

43 **Statement(s) of Reason:** (1) The outbuildings are permissible in tertiary areas of residential
44 properties. Size and dimensions of proposed structure are in keeping with the guidelines; (2) The
45 proposed alteration appears to be congruous with the guidelines for the District.

46
47 **Condition(s):** NONE

48
49 **Motion:** Commissioner Adolph moved to issue the COA, seconded by Commissioner Miller.
50 All Commissioners voted in favor of the motion. Motion passed.

51
52 **2. Review proposed major exterior alterations to 901 Pollock St. (Kathy Adolph- City
53 Laundry) to include removal of metal addition at rear of building in tertiary AVC.**

54
55 **Staff Comments:** Staff Kevin Robinson reviewed and briefed the project. Later he reviewed
56 the Staff Recommendations.

57
58 **Applicant Comments:** Owner/Applicant Katherine Adolph, described the project. She showed
59 pictures of the project location and the existing metal shed.

60
61 **Public Comments:** NONE

62
63 **Discussion by the Commission:** Commissioner Adolph requested to recused himself.
64 Commissioner Thompson moved, and Commissioner Parsons seconded, that Comm. Adolph be
65 recused. Motion passed unanimously. The Commissioners concluded the application was
66 complete. They discussed issues including the age of the building, the type of fuel the boiler
67 burned, the applicant's intentions for the project and the boiler once it's exposed, the type of
68 security measures that will be put in place during proposed demolition to protect against the
69 weather or trespassing, whether or not the existing metal roof of shed will be kept, whether or
70 not the project should be evaluated in the two phase "Demolition" evaluation or as a
71 modification of a historic structure, whether or not there will be changes to the existing roof
72 structure to address leakage issues, whether or not the boiler is under HPC purview once
73 exposed, the lack of historic significance of the metal shed versus the more historic significance
74 of the boiler, the condition of the boiler, the details of the proposed fence extension, whether or
75 not the Commission has enough information to proceed with an evaluation, and the possibility of
76 John Wood giving some guidance as to the boiler evaluation.

77
78 **Finding(s) of Fact:** Commissioner Gray moved to consider the demolition of the metal shed as a
79 "Demolition of an Historic Structure", thus requiring the two phase review of the demolition and
80 proposed redevelopment. Commissioner Griffith seconded. Upon the discussion, Commissioner
81 Parsons commented that he thinks the boiler and shed may be the most historic part of the
82 building. Motion passed unanimously. Commissioner Thompson moved, and Comm. Parsons
83 seconded, that the application be tabled for the applicant to prepare a Phase I and II Demolition
84 application. Motion passed unanimously.

85

86 **3. Review proposed major exterior alterations to 309 New St. (Jason Boyd – Centenary UMC)**
87 **to include installation of memorial garden columbarium walls and landscaping in primary**
88 **AVC.**

89
90 **Staff Comments:** Staff Kevin Robinson reviewed and briefed the project. Later he reviewed
91 the Staff Recommendations.

92
93 **Applicant Comments:** Applicant Jason Boyd of 300 First Avenue, gave a thorough description
94 of the project and answered the Commissions questions. He talked about the planting plan,
95 proposed benches, the need for a cemetery classification by the county, and his goal for a simple,
96 clean garden design. In addition, Bennie Thompson discussed the artwork to be constructed
97 between the memorial garden and the porte cochere, including art details, materials, and design.
98 Later, Jim Cline, President of the Church’s Trustee Board, spoke about the existing lights and
99 potential changes to that existing light source.

100
101 **Public Comments:** NONE

102
103 **Discussion by the Commission:** The Commissioners concluded the application was complete.
104 The discussed issues including which porte cochere artwork rendering is part of the application,
105 the way in which the artistic crosses will be mounted within the opening, the fact that the
106 existing handrails within the porte cochere will be screened by the artwork, the type of grading
107 required at the site and how the ground will be leveled, the proposed grade of the sidewalk on the
108 handicapped side, the change from flagstone to brick pavers with no edging was confirmed, the
109 elimination of a side gate, whether or not the cemetery classification will necessitate any future
110 design changes, the removal of the proposed vases atop the memorial walls, details of the bell
111 relocation, possibilities for granite edging relocation on site or within the District, the importance
112 of maintaining existing landscape elements such as the granite edging, the details of the lighting
113 plan, and whether or not the “Park and Public Spaces” guidelines were appropriate for
114 evaluation.

115
116 **Finding(s) of Fact:** Commissioner Thompson moved to find the application congruous with the
117 Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required;
118 Section 15-429 Review Criteria, citing the following guidelines: “Fences and Garden Walls,
119 pages 62-83, guideline(s)#4-6; “Landscaping”, pages 77-80, guideline(s)#5, 7, 12, 13, 14;
120 Commissioner Parsons seconded. Motion passed unanimously.

121
122 **Statement(s) of Reason:** The proposed design and materials are congruous with the Guidelines
123 and within the District.

124
125 **Condition(s):**

- 126 • The final plan will require a stamp from a licensed AIA or ASLA;
127 • The existing granite edging will remain in place and be a minimum of 6 inches and a
128 maximum of 24 inches from the new garden wall;
129 • Additional lighting plan changes will be reviewed by the Commission; and

- 130 • A Special Use Permit and Health Department approvals must be issued prior to final COA
131 inspection approval due to Cemetery Status.
132

133 **Motion:** Commissioner Miller moved to issue the COA, seconded by Commissioner Adolph.
134 All Commissioners voted in favor of the motion. Motion passed.
135

136 **4. Review proposed major exterior alterations to 227 Middle St (Lucien Vaughn- Baker's**
137 **Kitchen) to include replacement of wood trim and installation of double out-swinging doors in**
138 **primary AVC.**
139

140 **Staff Comments:** Staff Kevin Robinson reviewed and briefed the project. Later he reviewed
141 the Staff Recommendations.
142

143 **Applicant Comments:** Applicant reviewed the plan description, including the doors and new
144 entrance and proposed awnings.
145

146 **Public Comments:** NONE
147

148 **Discussion by the Commission:** The Commissioners concluded the application was complete
149 and that the new information presented does not substantially change the application. They
150 discussed issues including the existing storefront trimwork, the storefront materials at the current
151 Baker's Kitchen location, the commonality of sheathing exposed wood with metal or other
152 materials, the age of the existing door, the existing structure of the awnings, the viability of paint
153 versus staining the doors to match, the importance of not changing things that are not needed
154 regarding the proposed door sheathing, the need for outswinging doors, the maintenance of the
155 sidelights on the second door, the possibility of painting or staining the already painted surfaces
156 of the cladged wood on the second building, and the approval of matching the awnings.
157

158 **Finding(s) of Fact:** Commissioner Thompson moved to find the application congruous with the
159 Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required;
160 Section 15-429 Review Criteria, citing the following guidelines: "Wood Walls, Trim and
161 Ornamentation", pages 21-25, guideline(s)#1-3; "Windows and Doors", pages 26-29,
162 guideline(s)#1, 4; "Historic Commercial Building Facades", pages 31-33, guideline(s)#1,6, 11.
163 Commissioner Parsons seconded. Motion passed unanimously.
164

165 **Statement(s) of Reason:** (1) Proposed changes are in a primary area of visual concern on
166 Middle Street; (2) Proposed door configuration is not consistent with original design of entryway
167 per Sandbeck's "Historic Architecture of New Bern and Craven County" book or guidelines.
168 Door should not be changes except where current configuration is detrimental to the safety of
169 patrons; (3) Trim should be preserved, stained and protected unless too damaged to protect; and
170 (4) proposed awning is congruous with other awnings in the District.
171

172 **Condition(s):**

- 173 • The existing single door configuration should remain, but can be changed to swing outward
174 for safety reasons;
175 • The existing metallic trim shall be maintained unless the wood has deteriorated beyond
176 repair in which case Staff will review any changes to the proposed trimwork; and
177 • The proposed awning will match the existing awning either by modification of proposed or
178 addition of a new awning to match existing.
179

180 **Motion:** Commissioner Adolph moved to issue the COA, seconded by Commissioner Parsons.
181 All Commissioners voted in favor of the motion. Motion passed.
182

183 **5. Review proposed major exterior alterations to 403 D Ave. (Roger Noyes) to include**
184 **replacement of walkways and repointing of step mortar joints in the primary AVC.**
185

186 **Staff Comments:** Staff Kevin Robinson reviewed and briefed the project. Later he reviewed
187 the Staff Recommendations.
188

189 **Applicant Comments:** Owner Roger Noyes discussed the proposed project, and answered the
190 Commissioners' questions.
191

192 **Public Comments:** NONE
193

194 **Discussion by the Commission:** The Commissioners concluded the application was complete.
195 They discussed issues including whether or not the project came to Design Review, the need for
196 a brick sample, whether or not the driveway will be redone, the use of brick versus concrete for
197 the walkways, the existing material of the sidewalk, the proposed width of the existing sidewalk
198 replacement, the width of the walkway to the driveway, what type of bricks are proposed for use,
199 a concern of the quality of old bricks for use in a walkway which may be more porous and
200 fragile than hardfired bricks, the proposed border of the front lawn border material, the use of a
201 stone border feature in several other front yards in Riverside, and the need to use stones that are
202 not mortared together.
203

204 **Finding(s) of Fact:** Commissioner Gray moved to find the application congruous with the
205 Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required;
206 Section 15-429 Review Criteria, citing the following guidelines: "Brick and other Masonry
207 Materials", pages 37-39, guideline(s)#1, 9, 13, 16. Commissioner Parsons seconded. Motion
208 passed unanimously.
209

210 **Statement(s) of Reason:** The proposed alterations and materials are consistent with the
211 guidelines and congruous with the District.
212

213 **Condition(s):**

- 214 • Proposed sidewalks will be brick; and
215 • The driveway will not be altered.
216

217 **Motion:** Commissioner Parsons moved to issue the COA, seconded by Commissioner Adolph.
218 All Commissioners voted in favor of the motion. Motion passed.
219

220 **6. Review proposed major exterior alterations to 224-230 Middle St. (Sarah Afflerbach) to**
221 **include installation of shutters over windows in tertiary AVC in order to meet DBN**
222 **requirements.**

223
224 **Staff Comments:** Staff Kevin Robinson reviewed and briefed the project. Later he reviewed
225 the Staff Recommendations. He reminded the Commissioners that this project was denied at the
226 last hearing and that the sidewalks were previously approved, so this application only deals with
227 the proposed shutters for currently boarded up windows.
228

229 **Applicant Comments:** Applicant Sarah Afflerbach of GO Architectural Design, discussed the
230 project history and progress.
231

232 **Public Comments:** NONE
233

234 **Discussion by the Commission:** The Commissioners concluded the application was complete.
235 They discussed issues including the need for operable shutters, whether or not shutters existed
236 historically on the building, the goal of finding an alternative to the existing plywood covering
237 on the windows, the similar situation of approving a temporary and reviewable treatment for
238 window openings to protect the building from the elements thereby preventing demolition by
239 neglect, the existence of metal sheets on all the windows, whether or not the shutters would go
240 over the plywood, the cosmetic and temporary nature of this treatment, the need for an annual
241 inspection of the progress on the window restoration in addition to prevention of demolition by
242 neglect reviews, the ability to remove the building from the Prevention of Demolition by Neglect
243 list with a planned review in a year, and the need for metal sheets to be installed on the south
244 side.
245

246 **Finding(s) of Fact:** Commissioner Parsons moved to find the application congruous with the
247 Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required;
248 Section 15-429 Review Criteria, citing the following guidelines: "Windows and Doors", page
249 28-31, guideline(s)#8-9. Commissioner Thompson seconded. During the discussion the
250 Commissioners clarified that the reason shutters are being approved if they were never there
251 historically is because it has been used in the District as a better alternative to leaving the
252 protective plywood (required per the City's Prevention of Demolition by Neglect ordinance)
253 exposed. Motion passed unanimously.
254

255 **Statement(s) of Reason:** The suggested alterations adhere to Historic District Guidelines and are
256 congruous within the District and partially full the requirements placed upon the owner by the
257 City as part of the Prevention of Demotion by Neglect process.
258

259 **Condition(s):**

- 260 • This is considered a temporary window treatment to satisfy the Prevention by Demolition
261 by Neglect ordinance, so no hardware or operability is needed;
262 • The owner shall install metal flashing on the south side windows; and
263 • The treatment is subject to an annual review by the Chief Building Inspector and Staff.
264

265 **Motion:** Commissioner Parsons moved to issue the COA, seconded by Commissioner
266 Thompson. All Commissioners voted in favor of the motion. Motion passed.
267

268 **Old Business**

269
270 **1. Review proposed change to previously approved CoA for dumpster enclosure at 218 E Front**
271 **St. (Comfort Suites/Marriott Hotel).**
272

273 **Staff Comments:** Staff Kevin Robinson noted that this change would amend the existing COA.
274 He reviewed and briefed the project changes. Later he reviewed the Staff Recommendations.
275

276 **Applicant Comments:** Applicant David McLamb gave a description of the changes that
277 necessitate the amendment.
278

279 **Public Comments:** *Sarah Afflerbach*, 406 Hancock Street, spoke as the representative for the
280 adjoining property owner and asked that the Commission approve the change as it would be an
31 improvement for her client.
282

283 **Discussion by the Commission:** The Commissioners concluded the application was complete.
284 They discussed issues including any required fill, whether or not the concrete pad was involved
285 in the change, the proposed border for gravel drive, any issues with the dumpsters being moved
286 closer to the stormwater retention pond, the better location of the dumpsters as being proposed.
287

288 **Motion:** Commissioner Parsons moved to amend the COA, seconded by Commissioner Adolph.
289 All Commissioners voted in favor of the motion. Motion passed.
290

291 **8. Review proposed change to previously approved CoA for brick wall at 201 Johnson St. (Jim**
292 **& Anne Schout.**
293

294 **Staff Comments:** Staff Kevin Robinson reviewed and briefed the project amendment. Later he
295 reviewed the Staff Recommendations.
296

297 **Applicant Comments:** Owner Jim Schout, 201 Johnson Street, describe the requested detail
298 changes on the approved wall. He presented a picture of the wall that used to exist in front of his
299 house as well as an example of the type of wall he's proposing that's similar to his house in
300 Charlotte.
301

302 **Public Comments:** NONE
303

304 **Discussion by the Commission:** The Commissioners concluded the application was complete.
305 They discussed issues including the definition of “water line/water table”, the proposed height of
306 the wall, the guidelines regarding fences and walls with respect to solid versus pierced design,
307 the height of the Charlotte wall example, the height and design of currently approved wall, the
308 height of the approved wall with respect to the water table line, the desired wall by applicant, the
309 congruousness of the proposed wall with the Greek Revival style of the house, the fact that the
310 wall being setback 16-18 feet from the sidewalk along with proposed flanking of vegetation
311 mitigates the impact of the height or solidness of the design, the connecting property of the wall,
312 the possibility of a lattice design to break up the solidness of the wall, the need to preserve the
313 austere nature of the house in the proposed wall, the intention of the original wall architect as
314 currently approved, and the need for the fence to be four feet high to the top of a lattice wall
315 notwithstanding columns which shall be no higher than the existing water table on the house.
316

317 **Condition(s):**

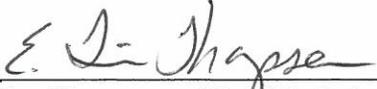
- 318 • The fence shall be lattice and four feet high to the top of the wall, notwithstanding
319 columns which shall be no higher than the existing water table on the house.
320

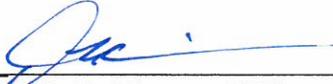
321 **Motion:** Commissioner Thompson moved to amend the COA, seconded by Commissioner
322 Adolph. All Commissioners voted in favor of the motion. Motion passed.
323

324 **Other business**

- 325 1. Three Prevention of Demolition by Neglect petitions ready to be heard at the next HPC
326 meeting
 - 327 a. Sadler Store (North Craven Street): stability issues
 - 328 b. 223 Craven Street (Gussman Cleaners): window issues along with pigeon
329 infiltration
 - 330 c. 312 Avenue A (owned by Maola): deteriorating front porch, among other
331 concerns
- 332 2. Prevention of Demolition by Neglect property updates:
 - 333 a. New St and North Craven: both have redevelopment plans in place
- 334 3. HPC officer elections: due next month, but Commissioners should probably wait until all
335 open appointments are filled before a vote takes place.
- 336 4. Rules of Procedure approval: aiming for July meeting
337

338 There being no further business the meeting was adjourned.
339

340 
341 _____
342 Tim Thompson, Vice Chair (presiding)
343

340 
341 _____
342 Kevin Robinson, AICP
343 City Planner