

**Minutes of the  
New Bern Historic Preservation Commission  
July 18, 2007**

The New Bern Historic Preservation Commission (HPC) held its regular meeting on Wednesday, July 18, 2007, in the Planning & Inspections Department, 3<sup>rd</sup> Floor, 248 Craven Street.

**Members Present:** Dr. Joseph Klotz, Chairman  
Mrs. Sarah Afflerbach, Vice Chair  
Ms. Diane Filipowicz  
Mr. David Lancto  
Mr. Jack Morton, Jr.  
Mr. Jay Heck  
Mr. Rich Frye  
Mr. Peter Adolph

**Members Excused:** Mrs. Sadaf Hassan

**Members Absent:** None

**Staff Present:** Mrs. Annette Stone, AICP, City Planner  
Mrs. Leigh Anne Friesen, AICP, Planner

The meeting was opened and roll call was taken. A quorum was reached. Chairman Klotz briefly discussed the function and qualifications of the Historic Preservation Commission and its members. Witnesses were sworn in.

**Witnesses Sworn:** Jay and Leslie Manning, Bradley Cummins, Skip Byrum, Ed McGovern, and others.

The Commission reviewed the minutes from the June 20<sup>th</sup> meeting. Commissioner Adolph moved to waive the reading of the minutes, seconded by Commissioner Afflerbach. Commissioner Lancto moved to approve the minutes as submitted with a second by Commissioner Afflerbach. The motion passed unanimously.

**New Business:**

- 1. Consider COA for 406 Metcalf Street, owned by Jay and Leslie Manning, for enclosure of rear porches.**

**Staff Comments:** Staff Mrs. Stone showed a video of the property. She noted that the footprint of the structure would be changing to incorporate the addition of a screened porch as a result of the rear porch enclosure. The application shows examples of the type of screened porch

proposed. The applicants will be able to reuse their existing windows since the number of window openings is not changing. The house is contributing to the District, c. 1875-1880.

**Applicant's Comments:** Applicants Jay and Leslie Manning gave an additional description of their project. They noted that they will be using all existing windows, save the new six-over-six window that will match the existing six-over-six.

**Public Comments:** *Bradley Cummins*, 408 Metcalf Street, commented that he is pleased with the project.

**Discussion by the Commission:** Issues included the use of a six-over-six window on the first floor of the enclosure versus a two-over-two, the nature of the new six-over-six and its visual relationship to the existing six-over-six and two-over-two windows, the complementary nature of the new six-over-six window to the upper divisions of the proposed screened porch.

**Findings of Fact:** Motion by Commissioner Afflerbach, with second by Commissioner Morton, to find the application congruous with the Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required; Section 15-429 Review Criteria, citing the following guidelines: "Additions to Historic Buildings", pages 50-51, guideline(s)#1 – 12, 16; "Building Components: Exterior Entrances and Porches", pages 27-29, guideline(s)#1, 2, 6, 8, 9, 14; "Decks on Historic Buildings", page 52, guideline(s)#1, 3 – 6. Motion carried unanimously.

**Statements of Reason:** (1) Project impacts a tertiary area of visual concern; (2) Proposed screened porch embellishments acceptable in those areas; and (3) Proposed deck is inconspicuous.

**Conditions:** Any salvageable historic materials should be kept on site or donated to New Bern Preservation Foundation.

**Discussion on the Motion:** Commissioner Lancto confirmed the decking would be pressure treated 5-1/4 wood.

**Motion:** Commissioner Lancto moved to issue the COA, with a second by Commissioner Morton. The motion passed unanimously.

**2. Consider COA for 408 Metcalf Street, owned by Bradley Cummins, for construction of a rear accessory structure.**

**Staff Comments:** Staff Mrs. Stone rolled the video tape of the property. As this structure is greater than 12' X 12', it must be reviewed by the full Commission. She stated that the house itself is in a process of restoration. The rear shed will be helpful to the applicant in storing tools for this job. It is proposed to be similar to other accessory structures in the District. While the application proposes wood siding, Staff has discussed the option of cement-board siding with the applicant. A metal roof is also proposed.

**Applicant's Comments:** Applicant/owner Bradley Cummins offered more details about the project. He would like to amend the application to include a 11' X 5' porch, and would like to avoid porch railing.

**Public Comments:** None

**Discussion by the Commission:** Brief discussion occurred regarding the use and purpose of the covered overhang, the option of cement-board as appropriate siding, the reasoning behind a CMA foundation, the height of the floor, step elevations, door material, and step design.

**Findings of Fact:** Motion by Commissioner Adolph, with second by Commission Afflerbach, to find the application congruous with the Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required; Section 15-429 Review Criteria, citing the following guidelines: "New Construction", pages 44-49: "Placement", page 44-45 guideline#1 – 6; "Building Height and Scale", guideline(s)#1 – 4; "Materials" (amended), pages 46-47 guideline(s)#1 – 4; "Details", pages 47-48 guideline(s)# 1 - 4; "Texture", pages 48 guideline(s)#2; "Form and Rhythm", pp. 48-49, guideline(s)#1 – 4. Motion carried.

**Statements of Reason:** Proposed structure is in a tertiary area, and is similar to others in the District.

**Conditions:** (1) Cement-board siding is an option; and (2) The final step/railing/double doors design(s) shall be brought back to Staff.

**Discussion on the Motion:** Commission clarified option for applicant to use cement-board for the siding material, and stated that the applicant must bring the final step/railing/double doors design(s) back to Staff.

Motion carried unanimously.

**Motion:** Commissioner Morton moved to issue the COA, with a second by Commissioner Heck. The motion passed unanimously.

**3. Consider COA for 215 New Street, owned by Skip and Jill Byrum, for side and rear window modifications.**

**Staff Comments:** Staff Mrs. Stone showed the video tape. The applicant is requesting to alter windows in secondary and tertiary areas of visual concern on their structure due to an upstairs bathroom renovation. The application includes a request to alter a double hung window in the secondary area as with a permanently closed shutter appearance, and create a transom window in the tertiary area. The structure is contributing to the District, c. 1902.

**Applicant's Comments:** None

**Public Comments:** None

**Discussion by the Commission:** Commissioner Afflerbach recused herself from the discussion and voting. Topics included the number and design of lites in the transom, the reasoning for a shift in the transom window hole, the removal of the side window, the need to center the transom, and the replacement of existing shutters.

**Findings of Fact:** Motion by Commissioner Filipowicz, with second by Commission Adolph, to find the application congruous with the Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required; Section 15-429 Review Criteria, citing the following guidelines: "Building Components: Windows and Doors", pages 20-23, guideline(s)# 6, 10, 13. Motion carried.

**Statements of Reason:** (1) Project impacts tertiary areas of visual concern; (2) Materials include those already existing on the house; and (3) Windows proposed to be removed are two-over-two.

**Conditions:** Applicant should donate to New Bern Historic Preservation Foundation or keep on site all salvageable historic material.

**Discussion on the Motion:** Commissioner Lancto requested that the final window size and transom drawing return to Staff.

**Motion:** Commissioner Adolph moved to issue the COA, with a second by Commissioner Heck. The motion passed unanimously.

**4. Consider COA for 520 South Front Street, owned by Ed McGovern, for addition of a storefront.**

The applicant is returning with an application very similar to one that was approved at the October 2002 HPC meeting. The key change is that the building has gained significance since the last application. It is now contributing to the District, c. 1945. The additional storefront is proposed to house a dine-in restaurant.

**Applicant's Comments:** None

**Public Comments:** *Leslie Manning*, 406 Metcalf Street, commented that this would be a great project and subsequent use of space. *Skip Byrum*, 215 New Street, said that Mr. McGovern has always been a good neighbor.

**Discussion by the Commission:** Areas of discussion included drawing details, materials for the storefront, the operability of the front windows, storefront setbacks, plans for the leftmost front post, possible sidewalk change implications, the feasibility of the swing direction of the front door hinge, the type of exterior lighting proposed, and possible signage needed.

**Findings of Fact:** Motion by Commissioner Filipowicz, with second by Commissioner Adolph, to find the application congruous with the Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required; Section 15-429 Review Criteria, citing the following guidelines: “Building Facades in the Commercial District”, page 40-43, guideline(s)#6, 7, 9. Motion carried unanimously.

**Statements of Reason:** (1) Project area impacts a primary AVC; (2) Area proposed for storefront addition is described in the 2003 National Register District update as “concrete block garage, storage wing attached to east side”; and (3) Proposed design incorporates three large panes of glass.

**Conditions:** (1) Provide a list of materials to Staff; and (2) Consider changing the direction of the right-most door swing.

**Discussion on the Motion:** The Commission reiterated the need for a list of materials to be turned in to Staff, and to consider changing the direction of the door swing on the front door.

**Motion:** Commissioner Afflerbach moved to issue the COA, with a second by Commissioner Morton. The motion passed unanimously.

## **Miscellaneous Business**

### **1. Prevention of Demolition by Neglect list update**

Staff Mrs. Stone directed the Commission’s attention to last year’s list of houses at risk for Demolition by Neglect. This list will need updating, so Staff asked that the Commission begin contemplating additional houses that need to be reviewed.

### **2. Adoption of resolution in support of local legislation to require a permit for demolition of any contributing structure in the locally-designated historic districts.**

Staff Mrs. Stone asked that the Commission adopt a resolution supporting local demolition legislation to coincide with the presentation of the legislation before the Board of Aldermen in mid-August. Commissioner Morton moved, with a second by Commissioner Adolph, that such a resolution be passed. The exact wording will be drafted by Staff and signed by Chairman Klotz.

With no more business, Commissioner Lancto moved, and Commissioner Heck seconded, that the meeting be adjourned.

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Dr. Joe Klotz, Chairman

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Annette D. Stone, AICP  
Commission Administrator

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