

**Minutes of the  
New Bern Historic Preservation Commission  
September 21, 2011**

The New Bern Historic Preservation Commission (HPC) held its regular meeting on Wednesday, September 21, 2011, in the second floor courtroom of City Hall, 300 Pollock Street.

**Members Present:** Rich Frye, Vice-chair                      Richard Parsons  
                                 Peggy Broadway                                      Bradley Cummins  
                                 Jack Morton, Jr.

**Members Excused (E)/Absent(A):** Peter Adolph, Chairman (E); Karen Britton (E); Johnny Harrison (E); Tim Thompson (E)

**Staff Present:** Michael Avery, AICP, Planning and Inspections Director  
                                 Leigh Anne Friesen, AICP, Volunteer

The meeting was opened and roll call was taken. A quorum was present. A motion to approve the reading of the minutes was made by Commissioner Morton, and seconded by Commissioner Cummins. The motion passed. A motion to approve the minutes as submitted was made by Richard Parsons, and seconded by Jack Morton. The motion passed. Witnesses were sworn in.

**Witnesses Sworn:** Peter Sandbeck, Abby Ford, Randy Winters, and Steve Hall.

**New Business:**

**1. Consider application for a Certificate of Appropriateness for 301 Pollock Street for exterior alterations – brick and mortar repairs and capping parapet wall.**

**Staff Comments:** Staff Mike Avery gave a brief description of the project.

**Applicant Comments:** Randy Winter of Winter Building Incorporated spoke on behalf of the property owner. He described the project. He noted that the corners of the brick are leaking water and wants to fix the problem in the same manner as surrounding property owners appear to have fixed theirs.

**Public Comments:** NONE

**Discussion by the Commission:** The Commissioners discussed issues such as when the cornice was last repointed, the difference between this project and other “membrane” projects, how the profile of the project will appear from the street, the proposed materials, the inappropriateness of “front flashing”, appropriateness of repointing, what this proposed capping would cover, and an alternative plan to only cover the first course of bricks.

**Finding(s) of Fact:** Commissioner Parsons moved 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: “Roof Design Guidelines”, pages 19-20 and

“Brick and Other Masonry Materials Guidelines”, pp 37-41. Commissioner Morton seconded the motion. Upon a call for a vote, all Commissioners voted in favor of the motion. Motion passed.

**Statement(s) of Reason:** (1) The brick and mortar repairs are appropriate as long as they are in compliance with HPC guidelines for Brick and Other Masonry Materials; and (2) The proposed parapet capping is NOT appropriate since it would obscure existing architectural detail in the brick work.

**Condition(s):**

- Lime mortar should be used in repointing
- A “U” shaped metal cap should be used on the parapet between the chimneys with proposed color, one course deep.

**Motion:** Commissioner Parsons moved to issue the COA, seconded by Commissioner Cummins. All Commissioners voted in favor of the motion.

## **2. Consider application for a Certificate of Appropriateness for 421 Craven Street for exterior alterations to include roof replacement.**

**Staff Comments:** NONE

**Applicant Comments:** Applicant Peter Sandbeck on behalf of Tryon Palace Council of Friends, spoke for the project. He discussed going from a shake-shingle roof to a standing seam metal roof (green) and painting the rear wing.

**Public Comments:** NONE

**Discussion by the Commission:** The Commissioners discussed issues including potential work on the gutters and repair to existing shutters. They also noted the application reflected all comments made in the project’s design review.

**Finding(s) of Fact:** Commissioner Parsons moved 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: “Roof Design Guidelines”, pages 19-20. Commissioner Broadway seconded the motion. Upon a call for a vote, all Commissioners voted in favor of the motion. Motion passed.

**Statement(s) of Reason:** The proposed material (standing seam metal) is appropriate per the guidelines.

**Condition(s):** Applicant will add a gutter on the north side.

**Motion:** Commissioner Cummins moved to issue the COA, seconded by Commissioner Parsons. All Commissioners voted in favor of the motion. Motion passed.

## **3. Consider application for a Certificate of Appropriateness for 1211 North Craven Street for exterior alterations to include roof replacement.**

**Staff Comments:** NONE

**Applicant Comments:** Steve Hall, owner, is returning with another proposal for the Commission on his roof, due to additional problems. He described the project and his need and noted several similar roofs in Riverside Historic District.

**Public Comments:** NONE

**Discussion by the Commission:** The Commissioners discussed issues including the width of the roof seam, the appropriateness of the color as it relates to the house, the method of attaching pieces to install, what section is being re-roofed, the appropriateness of flat metal with no waves, the type of profile of the ridge vent (proposed profile entered as “Exhibit A: Profile of Ridge Vent #2”), the appropriateness of a low profile vent, and examples of other white roofs in the Districts.

**Finding(s) of Fact:** Commissioner Morton moved 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: “Roofs”, pages 19-20. Commissioner Broadway seconded the motion. Upon a call for a vote, all Commissioners voted in favor of the motion. Motion passed.

**Statement(s) of Reason:** (1) Existing roof pitches are low and can be problematic for shingles; (2) The proposed metal material, smooth without corrugations with 16” between standing seams, should not detract from existing architectural features.

**Condition(s):** NONE

**Motion:** Commissioner Morton moved to issue the COA, seconded by Commissioner Cummins. All Commissioners voted in favor of the motion. Motion passed.

**Miscellaneous Business**

A final draft of the Preservation Plan is now available and will be reviewed at a joint meeting of the steering committee and the Commission before the Plan goes for approval with the Board of Aldermen.

There being no further business the meeting was adjourned.

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Rich Frye, Vice-chair

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Michael Avery, AICP  
Planning and Inspections Director