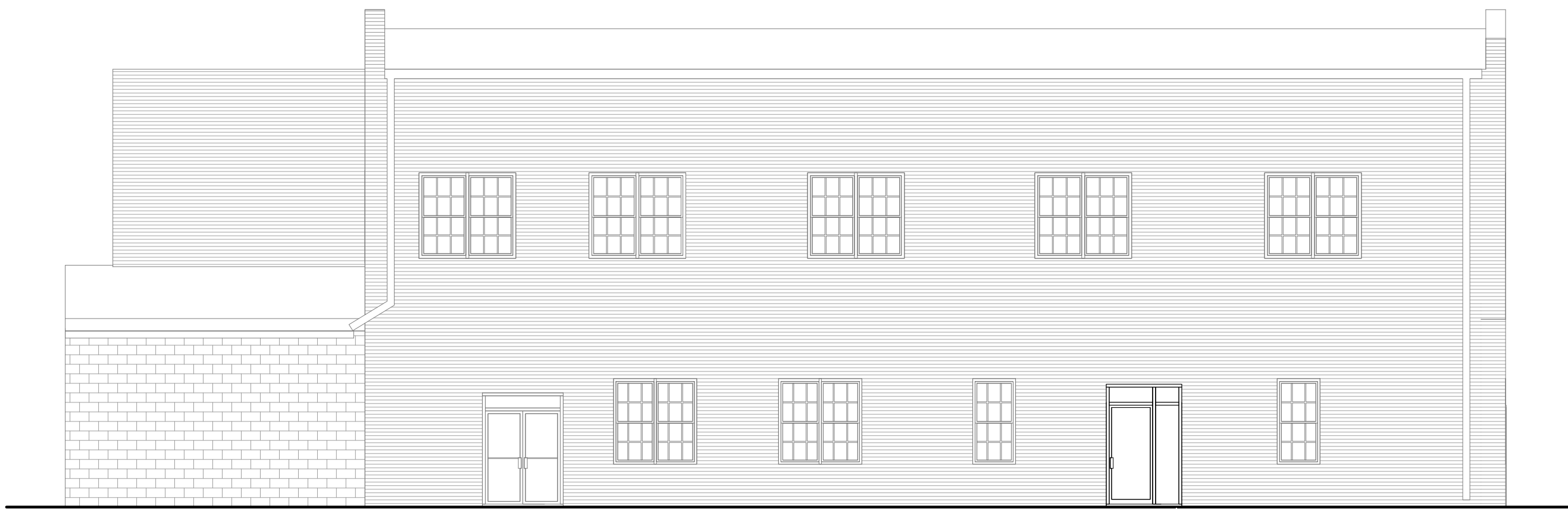
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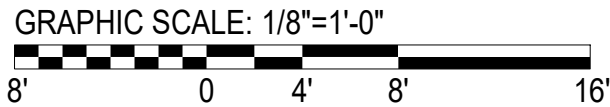
A2 VIEW OF ALLEY FROM CRAVEN STREET
SCALE: NONE



C4 EXISTING ELEVATION
SCALE: 1/8" = 1'-0"



A4 CONSTRUCTION ELEVATION
SCALE: 1/8" = 1'-0"



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REVISIONS	#	DATE	DESCRIPTION						

15 JUNE 2020



MBFA No: 1924
HPC ELEVATION OF
NORTH FACADE



Zoning and Inspections Review of

Application for Certificate of Appropriateness for Alterations in Historic District

Initial review of applications for certificates of appropriateness by the Zoning Administrator and Chief Building Inspector is intended to provide the applicant and Historic Preservation Commission with information related to compliance with local land use ordinance and building code. It does not represent a formal approval of a permit by any party and does not bind the decisions of Commission.

Application Address and Description:

206 Craven St. - replace existing double doors w/ single door (egress) & sidelight (along alley)

Zoning Administrator please review the application and fill out all applicable items

Zoning District: C-2

Required Setbacks (primary structure): Front Sim. Side none Rear 6'

Accessory Setbacks: From Nearest Structure N/A Side --- Rear ---

Maximum Lot Coverage for proposed use: N/A

Maximum Height of Structure: N/A

Required Site Improvements: Landscaping N/A Buffer --- Parking ---

Other requirements:

I have reviewed the application for proposed alterations to this property and have determined that it Meets X Does Not Meet --- the requirements of the Land Use Ordinance.

Comments:

Zoning Administrator

[Signature] 6/12/2020

Chief Building Inspector please review the application and include any comments below

The proposed project Will --- Will Not X require a building permit(s).

Comments:

Chief Building Inspector

[Signature] 6/12/2020

Certificate of Appropriateness Findings & Recommendations

HPC Regular Meeting - June 2020

Applicant: H&W Holdings/Lee Hiner

Applicant Address: PO Box 3038, New Bern, NC 28564

Project Address: 206 Craven St., New Bern, NC 28560

Historic Property Name: New Bern Iron Works and Supply Company (c. 1905-1908)

Status: **Contributing:** X **Non-contributing:**

NR Inventory Description (2003): Two stories; brick; three bays wide; segmental-arched windows; paneled frieze.

Sandbeck Description (1988): New Bern Iron Works and Supply Company (c. 1905-1908)

[Nothing relevant to this project.]

206 Craven St. – to include replacing an existing pair of doors with a new door along an alley on the Secondary AVC.

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

Windows, Doors and Openings

4.3.2 Add window and door openings in Secondary or Tertiary AVCs in locations that do not diminish the original design. In general, openings shall have a vertical orientation or be square.

Accessibility and Life Safety

4.7.1 Adhere to Guidelines for retention of historic fabric when altering accessibility and life safety components.

4.7.2 Locate ramps, lifts, fire stairs and fire doors in visually unobtrusive areas. Avoid accommodations within a Primary AVC when possible.

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

1. The project is an emergency egress doorway within the Secondary AVC;
2. The proposed design, components, and materials meet the requirements of the Guidelines;
3. The Zoning Administrator and the Chief Building Official have reviewed this project and commented accordingly;
4. The project is not incongruous with the Guidelines.

MOTION

Staff recommends the Commission approve this application to replacing an existing pair of doors with a new door along an alley on the Secondary AVC, citing the aforementioned guidelines.

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

I. Applicant/Owner Information:

Property Address (Include year built, if known): 704 E. Front Street (built 1895)

Property Owner Name(s):

Ed & Mary Koffenberger

Owner Mailing Address:

704 E. Front Street
 New Bern, NC 28560

Phone #'s:

502-649-5037
 502-263-3174

Email:

revmakzz@yahoo.com
 ekoffenb22@gmail.com

Applicant Name (if different):

GO Architectural Design, PLLC
 Sarah Afflerbach, AIA

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 house above flood elevation with a new concrete masonry and brick foundation wall. Simulated piers will be offset 1" from the skirt wall. The front porch and rear screened porch will be brick masonry piers with brick weave infill. The painted wood steps, railing and pickets will be replaced in-kind with the front porch rail being raised to 3' above the finished floor.

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):

4.1.1, 4.1.3
 4.4.1, 4.4.2, 4.4.4
 5.1.1, 5.1.6

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 wood

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
- ☒ 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:

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- ☒ 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.

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- ◆ 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.
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Signature of Applicant/Owner


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.



1202-A Pollock Street
New Bern, NC 28560
252-633-0322
www.goarchdesign.com

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PROSECUTION AND PENALTIES.



Date: 06.10.2020

Revisions:

KOFFENBERGER RESIDENCE

702. E. FRONT STREET, NEW BERN, NC 28560

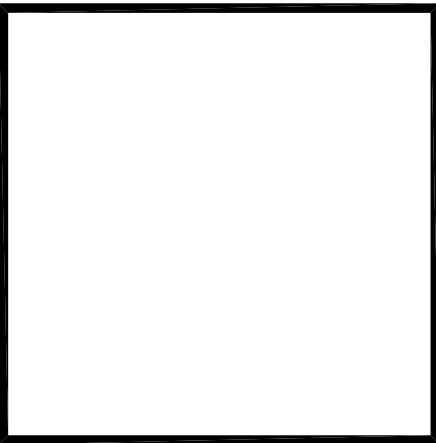
PHOTO

12 X 18 SHEETS ARE HALF SIZE



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PROSECUTION AND PENALTIES.



Date: 06.10.2020

Revisions:

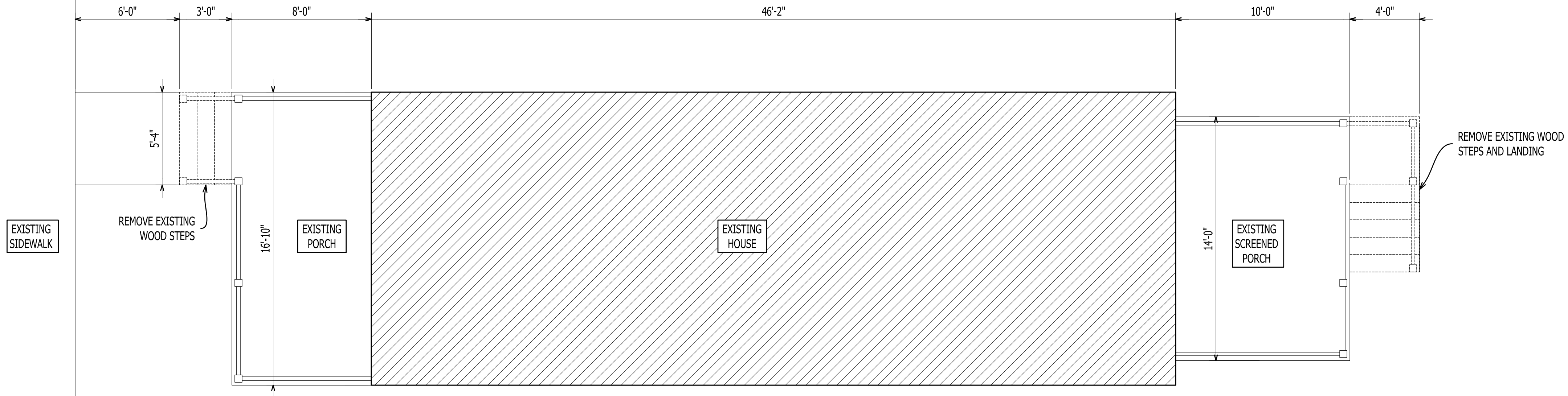
KOFFENBERGER RESIDENCE

702. E. FRONT STREET, NEW BERN, NC 28560

PHOTO

12 X 18 SHEETS ARE HALF SIZE

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A-201

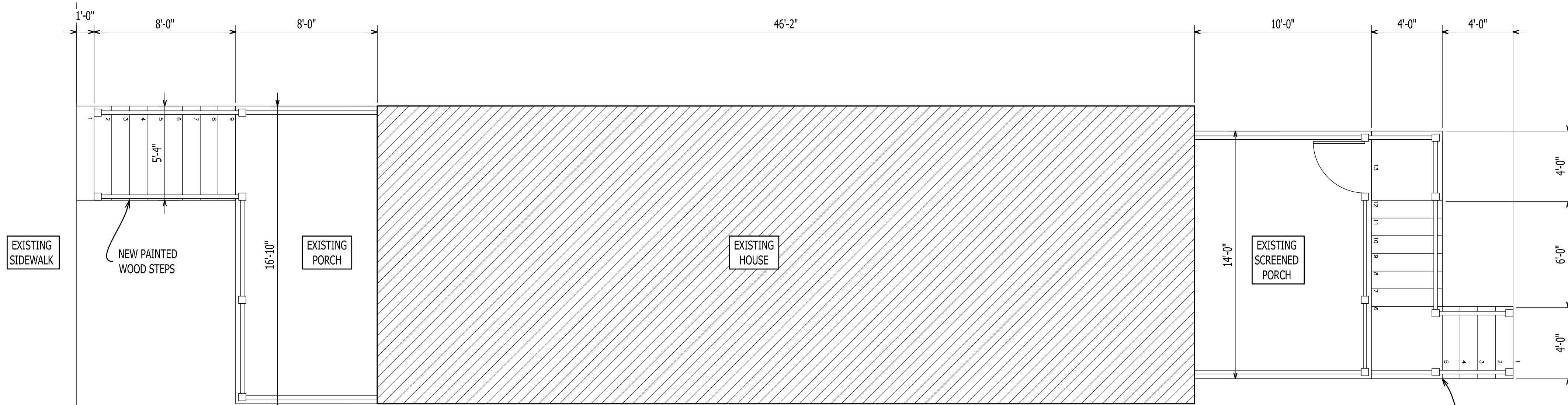


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A-203

1
A-101

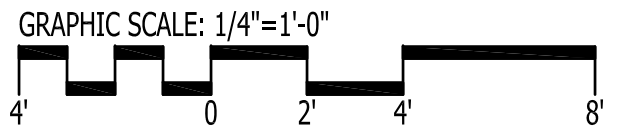


1
A-202



2
A-203

2
A-101



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.



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New Bern, NC 28560
252-633-0322
www.goarchdesign.com

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Date: 06.10.2020

Revisions:

KOFFENBERGER RESIDENCE
702. E. FRONT STREET, NEW BERN, NC 28560

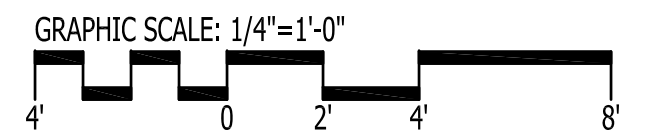
A-101

DEMO AND NEW
FLOOR PLANS

12 X 18 SHEETS ARE HALF SIZE



1
A-201 702 E. FRONT STREET 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.



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Date: 06.10.2020

Revisions:

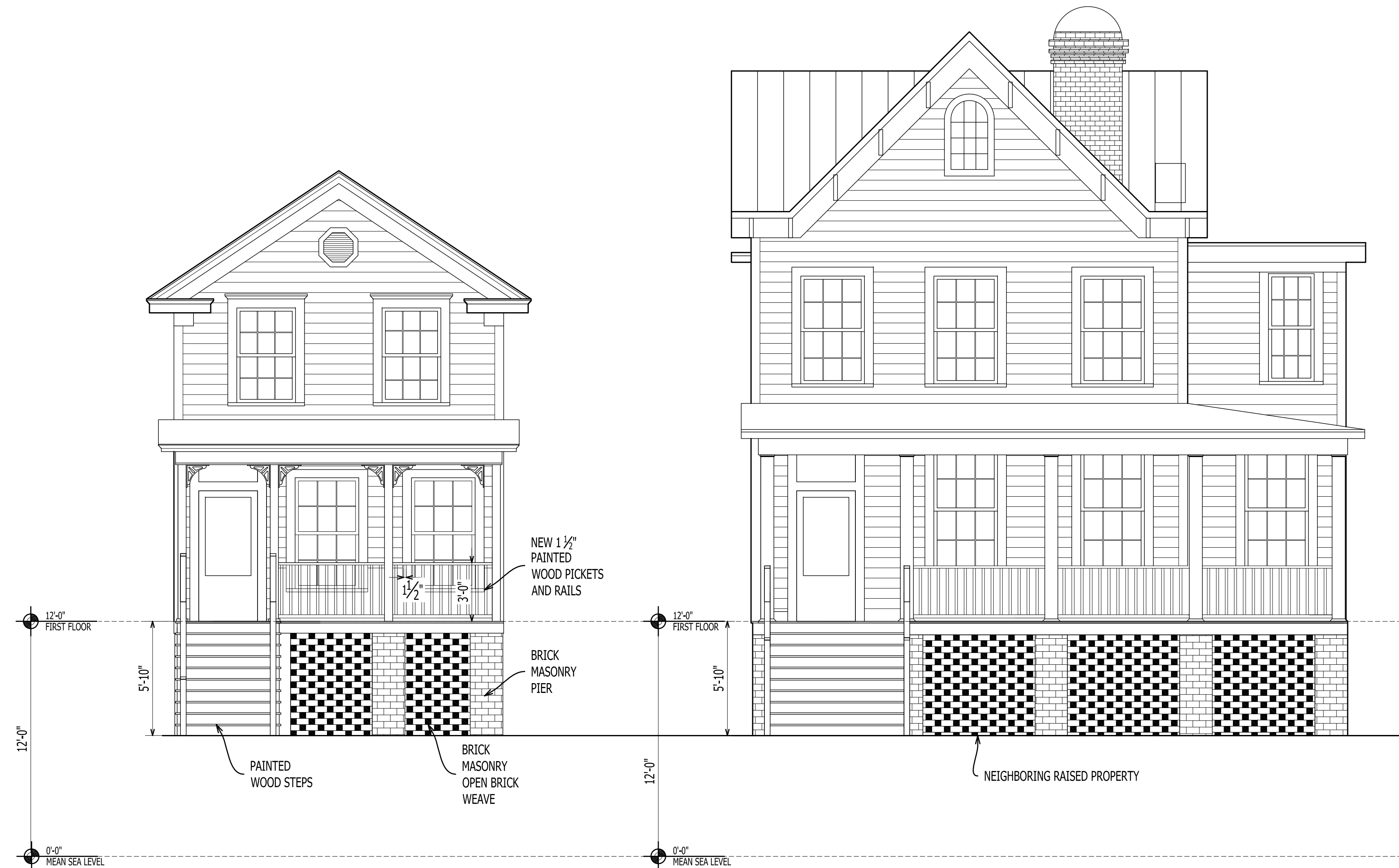
KOFFENBERGER RESIDENCE

702. E. FRONT STREET, NEW BERN, NC 28560

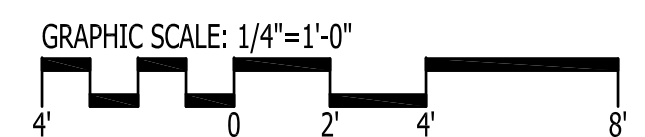
A-201

EXISTING ELEVATION

12 X 18 SHEETS ARE HALF SIZE



1
A-202
NEW ELEVATION
702 E. FRONT STREET
Scale: 1/4" = 1'-0"



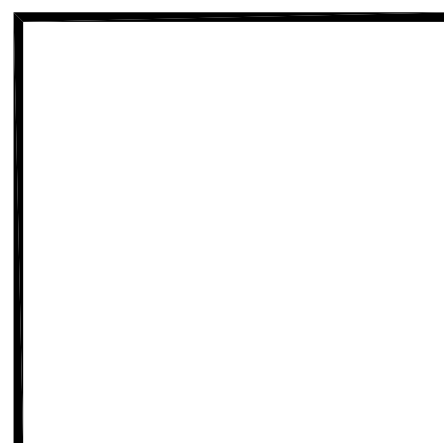
IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR BUILDER TO CONFIRM TO ALL STANDARDS, PROVISIONS, REQUIREMENTS, METHODS OF CONSTRUCTION AND USES OF MATERIALS PROVIDED IN BUILDINGS AND/OR STRUCTURES AS REQUIRED BY N.C. UNIFORM BUILDING CODE, LOCAL AGENCIES AND IN ACCORDANCE WITH GOOD ENGINEERING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



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Date: 06.10.2020

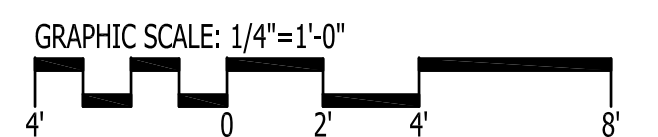
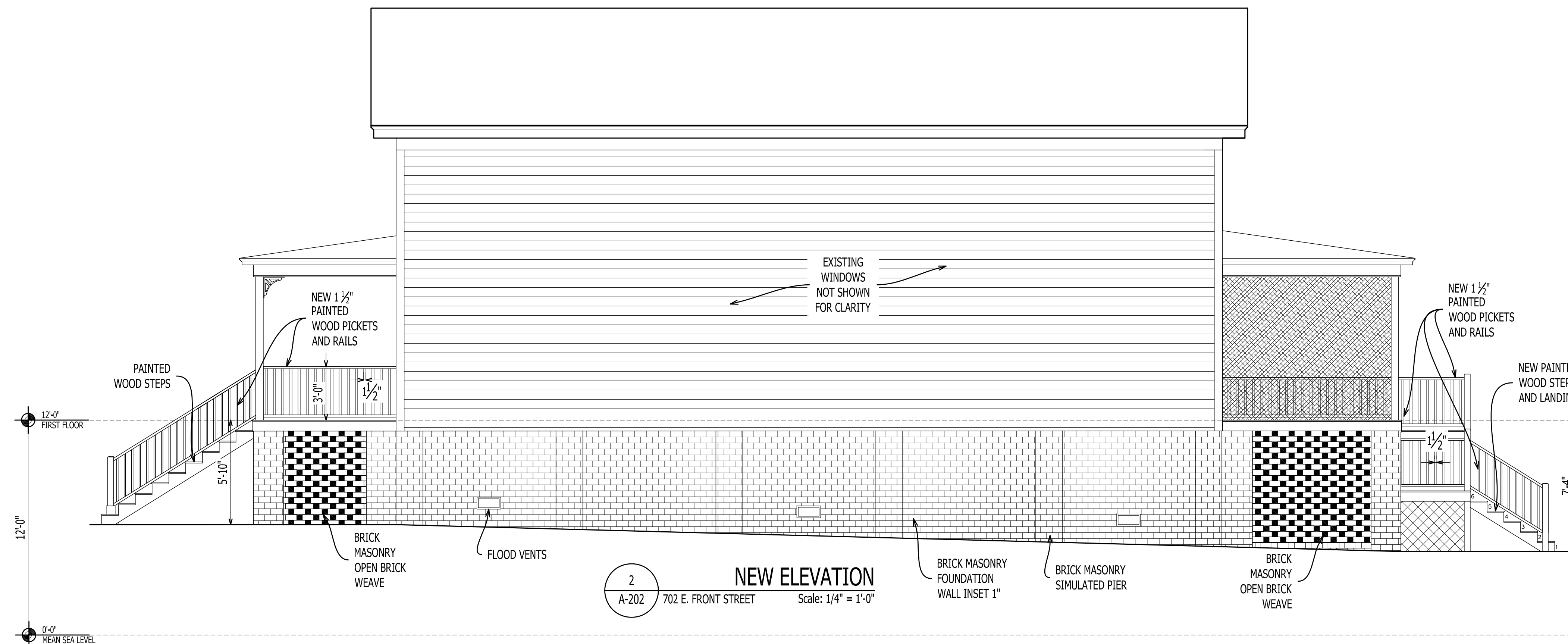
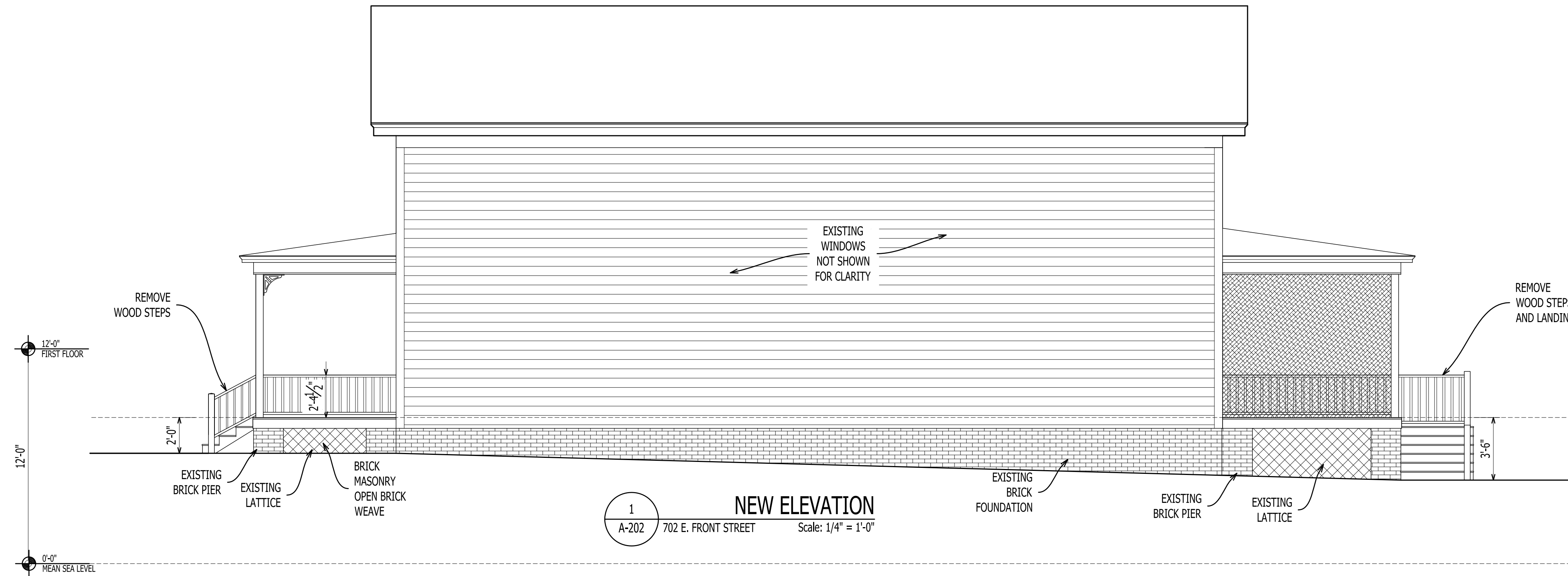
Revisions:

KOFFENBERGER RESIDENCE
702. E. FRONT STREET, NEW BERN, NC 28560

A-202

NEW ELEVATION

12 X 18 SHEETS ARE HALF SIZE



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.



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Date: 06.10.2020

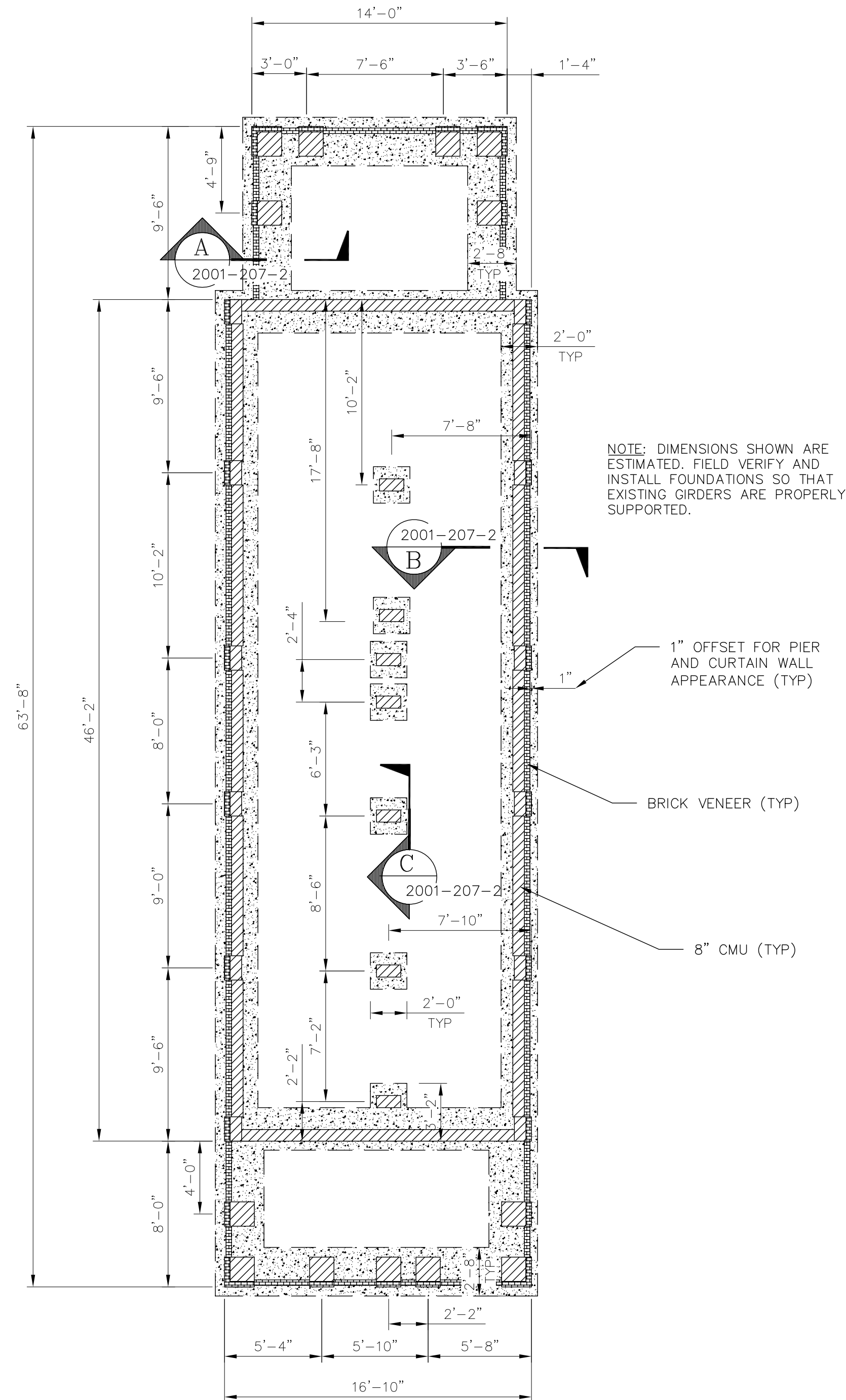
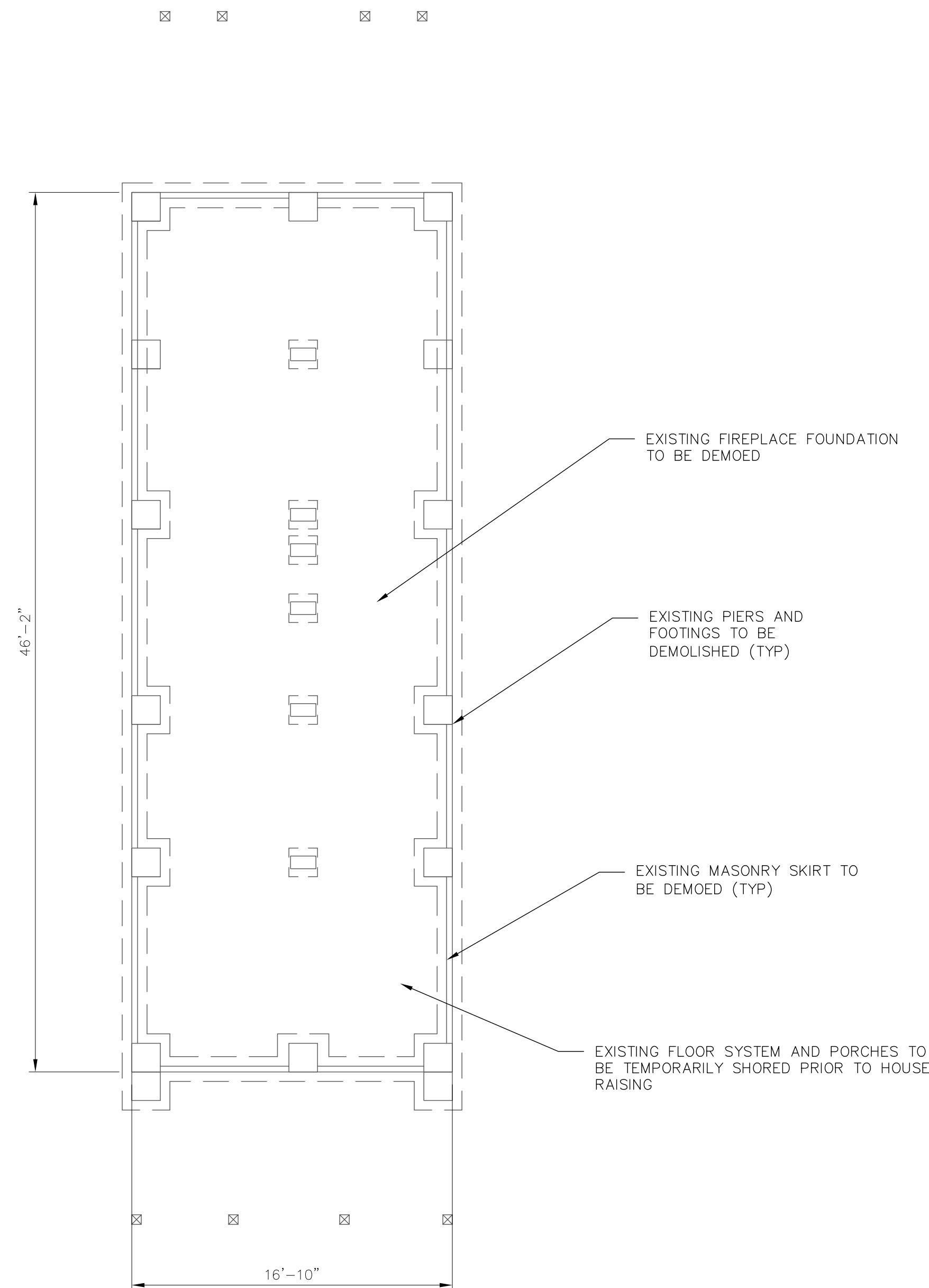
Revisions:

KOFFENBERGER RESIDENCE
702. E. FRONT STREET, NEW BERN, NC 28560

A-203

EXISTING AND
NEW ELEVATIONS

12 X 18 SHEETS ARE HALF SIZE



GENERAL NOTES:



ELEVATION CERTIFICATE
Important: Follow the instructions on pages 1-9.

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

SECTION A - PROPERTY INFORMATION		FOR INSURANCE COMPANY USE	
A1. Building Owner's Name Edward K. & Mary Ann Koffenberger		Policy Number:	
A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 704 E Front Street		Company NAIC Number:	
City New Bern	State North Carolina	ZIP Code 28560	
A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.) Parcel ID: 8-003-245			
A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.) residential			
A5. Latitude/Longitude: Lat. 35° 06.763' Long. -77°02.243' Horizontal Datum: <input type="checkbox"/> NAD 1927 <input checked="" type="checkbox"/> NAD 1983			
A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.			
A7. Building Diagram Number 8 <input checked="" type="checkbox"/>			
A8. For a building with a crawlspace or enclosure(s): a) Square footage of crawlspace or enclosure(s) 927 sq ft b) Number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade 3 c) Total net area of flood openings in A8.b 2298 sq in d) Engineered flood openings? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
A9. For a building with an attached garage: a) Square footage of attached garage N/A sq ft b) Number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade N/A c) Total net area of flood openings in A9.b N/A sq in d) Engineered flood openings? <input type="checkbox"/> Yes <input type="checkbox"/> No			
SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION			
B1. NFIP Community Name & Community Number New Bern 370074 Panel: 5580J		B2. County Name Craven	B3. State North Carolina
B4. Map/Panel Number 3720558000	B5. Suffix J	B6. FIRM Index Date 07/02/2004	B7. FIRM Panel Effective/ Revised Date 07/02/2004
B8. Flood Zone(s) AE	B9. Base Flood Elevation(s) (Zone AO, use Base Flood Depth) 8.0'		
B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9: <input checked="" type="checkbox"/> FIS Profile <input type="checkbox"/> FIRM <input type="checkbox"/> Community Determined <input type="checkbox"/> Other/Source:			
B11. Indicate elevation datum used for BFE in Item B9: <input type="checkbox"/> NGVD 1929 <input checked="" type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other/Source:			
B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Designation Date: N/A <input type="checkbox"/> CBRS <input type="checkbox"/> OPA			

FEMA Form 086-0-33 (7/15) Replaces all previous editions. Form Page 1 of 6

ELEVATION CERTIFICATE


IMPORTANT: In these spaces, copy the corresponding information from Section A.		FOR INSURANCE COMPANY USE	
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 704 E. FRONT STREET		Policy Number:	
City NEW BERN	State NC	ZIP Code 28560	Company NAIC Number
SECTION C - BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)			
C1. Building elevations are based on: <input type="checkbox"/> Construction Drawings* <input type="checkbox"/> Building Under Construction* <input checked="" type="checkbox"/> Finished Construction *A new Elevation Certificate will be required when construction of the building is complete.			
C2. Elevations - Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, AR/AO. Complete Items C2.a-h below according to the building diagram specified in Item A7. In Puerto Rico only, enter meters. Benchmark Utilized: SB138 Vertical Datum: NAVD 1988			
Indicate elevation datum used for the elevations in items a) through h) below. <input type="checkbox"/> NGVD 1929 <input checked="" type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other/Source:			
Datum used for building elevations must be the same as that used for the BFE.			
a) Top of bottom floor (including basement, crawlspace, or enclosure floor)		4.2	<input checked="" type="checkbox"/> feet <input type="checkbox"/> meters
b) Top of the next higher floor		8.2	<input checked="" type="checkbox"/> feet <input type="checkbox"/> meters
c) Bottom of the lowest horizontal structural member (V Zones only)		N/A	<input type="checkbox"/> feet <input type="checkbox"/> meters
d) Attached garage (top of slab)		N/A	<input type="checkbox"/> feet <input type="checkbox"/> meters
e) Lowest elevation of machinery or equipment servicing the building (Describe type of equipment and location in Comments)		8.2	<input checked="" type="checkbox"/> feet <input type="checkbox"/> meters
f) Lowest adjacent (finished) grade next to building (LAG)		4.2	<input checked="" type="checkbox"/> feet <input type="checkbox"/> meters
g) Highest adjacent (finished) grade next to building (HAG)		5.7	<input checked="" type="checkbox"/> feet <input type="checkbox"/> meters
h) Lowest adjacent grade at lowest elevation of deck or stairs, including structural support		N/A	<input type="checkbox"/> feet <input type="checkbox"/> meters
SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION			
This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information. I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.			
Were latitude and longitude in Section A provided by a licensed land surveyor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Check here if attachments.			
Certifier's Name Roy R. Smith, Jr.		License Number L-3071	
Title Professional Land Surveyor			
Company Name Southern Boundaries F-0496			
Address PO Box 572			
City New Bern			
State North Carolina		ZIP Code 28563	
Signature 		Date 05/21/2018	Telephone 252-633-2771
Ext.			
Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.			
Comments (including type of equipment and location, per C2(e), if applicable) C2.(e) is base of heat pump. Duct work is in crawl space. Flood Vent Details: (1) 26" x 23" (2) 25" x 34"			

FEMA Form 086-0-33 (7/15) Replaces all previous editions. Form Page 2 of 6

ELEVATION CERTIFICATE

PREPARED BY OTHERS; INCLUDED FOR REFERENCE



REV	REVISION DESCRIPTION	DATE	BY
A	ISSUED FOR REVIEW	06/09/20	SW

LARION PLLC ENGINEERING AND CONSTRUCTION CONSULTANTS			
PO BOX 29 SWANSBORO NC 28584 910.376.5582		WWW.LARION.NET NC ENGINEERING LICENSE: P-1146	
TITLE 704 E. FRONT STREET, NEW BERN, NC ELEVATION CERTIFICATE			
DATE 06/09/20	SCALE 1:48	DWG NO. 2001-207-3	REV A

ELEVATION CERTIFICATE

Important: Follow the instructions on pages 1-9.

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

SECTION A – PROPERTY INFORMATION				FOR INSURANCE COMPANY USE	
A1. Building Owner's Name Edward K. & Mary Ann Koffenberger				Policy Number:	
A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 704 E Front Street				Company NAIC Number:	
City New Bern		State North Carolina		ZIP Code 28560	
A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.) Parcel ID: 8-003-245					
A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.) <u>residential</u>					
A5. Latitude/Longitude: Lat. <u>35° 06.763'</u> Long. <u>-77°02.243'</u> Horizontal Datum: <input type="checkbox"/> NAD 1927 <input checked="" type="checkbox"/> NAD 1983					
A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.					
A7. Building Diagram Number <u>8</u> 					
A8. For a building with a crawlspace or enclosure(s):					
a) Square footage of crawlspace or enclosure(s) <u>927</u> sq ft					
b) Number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade <u>3</u>					
c) Total net area of flood openings in A8.b <u>2298</u> sq in					
d) Engineered flood openings? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
A9. For a building with an attached garage:					
a) Square footage of attached garage <u>N/A</u> sq ft					
b) Number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade <u>N/A</u>					
c) Total net area of flood openings in A9.b <u>N/A</u> sq in					
d) Engineered flood openings? <input type="checkbox"/> Yes <input type="checkbox"/> No					
SECTION B – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION					
B1. NFIP Community Name & Community Number New Bern 370074 Panel: 5580J			B2. County Name Craven		B3. State North Carolina 
B4. Map/Panel Number 3720558000	B5. Suffix J	B6. FIRM Index Date 07/02/2004	B7. FIRM Panel Effective/ Revised Date 07/02/2004	B8. Flood Zone(s) AE	B9. Base Flood Elevation(s) (Zone AO, use Base Flood Depth) 8.0'
B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9: <input checked="" type="checkbox"/> FIS Profile <input type="checkbox"/> FIRM <input type="checkbox"/> Community Determined <input type="checkbox"/> Other/Source: _____					
B11. Indicate elevation datum used for BFE in Item B9: <input type="checkbox"/> NGVD 1929 <input checked="" type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other/Source: _____					
B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Designation Date: <u>N/A</u> <input type="checkbox"/> CBRS <input type="checkbox"/> OPA					

ELEVATION CERTIFICATE

OMB No. 1660-0008
Expiration Date: November 30, 2018

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. <u>704 E. FRONT STREET</u> <u>RR5</u>			Policy Number:
City <u>NEW BERN</u>	State <u>NC</u>	ZIP Code <input checked="" type="checkbox"/> <u>28560</u>	Company NAIC Number

SECTION C – BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

C1. Building elevations are based on: ☐ Construction Drawings* ☐ Building Under Construction* ☒ Finished Construction

*A new Elevation Certificate will be required when construction of the building is complete.

C2. Elevations – Zones A1–A30, AE, AH, A (with BFE), VE, V1–V30, V (with BFE), AR, AR/A, AR/AE, AR/A1–A30, AR/AH, AR/AO. Complete Items C2.a–h below according to the building diagram specified in Item A7. In Puerto Rico only, enter meters.

Benchmark Utilized: SB138 Vertical Datum: NAVD 1988

Indicate elevation datum used for the elevations in items a) through h) below.

☐ NGVD 1929 ☒ NAVD 1988 ☐ Other/Source: _____

Datum used for building elevations must be the same as that used for the BFE.



Check the measurement used.

- | | | | |
|---|------------|--|---------------------------------|
| a) Top of bottom floor (including basement, crawlspace, or enclosure floor) | <u>4.2</u> | <input checked="" type="checkbox"/> feet | <input type="checkbox"/> meters |
| b) Top of the next higher floor | <u>8.2</u> | <input checked="" type="checkbox"/> feet | <input type="checkbox"/> meters |
| c) Bottom of the lowest horizontal structural member (V Zones only) | <u>N/A</u> | <input type="checkbox"/> feet | <input type="checkbox"/> meters |
| d) Attached garage (top of slab) | <u>N/A</u> | <input type="checkbox"/> feet | <input type="checkbox"/> meters |
| e) Lowest elevation of machinery or equipment servicing the building
(Describe type of equipment and location in Comments) | <u>8.2</u> | <input checked="" type="checkbox"/> feet | <input type="checkbox"/> meters |
| f) Lowest adjacent (finished) grade next to building (LAG) | <u>4.2</u> | <input checked="" type="checkbox"/> feet | <input type="checkbox"/> meters |
| g) Highest adjacent (finished) grade next to building (HAG) | <u>5.7</u> | <input checked="" type="checkbox"/> feet | <input type="checkbox"/> meters |
| h) Lowest adjacent grade at lowest elevation of deck or stairs, including structural support | <u>N/A</u> | <input type="checkbox"/> feet | <input type="checkbox"/> meters |

SECTION D – SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information. I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

Were latitude and longitude in Section A provided by a licensed land surveyor? ☒ Yes ☐ No ☐ Check here if attachments.

Certifier's Name <u>Roy R. Smith, Jr.</u>	License Number <u>L-3071</u>		
Title <u>Professional Land Surveyor</u>			
Company Name <u>Southern Boundaries F-0496</u>			
Address <u>PO Box 572</u>			
City <u>New Bern</u>	State <u>North Carolina</u> ZIP Code <input checked="" type="checkbox"/> <u>28563</u>		
Signature 	Date <u>05/21/2018</u>	Telephone <u>252-633-2771</u>	Ext.

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

Comments (including type of equipment and location, per C2(e), if applicable)

C2.(e) is base of heat pump. Duct work is in crawl space. Flood Vent Details: (1) 26" x 23" (2) 25" x 34"



NEW BERN
CITY OF NEW BERN

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:

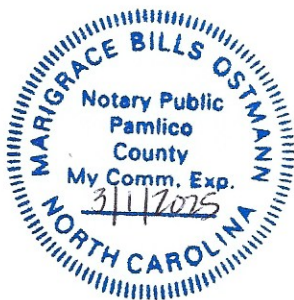
704 E Front Street, New Bern, NC 28560
(address, city, zip code)

I hereby authorize GO Architectural Design, PLLC 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:

Mary Ann - 502-649-5037 Ed Phone 502-263-3174



Mary Ann Koffenberger
Owner's Signature

Mary Ann Koffenberger
Print Name

6-9-2020
Date

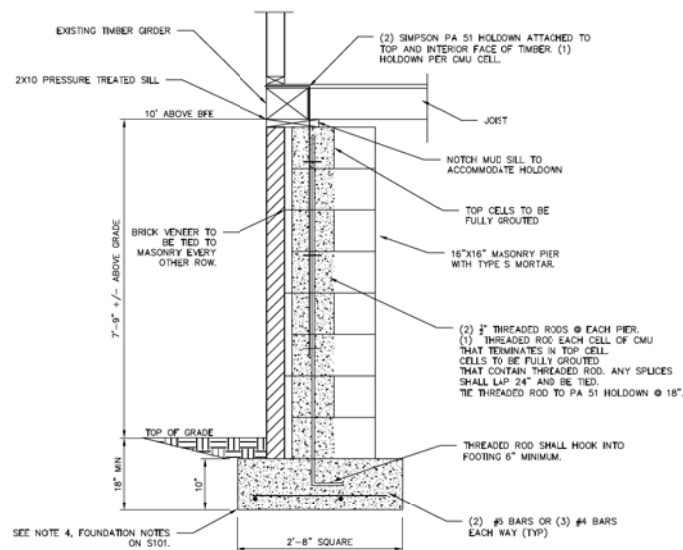
Sworn to and subscribed before me this 9th day of June, 2020.

Marigrace Bills Ostmann
Notary Public:

My commission expires: 3/1/2025

GENERAL STRUCTURAL NOTES

1) SEE DRAWING S101 FOR GENERAL NOTES.

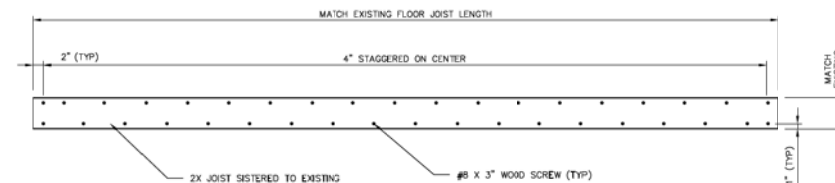


SECTION

NTS

A

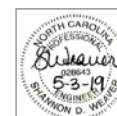
2001-092-1



IF MOISTURE OR TERMITES DAMAGED 2X FLOOR JOISTS ARE ENCOUNTERED, THEY MAY BE REPAIRED PER THIS DETAIL.

SISTERED FLOOR JOIST

NTS



LARION PLLC ENGINEERING AND CONSTRUCTION CONSULTANTS 702 E. FRONT STREET, NEW BERN, NC FOUNDATION AND FRAMING DETAILS			
REV 0 ISSUED FOR CONSTRUCTION	REVISION DESCRIPTION 	DATE 5/3/19	BY SW
DATE 5/3/19 SCALE 1/4"=1'-0" DWG NO. S104 REV 0			

704 E Front St. - Front Porch



Alignment of porch with 702 E. Front St.



704 E. Front St. - Side foundation



Neighbor's foundation brickwork



704 E. Front St. - Rear porch



704 E. Front St. - crawlspace





Zoning and Inspections Review of

Application for Certificate of Appropriateness for Alterations in Historic District

Initial review of applications for certificates of appropriateness by the Zoning Administrator and Chief Building Inspector is intended to provide the applicant and Historic Preservation Commission with information related to compliance with local land use ordinance and building code. It does not represent a formal approval of a permit by any party and does not bind the decisions of Commission.

Application Address and Description:

704 E. Front St. - elevate house
on new block & brick foundation,
new front & rear steps, new
landscaping

Zoning Administrator please review the application and fill out all applicable items

Zoning District: R-10 & Waterfront Overlay

Required Setbacks (primary structure): Front sim. Side 5' Rear 6'

Accessory Setbacks: From Nearest Structure N/A Side --- Rear ---

Maximum Lot Coverage for proposed use: 60%

Maximum Height of Structure: 44' above sea level

Required Site Improvements: Landscaping N/A Buffer --- Parking ---

Other requirements:

I have reviewed the application for proposed alterations to this property and have determined that it
Meets ☒ Does Not Meet ☐ the requirements of the Land Use Ordinance.

Comments:

shall not exceed 44' above mean sea level

Zoning Administrator [Signature] 6/12/2020

Chief Building Inspector please review the application and include any comments below

The proposed project Will ☒ Will Not ☐ require a building permit(s).

Comments:

Chief Building Inspector [Signature] 6/12/2020

Certificate of Appropriateness Findings and Recommendations

HPC Design Review Meeting - June 2020

Applicant: Ed & Mary Koffenberger/GO Architectural Design, PLLC

Applicant Address: 704 E. Front St., New Bern, NC 28560

Project Address: 704 E. Front St., New Bern, NC 28560

Historic Property Name: unknown

Status: **Contributing:** **Non-contributing:**

NR Inventory Description (2003): N/A

704 E. Front St. – to include elevating the existing house on a new brick lattice foundation, add new front steps and rear steps, and landscaping around the foundation.

Staff submits the following Historic District Guidelines are appropriate to this application:

Landscaping

2.4.3

Foundations

4.1.1, 4.1.3, 4.1.4

Entrances

4.4.1 to 4.4.4

Masonry

5.1.1 to 5.1.6

Wood

5.2.1, 5.2.2

Paint

5.4.1 to 5.4.4, 5.4.6, 5.4.9

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

1. The project is located within the Primary, Secondary, and Tertiary AVCs;
2. Elevating this structure helps protect it from future damage and potential destruction or demolition;
3. The proposed modifications do not conceal, damage, or remove significant design components or architectural features;
4. The project is not incongruous with the Guidelines.

MOTION

Staff recommends the Commission approve this application elevating the existing house on a new brick lattice foundation, add new front steps and rear steps, and landscaping around the foundation, citing the aforementioned guidelines, with the following condition:

- 1) **A Landscape Plan shall be submitted, approved by the HPC, and installed before the house is occupied. In addition to other requirements, the landscaping shall effectively screen the foundation wall to mitigate its visual effect.**



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HISTORIC PRESERVATION COMMISSION

DRAFT POTENTIAL CHANGES TO THE NEW BERN HISTORIC PRESERVATION GUIDELINES June 9, 2020

Note: Text in *italics* is present in the current guidelines. **Bold** text suggests a recommended change for consideration.

Section 1.4, Historic Preservation Commission. [Add text, in bold, to the existing text, in italics, as follows:]

*The HPC meets on the first and third Wednesday of each month. The first Wednesday of each month is the HPC's work session. Property owners may consult the HPC about a specific project, but there is no public comment on a proposal. The third Wednesday of the month is the HPC's regular business meeting where public hearings are held for Certificate of Appropriateness (COA) applications. **The applicant, or representative of the applicant, must be present to approve a COA.** The HPC also considers other matters at this meeting that require formal action. The location, meeting times and agendas are published on the City of New Bern website. Work sessions and regular business meetings are open to the public.*

Section 1.6, Obtaining a Certificate of Appropriateness. [Add text and remove the already out-of-date minor works listing as follows:]

*A list of minor works that can be approved by the HPC Administrator is maintained and updated by the HPC. The complete list is available on the City of New Bern website. **The HPC, during a design review work session, can direct the HPC Administrator to process applications of limited scope as a minor work.***

~~A partial list of minor work items:~~

- ~~• Tree and shrubbery planting and removal~~
- ~~• Minor residential landscaping projects~~
- ~~• Residential driveways and walkways~~
- ~~• Patios and sidewalks in Secondary and Tertiary AVCs~~
- ~~• Fences in secondary and Tertiary AVCs~~
- ~~• Arbors and pergolas in Tertiary AVCs~~

- ~~Masonry repointing~~
- ~~Mechanical equipment in secondary and Tertiary AVCs~~
- ~~Flat and low slope roof replacements~~
- ~~Skylights within Tertiary AVCs~~
- ~~Storm windows and doors~~
- ~~Temporary signs and “historic home” identification signs~~
- ~~Removal of incongruous synthetic siding where original siding exists underneath~~
- ~~Doors, door frames and associated door trim in tertiary areas which are compatible with original sizes, designs, configurations and materials~~
- ~~Storefront canvas awnings~~
- ~~Signage~~

Section 1.6, Obtaining a Certificate of Appropriateness. [The text in italics is to remain and suggest removing supporting materials text, in strikethrough, from the Guidelines and adding them to the COA instructions sheets, as follows:]

Major works are significant exterior alterations to a structure or site, including additions, infill construction and demolition. Major works must be approved by the HPC and receive a COA.

~~Supporting materials~~ for a major works application typically include the following:

- ~~Site plan with a North arrow~~
- ~~Drawings indicating desired changes~~
- ~~Photographs of existing conditions, surrounding buildings and properties~~
- ~~Key dimensions and measurements~~
- ~~Material samples, cut sheets and specifications~~
- ~~Landscaping details and species~~

Section 1.9, Worksheet for COA Evaluation. Add text as follows:

This worksheet can be downloaded from the HPC website or it can be obtained from the HPC administrator. The green shading identifies guideline sections that are likely applicable to the type of proposed changes.

Guideline 2.3.1. Add text as follows:

*Locate equipment in Secondary and Tertiary AVCs and screen items from public view with vegetation, fencing and similar site constructions. **Consolidate utilities in common locations.***

Guideline 2.3.4. Add text as follows:

*Evaluate utilities and equipment installed in the public right-of-way, such as utility poles, street lights, railroad crossing signals, signal boxes and similar items, for their visual impact on the street. **Install multiple utilities on common poles.***

Guideline 2.4.1. Modify text as follows:

*Maintain mature ~~street~~ canopy trees. **Mature tree removal and its replacement species must be recommended by a certified arborist.** Replace ~~distressed~~ removed trees with a similar canopy species at or near the location of the removed tree. **Locate canopy trees to that defines the street edges.***

Guideline 2.7.2. Modify text as follows:

*Use driveways to access off street parking areas located in the Tertiary AVC. Areas for vehicular use shall not exceed more than 50% of the rear yard in the **tight weave development pattern**.*

Guideline 2.9.1 Add text as follows:

*Construct piers with wood decking or **concrete panels**. Piers shall have a narrow width that generally extends perpendicular and parallel to the shoreline.*

Guideline 4.2.4. Modify text as follows:

Incorporate wood trims and articulate masonry appropriately for the application. ~~Primary structures are generally more ornate and detailed. Accessory structures are generally subordinate to the primary structure and have minimal ornamentation, if any, and simplified details.~~

Create Guideline 4.2.5 as follows:

Primary structures are generally more ornate and detailed. Accessory structures are generally subordinate to the primary structure and have minimal ornamentation, if any, and simplified details.

Guideline 4.3.5. Modify text as follows:

*Tinted, **opaque and reflective** glazing is not appropriate in historic windows.*

Guideline 4.4.4. Modify text as follows:

*Provide **porches**, entrance doors, ~~porch~~ railings and other ornaments that proportionally relate to the building. Appropriate ~~porch~~ balustrades often convey a heavier visual appearance. **Center balusters between the top and bottom rails and space them about three inches apart.***

Guideline 5.3.4. Add text as follows:

Provide aluminum fabrications with welded joints or blind, mechanical connections having concealed fasteners.

Guideline 5.4.4. Add text as follows:

*Modify text as follows: Consider using opaque stain in lieu of paint on ~~porch~~ flooring, ~~deck~~ flooring **fencing** and similar wood surfaces exposed to foot traffic or weather.*