



Development Services Department
303 First St. P.O. Box 1129
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TO: New Bern Historic Preservation Commission
FROM: Matt Schelly, AICP, City Planner
DATE: January 31, 2022
RE: Design Review Meeting, 5:30 PM, Wednesday, February 2, 2022, in the Development Services Conference Room, 303 First St.

DESIGN REVIEW AGENDA – 5:30 PM

- I. **Application Design Review** - Consider certificate of appropriateness applications for proposed major exterior alterations:
 - A. **100 Middle St. (Doubletree Inn)** – installation of hvac units under tall windows
 - B. **301 Johnson St.** – metal gates
 - C. **720 Pollock St.** – porch reconstruction, fencing, shed(s)
 - D. **604 Johnson St. (St. Cyprian’s Episcopal Church)** – addition and renovations
- II. **Informal Design Review** – Discussions with potential applicants prior to submitting a formal application. Potential applicants may show up with nothing more than a verbal description, however photos and other information are more helpful.
 - A. Any at meeting?
- III. **Informal Board Discussion Items** -
 - A. **Approvals of and Appeals by the State and its Subdivisions** – staff and City Attorney
 - B. **Use of Certified Arborists** – Commissioner Broadway and staff
 - C. **Expansion of the Local Historic District into the Long Wharf neighborhood** - staff
 - D. **Prevention of Demolition by Neglect Work Group** – report
 - E. **Guidelines Updates Work Group** – report
 - F. **Historic Property Owners Support (HiP Owners Support) Work Group** – report
 - G. **Preservation Awards Work Group** – report
- IV. **Project Follow-Ups, Updates, and Questions**
 - A. **CoAs denied** – None

B. CoAs issued in January

MAJORS:

211 Johnson St. – landscape plan

211 Pollock St. – rear addition, new walk-in freezer, new recessed side entrance, closing 7 windows, new waterproofing trim, painting waterproofing, new wall-mounted lighting, and new mechanical units on platforms

221 S. Front St. – 1-story addition and site modifications

316 Liberty St. – new infill 1-story house and parking area

509 Broad St. – front access ramp – landscaping condition met

521 Hancock St. – roof revisions to an existing garage

616 New St. – new shed, extend the driveway, and new fencing

MINORS:

312 Metcalf St. – window restorations, porch lighting, trim

V. Enforcements - Old and New since last DR meeting

A. Ongoing, Formal:

215 Pollock St. – modern metal roofing – City Attorney pausing for owner to sue contractor

221 E. Front St. – long-time DBN case – “221 Team” mtg. with owner 6/11, site visit 6/15

B. Preliminary, Informal:

214 Pollock ROW – replacement tree – reminded Horton

311 Hancock St. – repointing w/o CoA - inspection and photos, discussion with contractor in 2020

319-323 Middle St. – painting previously unpainted brick – discussed with HPC; no new action since late 2020

711 Pollock St. – paint removal – no new action since early 2020; met with owner

819 N. Craven St. - new fencing w/o CoA - waiting for email that Morgan approved fencing as R-i-K.

C. Remaining to begin contact/enforcement:

306 Metcalf St. – new gate w/o CoA

408 Avenue A – reroofing w/o CoA or consent as RiK; repaving driveway apron

411 Johnson St. – incorrect standing seam metal roof (w/ or w/o a CoA?)

508 C St. – porch revision w/o CoA

509 Craven – follow up on 2018 violation, porch columns

510 C St. – shed w/o CoA

511 Middle St. – fence w/o CoA

525 Queen St. – repair to soffit unfinished; contractor contacted by HPA

601 Broad St. – reroofing w/o CoA or consent as RiK

605 Hancock St. – mech unit w/o CoA for screening

624 E. Front St. – installation of fencing not according to CoA or Guidelines

702 E. Front St. – landscaping required as condition of CoA not yet installed

707 Craven St. – post removed w/o CoA

715 Craven St. – new shed w/o CoA

809 N. Craven St. – replacement of siding and window trim w/o consent or CoA; owner to contact HPA

812 Queen St. – building demolition w/o CoA

813 N. Cool Ave. – mech unit needs screening, porch expansion w/o CoA

911 Broad St. – porch revision w/o CoA

1117 N. Craven St. – installation of driveway and tree removal w/o COA; met with owner

VI. Staff and Board:

A. Training:

1. The history and architecture of the Long Wharf neighborhood

VII. Requests by Commission Members for Future Work Session Items

VIII. Adjourn