



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: February 9, 2022
RE: Regular Meeting, **5:30 PM, Wednesday, February 16, 2022, in the Courtroom, Second Floor, City Hall, 303 Pollock St.**

INDIVIDUALS WITH DISABILITIES REQUIRING SPECIAL ASSISTANCE SHOULD CALL
639-7501 NO LATER THAN 3 P.M. THE DATE OF THE MEETING

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:
 - A. Hearings: Introduction, Swearing-In, Summary of Process
 - Introduction of Hearings and Rules of Procedure
 - Swearing-In of Speakers
 - Summary of the Hearing Process
 - Applications:
 - B. **302 Broad St.** – to include application of a masonry water repellant in all AVCs.
 - C. **301 Johnson St.** – to include the installation of 6-foot-high metal gates for the driveway and two pedestrian entries in the Primary AVC.
 - D. **720 Pollock St.** – to include a front porch reconstruction, new rear fencing, a new shed, a new pergola, and new patio paving in all AVCs.
 - E. **816 E. Front St.** – to include a 2-story infill house. **WITHDRAWN**
- *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 St.).*
5. Old Business (non-hearing items tabled or continued from a previous meeting): none
6. General Public Comments
7. New Business: None
8. HPC Administrator's Report:

A. Report on CoAs Issued 01/11/2022 – 02/07/2022

MAJORS, including AMENDMENTS:

1. 211 Johnson St. – landscape plan
2. 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
3. 221 S. Front St. – 1-story addition and site modifications
4. 316 Liberty St. – new infill 1-story house and parking area
5. 509 Broad St. – front access ramp – landscaping condition met
6. 521 Hancock St. – roof revisions to an existing garage
7. 616 New St. – new shed, extend the driveway, and new fencing

MINORS:

1. 212 Johnson St. – Front fence revisions, new front gate
2. 309 New St. – tree replacement
3. 312 Metcalf St. – window restorations, porch lighting, trim
4. 521 Hancock St. – replacement of three trees

B. Report on CoA Extensions Issued since the Prior Regular Meeting: None

C. Other Items and Updates

9. Commissioners' Comments

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):			
Property Owner Name(s):	Owner Mailing Address:	Phone #s:	Email:
Applicant Name (if different):	Applicant Mailing Address:	Phone #s:	Email:

II. Project Information: <i>(See “CoA Instructions” & “Historic Guidelines” for help in completing this section)</i>
1. Provide a detailed description of work to be conducted on site: (Attach additional sheets if needed)
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):
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).
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.
- ◆ 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.

Zach Chenoweth

Signature of Applicant/Owner

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.

Matthew Schelly

From: Wood, John <john.p.wood@ncdcr.gov>
Sent: Monday, July 12, 2021 4:01 PM
To: Zach Chenoweth
Cc: Matthew Schelly; Tripp Eure III AIA, NCARB (eure@mbfarchitects.com); Wood, John
Subject: Water-repellent Coating Application: Craven County Courthouse, New Bern, Craven Co.
Attachments: 01Preserve-Brief-Cleaning.pdf

Good afternoon Zach,

Hope all is well in New Bern. I wanted to follow up with you on regarding the upcoming masonry repair project at the Craven County Courthouse. In regard to our on-site meeting at the courthouse, I thought that the repointing sample prepared by Wayne Thompson looked good. I look forward to seeing the results of the mortar analysis and getting Wayne underway on the repointing work.

Since our meeting, I have had the opportunity to review the product information and specifications for the WaterTite Masonry Water Repellent that was discussed at the meeting, a product that I was not familiar with until our meeting. As I indicated in my October 6, 2020, email, the application of water repellent coatings and sealers, even those that are marketed as being “breathable” or “vapor permeable” is not recommended for historic masonry.

These products can prevent the moisture that forms within or penetrates masonry walls from escaping resulting in the creation of efflorescence on the surface of the masonry, damage to interior finishes and adjacent wood framing, and the deterioration of the bricks and mortar overtime. In addition, these products are not reversible and may change the historic appearance of the masonry.

In many instances where the application of masonry sealers is desired, the owner is in-reality attempting to treat the symptoms of a moisture problem and not the root cause of the problem. Oftentimes moisture issues in masonry buildings are the result of roof and or flashing leaks; faulty gutter systems; deteriorated mortar joints; deteriorated caulking joints at window and door openings; deteriorated window glazing; ground water issues/rising damp; operating air conditioning and heating systems too high and over cooling or heating a building; and inadequate dehumidification. A common issue is condensation inside the masonry walls (interior surfaces and/or inside the wall itself) from AC and Heat coupled with hot/cold exterior walls. This is particularly problematic for older masonry units during the summer.

The application of masonry sealers will not address these issues and in many cases will exacerbate the moisture problem(s). Any water repellent coating - even a conservation-type (reasonably vapor permeable) will to some degree reduce the vapor permeability of the masonry surface. If mortar and caulking joints are sound; roof coverings, flashing, and gutter systems have been installed properly and are not damaged; ground water issues have been addressed; and building systems are correctly operated then water penetration should not be an issue.

Here in the east, a condition known as Rising Damp where moisture is wicked up into masonry walls is common. Ideally the moisture rises to a certain level and then evaporates from the walls. We have seen several instances where the application of masonry sealers has resulted in the rising damp moisture being forced further up into the building due to the natural breathability of the masonry being reduced by the sealer. This subsequently resulted in the deterioration of historic plaster and the decay of wooden structural systems, as well as increased mold issues. Another concern related to ground water issues is the adverse impact that masonry sealers can have on the proper drying of masonry building that are subject to flooding.

Masonry coatings tend to deteriorate within five to ten years and most manufacturers have a recommended schedule for reapplication of water repellents. There is some concern raised by stone conservators at Historic Scotland that as a repellent begins to break down, moisture can enter (in weathered areas) and become trapped in areas where the repellent is still in fair/sound condition.

An additional concern with masonry sealers and water repellants is the effect that these products can have on newly-completed masonry repairs. Traditional lime-based mortars take a long time to fully cure. Application of such products before the repointing mortar has fully cured may affect proper curing and the later performance/longevity of the mortar.

There may be some instances when a water-repellent coating would be considered appropriate to use on a historic masonry building. In these instances, such products should only be applied in selected areas and never applied to the entire exterior of the building. The evaluation of the need for and appropriateness of a water-repellent coating should be made by an architectural conservator.

I recommend that the application of a water-repellent coating not be undertaken and should be eliminated from the project scope of work. The masonry repointing portion of the project should be undertaken. Following the completion of the masonry repair work, the building should be closely monitored for the next six-to-twelve months for moisture intrusion and to evaluate if the repair work has solved the moisture problem(s). In some instances, it can take nearly a year for a building to properly dry. If after that time moisture issues persist, a close examination of window sills and openings; gutter and drainage systems; and climate control systems should be undertaken in order to determine if any of these elements are the source of the moisture.

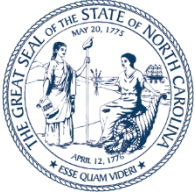
For your information, I have attached a copy of NPS *Preservation Brief 1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings*. This preservation brief contains a section in which water-repellant coatings and masonry sealers are discussed.

Again, we do not recommend the application of a water-repellent coating to historic masonry surfaces. We recommend a systematic approach to determining the cause of moisture issues and a measured approach for the treatment of moisture issues. Avoiding the use of unnecessary masonry coatings will save money, effort, and will keep from undertaking a detrimental treatment to the building. I look forward to continuing to work with you on the courthouse project and successfully addressing the moisture issues there.

Please do not hesitate to contact me if you have any questions or require additional information.

Regards,

John



John P. Wood

Preservation/Restoration Specialist
NC State Historic Preservation Office
NC Dept. of Natural and Cultural Resources
Phone: (252) 830-6580, extension 225
john.p.wood@ncdcr.gov

117 West Fifth Street | Greenville, North Carolina 27858

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And don't forget your Ws! Wear. Wait. Wash.

WEAR a face covering.

WAIT 6 feet apart from other people.

WASH your hands often.

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*Facilities Director
Steven A. Creel*



*Asst. Facilities Director
Zach Chenoweth*

August 31, 2021

City of New Bern, Development Services Department
Historic Preservation Administrator
303 First Street
New Bern, NC 28560

Dear Mr. Schelley:

We request the reconsideration to allow the WeatherTite masonry repellant to be applied as part of the Masonry restoration project on the Craven County Courthouse in New Bern, NC. In addition to the complete repair of the brick veneer mortar joints, we feel the condition of the aged brick warrants the application of the recommended repellant to help decrease the level of moisture intrusion through the existing masonry walls. The interior face of the existing perimeter walls has been deteriorating for many years. It has reached a critical point of repair to maintain the ongoing operation of court functions in this facility. Craven County and our team feel the masonry restoration alone will not be sufficient to provide an adequate barrier to prevent moisture from reaching the interior plaster finishes.

We are requesting the use of the repellant product based on the precedent of product use on other Historic Buildings on the National Register.

The WeatherTite repellent was applied after the masonry restoration on the Hill Hall Building on the University of North Carolina campus in Chapel Hill. The Listing of the Facility is on Page 14 of the register.

Use the following link to access the document. <https://npgallery.nps.gov/NRHP/GetAsset/856c64cc-7712-40c8-9e0e-0e18f72a17b4>

The recommended water repellent (WeatherTite) was applied to the 1907 brick at Hill Hall as proposed for use at the Craven County Courthouse and did not experience any visible color or texture change of the historic brick. The use of a vapor-permeable water repellent (with a sample application required) was a part of the exterior restoration design. It was reviewed/approved by NCSHPO as part of the design. State Construction Monitor was Ross Wood - ross.wood@doa.nc.gov. The Work was performed 2016-2017.

Sincerely,

Zach Chenoweth
Craven County Assistant Facilities Director

Matthew Schelly

From: Wood, John <john.p.wood@ncdcr.gov>
Sent: Wednesday, October 20, 2021 11:32 AM
To: Matthew Schelly
Cc: Wood, John
Subject: RE: [External] 302 Broad St. (Courthouse) water repellent follow-up
Attachments: image006.wmz

Hi Matt,

Large masonry buildings can take an amazingly long time to dry out (especially as you noted with latex paint preventing or slowing the drying process) . A phased approach is recommended as I outlined in order to address the major possible causes of the moisture issues and then monitor the level of success of the treatment. Allowing time for the building to dry is key. In most instances, we have found the repairing items or altering actions or maintenance activities (such as adjusting climate control systems) as I described solves the problem. If it does not address all of the issues, the a reevaluation the problem area(s) is warranted, so no do not then go immediately to a water repellent coating. Reevaluate, repair, and then monitor again.

For example, in the building, moisture issues were seen on all floors. Given the height of the building, we can safely discount rising damp as the cause of the second-floor moisture issues. If after all treatment is done, we see no further issues on the second floor, then we can assume that gutters, roof/window leaks, deteriorated mortar joint, or climate control systems were the culprit and problem solved there. But if we continue to see that moisture issues remain at the foundation level, then we need to take a harder look at possibility rising damp, the location(s) of roof run off, the amount of impervious adjacent surfaces, adjacent grade, placement of landscaping and irrigation and plumbing systems, etc. Once we evaluate those possible causes, we correct what we believe to be the cause and monitor for an appropriate period.

In the case of rising damp, altering the location /catchment of roof run off; subsurface drains; changes in grade, landscaping and adjacent hard scape have all been used successfully to stop the problem. More intrusive solutions such as the installation of a dry course (which historically was slate) into the masonry may be needed if the other solutions are not successful in solving the problem. Use of a masonry sealer would be the worst thing to do in this instance as moisture will be driven further up the wall of the building.

Keep in mind that the moisture issues that we noted have not been a chronic problem since the building was constructed. They are only a more recent phenomenon. That being the case, then the cause must be a more recent phenomenon. Whether caused buy human actions, deterioration, lack of maintenance, or environmental or climate changes, we need to treat cause of the problem that prevents its reoccurrence, while not adversely impacting the building's historic fabric and integrity. We are not addressing original in building flaws, but are addressing change in condition.

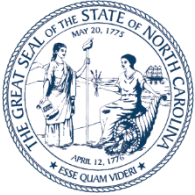
Once the monitoring has been completed, I am happy to provide the names of architectural conservators if needed. Those that I would recommend to look at rising damp issues are likely not the same as those that I would recommend for other issues. If the county feels that they would like to pay for a thorough building evaluation and conditions assessment by an architectural conservator before the commencement of any work, I can discuss that and possible consultants with them.

So to answer your and the HPC's question: What should we do when they have done all the suggestions you had in your letter and they still have a problem, then what would be your suggestion?'. Once the building has

dried, reevaluate the first-round treatments for level of success; develop and implement second-round treatments for the area where the first-round treatment was unsuccessful; implement second-round treatment; and then monitor again/evaluate level of success.

Hope this helps and please keep me posted.

John



John P. Wood

Preservation/Restoration Specialist
NC State Historic Preservation Office
NC Dept. of Natural and Cultural Resources
Phone: (252) 830-6580, extension 225
john.p.wood@ncdcr.gov

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And don't forget your Ws! Wear. Wait. Wash.

WEAR a face covering.

WAIT 6 feet apart from other people.

WASH your hands often.

From: Matthew Schelly <SchellyM@newbernnc.gov>

Sent: Tuesday, October 19, 2021 3:12 PM

To: Wood, John <john.p.wood@ncdcr.gov>

Subject: [External] 302 Broad St. (Courthouse) water repellent follow-up

CAUTION: External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to [Report Spam](#).

John,

I feel like a big pest lately.

At our October 6 HPC meeting we discussed the courthouse repellent, reading parts of your letter that was on the screen and telling them that you did not approve of the repellent for their project. Especially:

Since our meeting, I have had the opportunity to review the product information and specifications for the WaterTite Masonry Water Repellent ... As I indicated in my October 6, 2020, email, the application of water repellent coatings and sealers, even those that are marketed as being "breathable" or "vapor permeable" is not recommended for historic masonry.

In many instances where the application of masonry sealers is desired, the owner is in-reality attempting to treat the symptoms of a moisture problem and not the root cause of the problem. Oftentimes moisture issues in masonry buildings are the result of roof and or flashing leaks; faulty gutter systems; deteriorated mortar joints; deteriorated caulking joints at window and door openings; deteriorated window glazing; ground water issues/rising damp; operating air conditioning and heating systems too high and over cooling or heating a

building; and inadequate dehumidification. A common issue is condensation inside the masonry walls (interior surfaces and/or inside the wall itself) from AC and Heat coupled with hot/cold exterior walls. This is particularly problematic for older masonry units during the summer.

I recommend that the application of a water-repellent coating not be undertaken and should be eliminated from the project scope of work. ...

Again, we do not recommend the application of a water-repellent coating to historic masonry surfaces. We recommend a systematic approach to determining the cause of moisture issues and a measured approach for the treatment of moisture issues. ...

So, after we talked to them for a long time about: all the repairs they have done to the roofing, the gutters, the downspouts, and the caulking; the current repointing; and that they have a dehumidification system inside and have latex paint on plaster walls, we urged them to wait a few seasons, possibly over a year, until it can be determined whether the repairs and air control have solved the problem or not. Even then, that still leaves from your list of potential sources of the moisture that it could be coming from the rising damp, plus we suggested that an air control study needs to be done to verify the settings are correct.

(BTW, what can be done about rising damp? An underground perimeter drain?)

This left us with the HPC directing me to ask you: **what should we do when they have done all the suggestions you had in your letter and they still have a problem, then what would be your suggestion?**

I know your letter included "The evaluation of the need for and appropriateness of a water repellent coating should be made by an architectural conservator." If that's it, then do you have some names we can give them?

They pulled their application from the meeting tomorrow evening, but asked to be on the November 17 formal HPC meeting agenda. I have asked if they would like to be on the November 3 HPC discussion meeting, so this is not urgent, but some info may be very helpful by November 2.

Thanks,
Matt



Matthew Schelly, AICP, Reg. Arch. (CA), CZO, CFM

City Planner, Historic Preservation Administrator

City of New Bern, Development Services Department
303 First Street
New Bern, NC 28560
Office: 252-639-7583
schellym@newbernnc.gov

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Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – November 2021

Applicant: Craven County/Zach Chenoweth, Assistant Facilities Director

Applicant Address: 406 Craven St., New Bern, NC

Project Address: 302 Broad St., New Bern, NC

Historic Property Name: Craven County Courthouse

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

NR Inventory Description (1988): Craven County Courthouse, 1883/1915; Second Empire style; brick; two-and-a-half stories; Sloan and Balderson of Philadelphia architects; arched windows; four-story entrance tower; Mansard slate roof.

Sandbeck Description (1988): Craven County Courthouse, 1935-1936; "... is New Bern's largest and most lavishly ornamented Second Empire-style building. Although an extensive remodeling in 1958 resulted in the removal of much of its original sash, ornamental ironwork and other period detailing, it remains the outstanding landmark on Broad Street ... Happily, the County has recently [about 1988] completed the exterior restoration of the courthouse. ... The walls of the courthouse are of careful running-bond brickwork decorated with horizontal bands of dark brick. Each [section of the facades] is distinguished by slightly projecting pilasters; the large, recessed panels between pilasters are capped by toothed and corbelled brickwork. Molded and corbelled brickwork supports the overhanging bracketed cornice. The window and door openings are capped by exceptional Eastlake-style cast-iron lintels. ... In 1915-1916, the courthouse was extended to the north with a large three-bay addition with brickwork, stone and roof details identical to those of the original structure. ..."

302 Broad St. - to include application of a masonry water repellant on the historic brick masonry in all AVCs.

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

Modifications

3.2.2 Modifications to a structure should not conceal, damage, or remove significant design components or architectural features.

Masonry

5.1.6 It is not appropriate to use water repellants or sealers on masonry because these treatments often trap moisture and accelerate spalling.

Paint

5.4.6 It is not appropriate to apply paint, water repellant, or sealant coatings to unpainted surfaces such as masonry, stone, copper, and bronze.

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

1. The structure is a highly valuable contributing historic resource;
2. The proposal is to apply a water repellent to all of the exterior historic brick masonry;
3. The proposal is in direct conflict with Guidelines 5.1.6 and 5.4.6, and in general conflict with Guideline 3.2.2;

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – November 2021

4. The State Historic Preservation Office has reviewed the proposal and several times indicated that the application of a water repellent on the historic brick on this building is not appropriate and will cause irreparable damage to all of the brickwork.
5. The applicant has not provided verification that all recommended alternatives have failed to resolve the moisture issue;
6. The project is not congruous with the Guidelines.

MOTION

Staff recommends the Commission deny this application to include application of a masonry water repellant on the historic brick masonry in all AVCs.

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):

301 Johnson St, built ca. 1830, additions in early 1900s

Property Owner Name(s):
Charles T. Cleveland

Owner Mailing Address:
301 Johnson St

Phone #s:

Email:

Mary Ann Cleveland

New Bern, NC 28560

813-830-2901

maryacleveland@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)

1. Provide a detailed description of work to be conducted on site: (Attach additional sheets if needed)

Install wrought iron gates in current openings in existing fence:

- a. 51" x 62" gate in the current fence opening on Johnson Street leading to front door
- b. 40" x 62" gate in the current fence opening on Craven Street leading to side door on East wing
- c. 136" x 72" driveway gate in the current fence opening off Craven Street leading to brick courtyard parking on South side of house (See additional sheets for drawings/photos)

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):

2.5.1, 2.5.2, 5.3.3, 3.1.1, 4.4.4

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).

wrought iron, powder coated in black, alternating height vertical pickets spaced about 3 inches apart in historical style in attached photos

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.

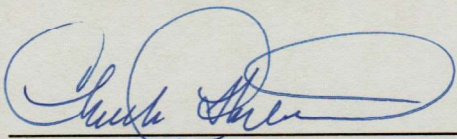
Please see Development Services Staff (Staff) prior to submittal for initial review of the application and advisement if additional information will be required before consideration at a Historic Preservation Commission hearing.

Please read the following statements. Your signature below acknowledges that you have read the statements and attest to their accuracy:

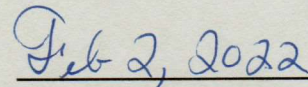
Check one:

- ☒ I am the owner of the Property, or
- ☐ I am acting on behalf of the owner of the property and 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.

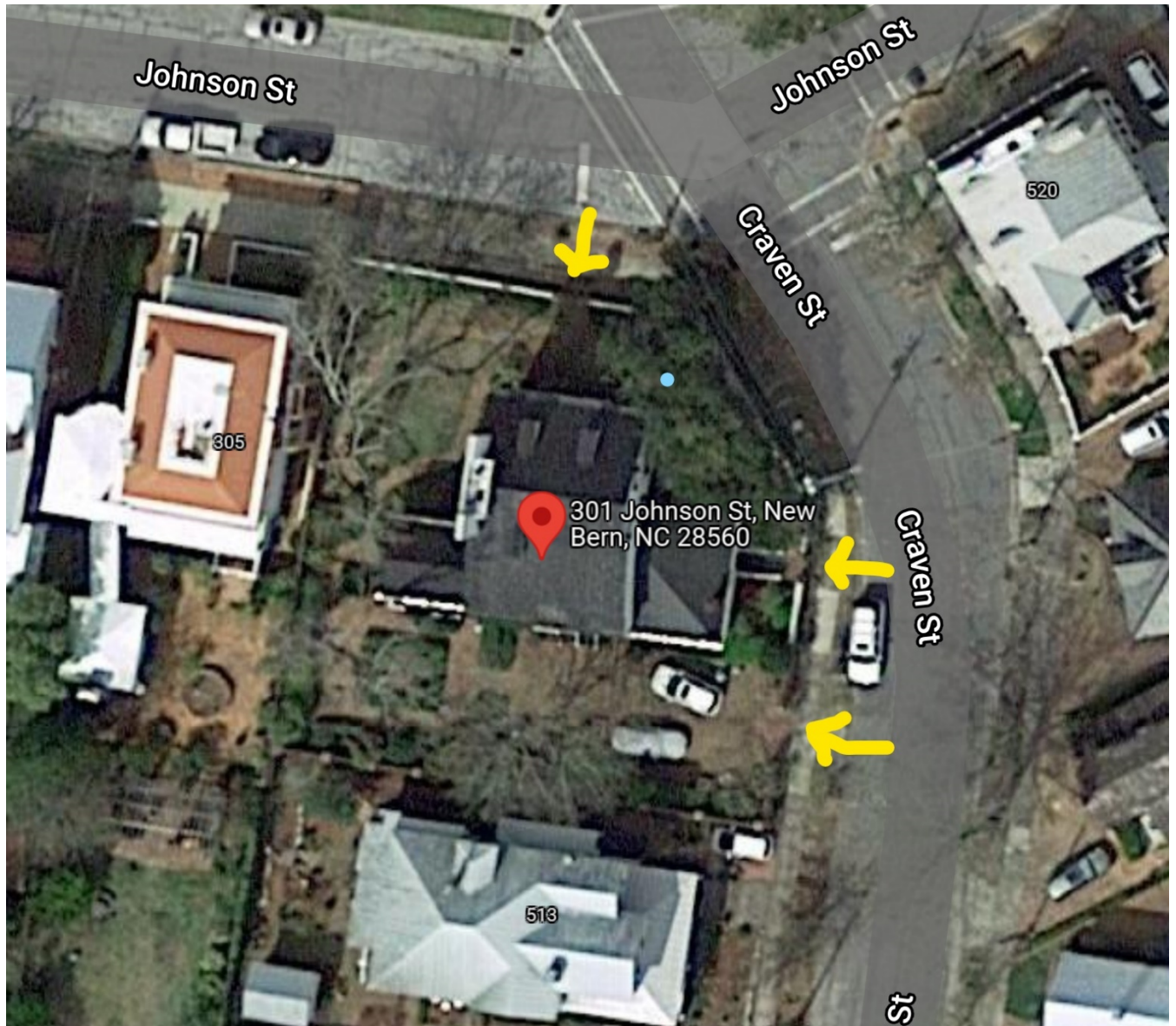


Signature of Applicant/Owner



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.



Satellite view of 301 Johnson St; yellow arrows indicate position of fence openings



Courtyard entrance off Craven Street – south east side of house

Brick columns are spaced 136" apart and 83" to top, 75" to bottom of crown

The existing bracket seen extending from each column (possibly where gate hung previously) is 72" above the brick driveway.





Craven Street entry to East wing of 301 Johnson Street

Brick columns are spaced 40" apart and are 69" high from step to bottom of crown, 77" to top

Front entry



Front entry off Johnson Street, Entry columns are spaced 52" apart and 69" to bottom of crown, 77" to top



Sample gates



Driveway gate by American Fabricators – shows basic shape of proposed gates



Fence across the street at 304 Johnson St – shows picket style for proposed gates



Driveway gates on home off Edgerton St – 2 blocks away



Gate on King Street, corner of King and E. Front St – similar style proposed



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:

301 Johnson St. – to include the installation of 6-foot-high metal gates for the driveway and two pedestrian entries in the Primary AVC.

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

Zoning District:

Required Setbacks (primary structure): Front Side Rear

Accessory Setbacks: From Nearest Structure Side Rear

Maximum Lot Coverage for proposed use:

Maximum Height of Structure:

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___ Does Not Meet___ the requirements of the Land Use Ordinance.

Comments:

Zoning Administrator

[Signature]
2/9/22

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]
2/9/22

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – February 16, 2022

Applicant: Mary Ann & Charles Cleveland

Applicant Address: 301 Johnson St., New Bern, NC

Project Address: 301 Johnson St., New Bern, NC

Historic Property Name: Jerkins-Duffy House

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

NR Inventory Description (2003): built ca. 1830; Two-and-a-half stories; three bays wide; double-story rear porch; exposed-face chimneys; gable-end roof, gabled dormers; one-story wings on north, south sides.

Sandbeck Description (1988): “Thomas Jerkins, a prominent merchant and shipowner, had this large transitional Federal-to-Greek Revival side-hall frame house constructed in the early 1830s, probably for his daughter, ... [After other owners] Minnette Duffy, one of the leaders of the local movement to reconstruct Tryon’s Palace, lived here with her husband, Dr. Richard Duffy, from 1909 until her death in the 1950s.”

301 Johnson St. - to include the installation of 6-foot-high metal gates for the driveway and two pedestrian entries in the Primary AVC.

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

Fences and Garden Walls

- 2.5.1 Fences and walls based on historic designs are encouraged. Incorporate materials and configurations that relate to the architecture of the principal structure on the site. Use fences and walls to demarcate property lines and screen private areas.
- 2.5.2 In a Primary AVC, erect low fences and walls with a vertical dimension of four feet or less. Space rectangular wood planks about one inch apart. Space square wood and iron pickets about three inches apart. Orient pickets vertically.

Design Principles

- 3.1.1 Consider the scale, mass and proportion inherent to the surrounding historic development pattern, and design modifications that incorporate these characteristics. Use basic shapes and forms that are common to the historic districts.
- 3.1.5 Avoid creating a false sense of historical development. It is not appropriate to apply historic architectural styles to infill construction. Creative interpretation of traditional detailing and ornamentation is encouraged.

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.
- 3.2.3 Replace historic design components only if they are damaged beyond repair. Replacement for convenience is not appropriate. Use materials and details that match the original.
- 3.2.4 Rebuild missing or insensitively altered design components based on documented evidence of the original configuration.
- 3.2.5 It is not appropriate to introduce features and details that will create a false sense of historic development.

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – February 16, 2022

Masonry

5.1.1 Adhere to Guidelines for retention of historic fabric when altering masonry materials.

Metals

5.3.1 Adhere to Guidelines for retention of historic fabric when altering metal materials.

5.3.3 Use full weld iron and steel fabrication techniques. Welds shall be properly dressed, or ground smooth.

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

Paint

5.4.2 Select paint and sealant coatings that are harmonious with adjoining work. In general, new material shall be a compatible formulation with the substrate of application.

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

1. The project is located in the *Narrow Stitch* development pattern;
2. The proposal is a modification project;
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 the installation of 6-foot-high metal gates for the driveway and two pedestrian entries in the Primary AVC.

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: AG's Home Solutions, LLC /Gilray

Property Address (Include year built, if known):
 720 Pollock Street

Property Owner Name(s): Jacob and Jennifer Gilray	Owner Mailing Address: 11528 Walden Loop Parrish FL 34219	Phone #s: 941-773-3024	Email: jake.gilray@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)

1. Provide a detailed description of work to be conducted on site: (Attach additional sheets if needed)

Install Pavers in the rear of the property from the back steps and underneath pergola.
 Erect Pergola from wood and place on top of pavers.
 Install 6X8 shed on brick piers with a curtain wall in the rear of the property matching house.
 Install wooden fence on the right property line to replace previous fence that was rotten beyond repair.

Build front porch similar to adjoining properties to improve curb appeal. ☐ 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):

2.5.1, 2.5.3, 2.5.4, 5.4.2, 5.4.3, and 5.4.4, 2.6.1, 2.6.3, 3.1.1, and 3.1.2

☐ 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).

See attached

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

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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


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.

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:

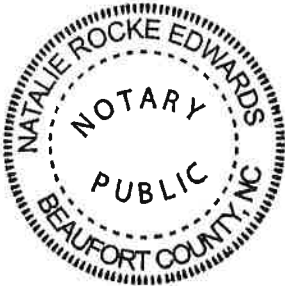
720 Pollock Street New Bern NC
(address, city, zip code)

I hereby authorize AG's Home Solutions 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:

11528 Warden Loop Phone 941-773-3024
Dartmouth, FL 32219



[Signature]
Owner's Signature

Jacob Gilray
Print Name

10/2/2021
Date

Sworn to and subscribed before me this 2nd day of October, 2021

[Signature]
Notary Public:

My commission expires: 2/13/2024

From: natalie edwards

Sent: Friday, January 28, 2022 10:46 AM

To: Info

Subject:



gate



Craven County GIS

Craven County does NOT warrant the information shown on this map and should be used ONLY for tax assessment purposes. Printed on January 28, 2022 at 10:05:37 AM

1 inch = 131 feet



Pavers for rear of property

<https://www.lowes.com/pd/Four-cobble-Allegheny-Concrete-Patio-Stone-Common-16-in-x-16-in-Actual-15-7-in-x-15-7-in/4686349>

Four cobble 16-in L x 16-in W x 2-in H Patio Stone

Item #477094 Model #205261

- Ideal to overlay or create a new patio or walkway
- Marbled coloring includes light brown and gray tones
- Natural cobblestone texture with false joints to give appearance of multiple, smaller stones



Pergola

<https://www.lowes.com/pd/Backyard-Discovery-12-x-10-Fairhaven-Pergola-Rustic-Finish/5005336539>

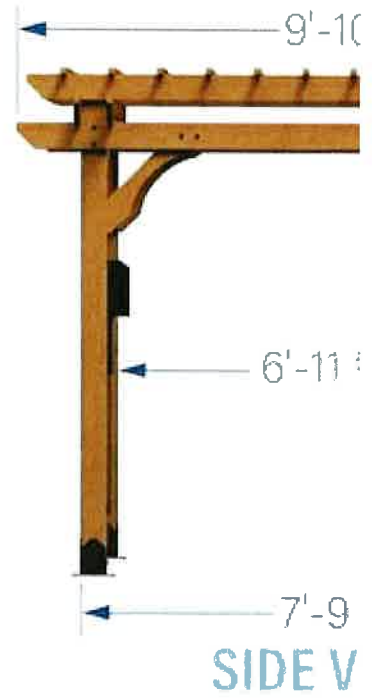
Backyard Discovery Fairhaven 10-ft W x 12-ft L x 7-ft 10-3/4-in Brown Wood Freestanding Pergola

Item #4349963 Model #2101524COM

- Made from premium performance Nordic Spruce lumber
- Nordic Spruce lumber resists decay, splintering, warping and cracking for superior exterior performance
- Welcoming Rustic Finish

12X10 FAIRHAVEN

PERGOLA



Fencing

<https://www.lowes.com/pd/Severe-Weather-Actual-3-5-ft-x-8-ft-Wood-Pressure-Treated-Pine-Spaced-Picket-Gothic-Wood-Fence-Panel/4196227>

Severe Weather 3.5-ft x 8-ft Pressure Treated Pine Gothic Spaced Picket Fence Panel

Item #156718 Model #GTFPT25E

- Spaced Gothic top fence panels provides a unified appearance promoting a beautiful finished look
- Southern yellow pine with no wane provides a high-quality appearance
- Photo shows previous fence that was extremely rotten. Placement will be the same as existing. Gate in the driveway as previous.





Shed

Please use this image for size and overall look only. Shed to be constructed of wood with siding like the siding on the house painted to match the house. Gray shingled roof. Placed on brick piers.

<https://www.homedepot.com/p/Handy-Home-Products-Garden-Shed-6-ft-x-8-ft-Wood-Storage-Shed-with-Galvanized-Metal-Roof-19371-2/312414545>

Front Porch

Extended to the end of the home with the same roof line as existing. Bricks to match house added for foundation. Brick step up to remain in the center with a black rod iron gate.







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:

720 Pollock St. - to include a front porch reconstruction, new rear fencing, a new shed, a new pergola, and new patio paving in all AVCs.

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

Zoning District:

Required Setbacks (primary structure): Front Side Rear

Accessory Setbacks: From Nearest Structure Side Rear

Maximum Lot Coverage for proposed use:

Maximum Height of Structure:

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 ___ Does Not Meet ___ the requirements of the Land Use Ordinance.

Comments:

Setback must be 8' from the house (min) + 3' off property line (min)
Zoning Administrator [Signature] 2/9/22

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] 2/9/22

Certificate of Appropriateness Findings and Recommendations

HPC Regular Meeting – February 16, 2022

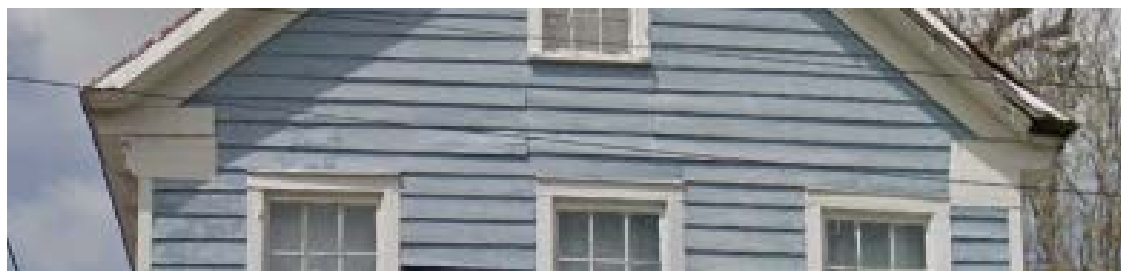
Applicant: Jacob & Jennifer Gilray/AG's Home Solutions
Owner's Address: 11528 Walden Loop, Parrish, FL 34219
Project Address: 720 Pollock St., New Bern, NC

Historic Property Name: Hill Rental House

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

NR Inventory Description (2003): built ca. 1880-1890; Two stories; three bays wide; shed-roofed entrance porch in right front bay; bracketed eaves; gable-front roof; interior chimney.

Sandbeck Description (1988): "Distinguished by its late Italianate-style bracketed cornice, this two-story gable-front house appears to have been built between 1880 and 1890. Although altered and enlarged during the twentieth century, it retains much of its original interior and exterior detailing. Evidence still visible in the front gable indicates that the house originally had cornice returns and decorative sawn bargeboards which would have been similar to the original gable treatment of 721 Pollock Street of about the same date. Of note are the six-over-six sash, the front entrance door with its arched upper panels, and the two-story engaged porches along the west elevation at the rear. The Sanborn insurance maps indicate that the house was built as a two-room-deep structure which was enlarged when the present rear rooms were added between 1904 and 1908. A full-width front porch originally sheltered the facade. ..."



720 Pollock St. - to include a front porch reconstruction, new rear fencing, a new shed, a new pergola, and new patio paving in all AVCs.

The applicant indicated at the February 2, 2022 HPC Design Review Meeting that they intend to change the design of the shed and the fencing. There was no information provided at the February 2 meeting regarding the design of the front porch. A design was shown for the pergola, however no site plan indicating its location has been provided. The deadline indicated to the applicant has passed, so it is the observation of the staff that this application is not ready for a formal hearing on February 16.

MOTION

Staff recommends the Commission either formally continue this application to include a front porch reconstruction, new rear fencing, a new shed, a new pergola, and new patio paving in all AVCs to a future stated meeting, or to deny the application, based on incomplete information.



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: February 9, 2022
RE: Regular Meeting, 5:30 PM, Wednesday, February 16, 2022, in the Courtroom, Second Floor, City Hall, 303 Pollock St.

INDIVIDUALS WITH DISABILITIES REQUIRING SPECIAL ASSISTANCE SHOULD CALL
639-7501 NO LATER THAN 3 P.M. THE DATE OF THE MEETING

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:
 - A. Hearings: Introduction, Swearing-In, Summary of Process
 - Introduction of Hearings and Rules of Procedure
 - Swearing-In of Speakers
 - Summary of the Hearing Process
 - Applications:
 - B. **302 Broad St.** – to include application of a masonry water repellant in all AVCs.
 - C. **301 Johnson St.** – to include the installation of 6-foot-high metal gates for the driveway and two pedestrian entries in the Primary AVC.
 - D. **720 Pollock St.** – to include a front porch reconstruction, new rear fencing, a new shed, a new pergola, and new patio paving in all AVCs.
 - E. **816 E. Front St.** – to include a 2-story infill house. **WITHDRAWN**
- *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 St.).*
5. Old Business (non-hearing items tabled or continued from a previous meeting): none
6. General Public Comments
7. New Business: None
8. HPC Administrator's Report:

A. Report on CoAs Issued 01/11/2022 – 02/07/2022

MAJORS, including AMENDMENTS:

1. 211 Johnson St. – landscape plan
2. 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
3. 221 S. Front St. – 1-story addition and site modifications
4. 316 Liberty St. – new infill 1-story house and parking area
5. 509 Broad St. – front access ramp – landscaping condition met
6. 521 Hancock St. – roof revisions to an existing garage
7. 616 New St. – new shed, extend the driveway, and new fencing

MINORS:

1. 212 Johnson St. – Front fence revisions, new front gate
2. 309 New St. – tree replacement
3. 312 Metcalf St. – window restorations, porch lighting, trim
4. 521 Hancock St. – replacement of three trees

B. Report on CoA Extensions Issued since the Prior Regular Meeting: None

C. Other Items and Updates

9. Commissioners' Comments

10. Adjourn