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**Approved Minutes of the  
New Bern Historic Preservation Commission  
November 20, 2013**

14 The New Bern Historic Preservation Commission (HPC) held a regular meeting on Wednesday,  
15 November 20, 2013, in the second floor courtroom of City Hall, 300 Pollock Street.

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**Members Present:** Tim Thompson, Chair Jim Morrison  
Tripp Eure, Vice Chair Richard Parsons  
Nancy Gray Pat Schaible  
David Griffith Jerry Walker  
Mickey Miller

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**Members Excused (E)/Absent (A):** None

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**Staff Present:** Kevin Robinson, AICP, City Planner

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43

The meeting was opened and roll call was taken. A quorum was present.

Commissioner Eure moved, and motion was seconded that the reading of the September 2013 minutes be waived. Chair Thompson noted corrections to minutes. He requested Commissioner Gray confirm this. Commissioner Gray read to the members the changes that should have been made. Commissioner Miller noted a few additional corrections. Chair Thompson confirmed all changes were made. Commissioner Gray and Miller moved and seconded respectively that the corrected minutes be approved as read. The motion passed unanimously.

**General Public Comments**

Chair Thompson questioned if there were any general public comments. Staff Robinson requested any public comment not be regarding the outstanding CoA's. Chair Thompson noted typically individuals were given an opportunity to provide public comments during the new business section, after the CoA hearing. He then advised Ms. Stevie Bennett that she was welcome to provide comments now, but would be held to just 4 minutes of speaking time, but if she preferred to hold her comments until after the CoA hearings, there would be more flexibility in time.

Ms. Stevie Bennett stated it was her understanding that she would be included on the agenda. Chair Thompson advised she could be on the agenda under new business, but if she wanted to speak now as well, she could. Ms. Bennett confirmed she was only allowed 4 minutes at this point to speak.

Ms. Bennett read part of an email she received regarding HPC stated policy regarding abatement of properties and violations clearly documented as occurring prior to September 2011. She advised she had reviewed the minutes as well as video on Channel 3 and could not find the

44 meeting that discussed this topic, and therefore is asking for the date of the HPC meeting at  
45 which this was discussed.

46  
47 Ms. Bennett stated she has requested status updates on two complaints she has filed, and was told  
48 the complaint she filed on May 19<sup>th</sup> regarding the deck installed on Mr. Mallard's property at  
49 1220 N. Pasteur Street was prior to the September 2011 cut-off date. She noted this was  
50 incorrect, as the CoA was issued June 20, 2012. She had requested a copy of the CoA as well,  
51 but was told it was not available as all documents were off-site being imaged. This prompted her  
52 to question how staff could verify the date without the documents and still awaits a status update.  
53

54 Ms. Bennett noted she also issued a complaint on September 21, 2012 regarding 1015 N. Craven  
55 Street, the Phoenix House. They appeared before the board in 2010 and were issued a CoA to  
56 replace their windows with windows of the correct size. Ms. Bennett advised that CoA was valid  
57 through July 2011. In October of 2011 she reported the windows still had not been replaced,  
58 therefore they came back before the HPC. At this time the HPC advised the applicants they did  
59 not have to replace the windows, rather install larger trim around the windows. She noted this  
60 CoA expired in July 2012. She submitted her complaint that the CoA still had not been  
61 completed and were still in violation. She advised she was told the original violation occurred  
62 before September 2011. She has the records showing the dates of her submitted complaints.  
63

64 She read part of another email that suggested her questions were best posed to the HPC Board  
65 and Chair, therefore she is before the board requesting answers to these concerns.  
66

67 Chair Thompson requested Ms. Bennett provide Staff Kevin Robinson copies of the emails she  
68 referenced, and would be happy to set up a time to meet with her individually to address her  
69 concerns.  
70

71 Ms. Bennett advised she has previously met with Kevin Robinson and provided her complaints  
72 to him, but at no time did he mention the September 2011 rule. Chair Thompson advised he was  
73 unfamiliar with the date but would be happy to sort it out.  
74

75 Witnesses were sworn in by staff Kevin Robinson.  
76

## 77 **New Business**

78  
79 Staff Kevin Robinson advised that at the request of the applicants, who have a scheduling  
80 conflict, the last item on the agenda has been moved up to be addressed first.  
81

### 82 **1. Proposed amendment to approved CoA for 712 New Street (Corinne & Shannon Corr)** 83 **to include changes in fenestration and walkways of original CoA.**

84  
85 **Staff Comments:** Staff Kevin Robinson reviewed the project. He noted the Board has seen this  
86 two other times this year; once for the approval of the plan and a modification a couple of

87 months ago. What's being presented tonight for consideration is another modification in  
88 placement of windows and a change to the porch materials.

89  
90 **Applicant Comments:** Applicant and owners Corrine and Shannon Corr reviewed the proposed  
91 changes with Commission and advised construction has been progressing well. She noted they  
92 have not begun construction of the side porch, and now are requesting to change the material of  
93 the side porch from wood to brick. The front porch has been done in brick, and they would like  
94 to keep the materials and look consistent. Ms. Corr advised their intent is to have the porch and  
95 steps low enough to the ground to be within code and not require a hand railing.

96  
97 Ms. Corr advised they added a bathroom to the second floor of the home and decided they would  
98 like to add a window to the west-facing side of the home. The window has been installed, and  
99 she provided photographs documenting the added window.

100  
101 Ms. Corr advised they have adjusted two windows at the back of the house, facing east. She  
102 provided a drawing of what was initially approved, and a drawing showing the requested change,  
103 which has removed a window from the back of the home and adjusted the location of the awning  
104 window.

105  
106 Commissioner Schiabile questioned if the size or material of the windows had changed. Ms. Corr  
107 advised neither had changed.

108  
109 Ms. Corr advised the last two drawings shown during the meeting (which depicted the original  
110 sketch and changed sketch of the back of the house) had not been included in the submitted  
111 packet. In light of this new information, Chair Thompson asked if the Commissioners had any  
112 issues with the changes. Chair Thompson requested the applicants provide this documentation to  
113 Kevin Robinson to include in the file. The Commissioners reviewed the sketches and  
114 determined it did not impact the application.

115  
116 Chair Thompson questioned the Commissioners and Mr. Robinson if there were any issues with  
117 application completeness. There were none.

118  
119 **Public Comments:** NONE

120  
121 **Staff Findings & Recommendations:** Staff Kevin Robinson submitted Historic District  
122 Guidelines; Residential New Construction Materials, pages 68-69, guideline 1; Residential New  
123 Construction Form & Rhythm, page 72, guideline 3, as appropriate to the application. Mr.  
124 Robinson advised staff's judgment is that the proposed alterations are congruous with guidelines  
125 for new construction and recommends approval of amended CoA citing the noted guidelines and  
126 statements of reason.

127  
128 **Discussion by the Commission:** The Commissioners had no additional discussion topics.

129

130 **Finding(s) of Fact:** Commissioner Miller moved to find the application congruous with the  
131 Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required;  
132 Section 15-429 Review Criteria, citing the following guidelines: Residential New Construction  
133 Materials pages 68-69, guideline 1, and Residential New Construction Form & Rhythm, page 72,  
134 guideline 3.

135  
136 **Statement(s) of Reason:** Cited Staff Statements: (1) these alterations are congruous with  
137 guidelines for new construction. They are also in the secondary areas of visual concern.  
138

139 **Condition(s):** None.

140  
141 **Motion:** Commissioner Miller moved to issue the COA, seconded by Commissioner Parsons.  
142 All Commissioners voted in favor of the motion. Motion passed.

143  
144 **2. Proposed major exterior alterations to 616 New Street (Zach & Becca Moorer) to include**  
145 **expansion of driveway into secondary and tertiary AVC and installation of fence/gate and**  
146 **porch steps/doorway in tertiary AVC.**

147  
148 **Staff Comments:** Staff Kevin Robinson reviewed the project. He advised this home is also  
149 known as the Cicero-Duncan House, which was built in 1885 and is a contributing structure.  
150 What is being proposed are major alterations to include expansion of the driveway, using  
151 crushed or round-type gravel material, and installation of a wrought-iron fence/gate, bordering  
152 this area, as well as a small brick wall. Changes will also include alterations to steps as well.  
153

154 **Applicant Comments:** Applicant/owner Zach Moorer reviewed the project with Commission  
155 and presented additional materials. Mr. Moorer advised the proposed parking area consists of  
156 1,046 square feet, with the total lot square footage being 11,392. A GIS map was provided with  
157 an overlay of the proposed parking, showing the size comparison to the overall lot. A  
158 photograph of the proposed driveway material was provided.

159  
160 Mr. Moorer advised the wrought-iron fence outline will be a low brick wall, with a 2" offset to  
161 the outside. No steps or doors will be removed, but steps and one door will be added to the rear  
162 back porch. A brick profile view was provided, and the applicant advised they would be  
163 utilizing recycled brick that will not have holes in it. This is congruous with existing brick on  
164 the property. The wrought iron fence will be a two-over-one pattern.

165  
166 A diagram of the backyard was provided, showing measurements of the parking area and fenced  
167 in area. The proposed steps were depicted as well. Mr. Moorer noted the additional product  
168 added to the application is a corrected drawing of the step, consisting of a main handrail and  
169 additional horizontal rails. An example photo was provided.

170  
171 Photographs of the back porch were provided, depicting the location of the proposed door. The  
172 applicant advised he will build the new door to exactly match the existing doors on the house.  
173

174 Chair Thompson questioned the Commissioners and Mr. Robinson if there were any issues with  
175 application completeness. There were none.

176  
177 **Public Comments:** *Tracy Fritche*, 620 New Street, advised she represents her mother who has  
178 owned the adjacent property for 25 years, while she has lived on the property for 14 years. Ms.  
179 Fritche does not feel the applicant has fully represented the scale of the proposed changes. She  
180 suggested the board require more detailed dimensions of changes prior to making a decision.

181  
182 **Staff Findings & Recommendations:** Staff Kevin Robinson submitted Historic District  
183 Guidelines; Driveways and Off-Street Parking, pages 87-88, guidelines 2, 5 & 8; Decks on  
184 Historic Buildings, page 75, guidelines 2-4; Fences and Garden Walls, pages 82-83, guideline 4  
185 as appropriate to the application. Mr. Robinson advised staff's judgment is that the proposed  
186 alterations and materials are congruous with guidelines within the district, are an acceptable size  
187 and removal of the existing plastic fence is an improvement. Staff suggests the Commission  
188 approve.

189  
190 **Discussion by the Commission:** Commissioner Schiable confirmed with the applicant that they  
191 are not destroying any plants with the expansion of the driveway. Commissioner Eure stated the  
192 applicant had clarified requested areas. Chair Thompson addressed the concerns brought before  
193 the Commission by Ms. Tracy Fritche, and didn't feel there was additional information that  
194 could have been provided by the applicant or staff to better clarify what had been presented. The  
195 proposed driveway is very common in the Historic District.

196  
197 **Finding(s) of Fact:** Commissioner Gray moved to find application congruous with the Historic  
198 Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required; Section  
199 15-429 Review Criteria, citing the following guidelines: Driveways and Off-street Parking,  
200 pages 87-88, guidelines 2, 5 & 8; Exterior Entrances & Porches, page 22, guidelines 2, 6 & 13;  
201 Fences and Garden Walls, pages 82-83, guideline 4. Commissioner Parsons seconded the  
202 motion. Motion passed unanimously

203  
204 **Statement(s) of Reason:** Cited Staff Statements: (1) Materials and design of proposed  
205 alterations are congruous with the guidelines for the district. (2) The alterations are an acceptable  
206 size and location. (3) Removal of existing fence is an improvement at the site.

207  
208 **Condition(s):** NONE

209  
210 **Motion:** Commissioner Parsons moved to issue the COA, seconded by Commissioner Eure. All  
211 Commissioners voted in favor of the motion. Motion passed.

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217 **3. Proposed major exterior alterations to 216 Pollock Street (Richard Bew) to include**  
218 **reconstruction of deck in tertiary AVC.**

219  
220 **Staff Comments:** Staff Kevin Robinson reviewed the project and advised the applicant would  
221 be represented by Ms. Camille Klotz. Mr. Robinson advised this home is also known as the John  
222 R. Justice House, which was built in 1845-1846 and is a contributing structure. He advised the  
223 proposed project is a reconstruction of a former existing deck in a tertiary area.  
224

225 **Applicant Comments:** Ms. Camille Klotz, 218 Pollock Street, spoke on behalf of the applicant.  
226 She noted they are proposing to rebuild the deck on the back tertiary area of the home, using  
227 materials consisting of re-claimed brick and treated lumber. Citing photographs the  
228 Commissioners have, the remains of previous brick posts and timbers can be seen, for a deck that  
229 used to wrap around to the side porch.  
230

231 Ms. Klotz pointed out the location of her driveway that is being installed, using brick, and the  
232 proximity of the proposed deck, noting the brick structures will complement each other nicely.  
233

234 Chair Thompson questioned the Commissioners and Mr. Robinson if there were any issues with  
235 application completeness.  
236

237 Commissioner Parsons noted he did not see any details for the porch railings. Ms. Klotz advised  
238 the details were noted in the packet of information the Commissioners were provided.  
239 Commissioner Parsons read from the document the railings were to be 'vertical in style and  
240 spaced to code', but didn't feel that provided enough detailed information.  
241

242 Commissioner Griffith stated he felt the plan drawing was incomplete as it didn't have the full  
243 deck dimensions on it. He attempted to piece together based on the elevations but it was not  
244 represented on the plan. He requested the plan drawing be fully-dimensioned.  
245

246 Ms. Klotz questioned if Mr. Robinson would forward the recommendations on to the applicant,  
247 Mr. Bew. Mr. Robinson advised he would be happy to, then questioned if Ms. Klotz would like  
248 to proceed at this point. Ms. Klotz advised she would adhere to the requests of the Board.  
249

250 Commissioner Griffith requested the elevations be more complete, noting Elevation 1 is a  
251 drawing superimposed over a photograph, but the elevation doesn't show the lower portion to the  
252 right, nor does it provide a side view.  
253

254 Commissioner Parsons moved to table this item until the next meeting, in light of the additional  
255 information that has been requested of the applicant. Vice-chair Eure seconded the motion.  
256

257 Commissioner Walker noted there was no reference to paint color. Commissioner Parsons  
258 advised they as a Board, do not regulate color except for brick. Ms. Klotz acknowledge the  
259 treated lumber would be painted but was unsure what color he had in mind. Mr. Robinson noted  
260 staff had advised applicant that the lumber would need to be stained or treated.

261  
262 Vice-chair Eure suggested Ms. Klotz encourage the applicant to attend the next scheduled HPC  
263 work session to clarify expectations and discuss them with the board. Ms. Klotz advised Mr.  
264 Bew is a Marine Colonel who has limited availability. Vice-chair Eure suggested she attend on  
265 his behalf. Mr. Robinson noted he would email required changes to Mr. Bew, and he could  
266 provide to Ms. Klotz to discuss during design review.

267  
268 Commissioner Gray asked for clarification of a photograph depicting Elevation 1. She pointed  
269 out a shape that was drawn in. Ms. Klotz thought it could be depicting the location of a door.  
270 Commissioner Gray requested clarification for the next meeting.

271  
272 Commissioner Miller recused herself from voting, as she is a property owner within 100 feet of  
273 this project.

274  
275 **Public Comments:** NONE.

276  
277 **Discussion by the Commission:** No additional discussion.

278  
279 **Finding(s) of Fact:** N/A

280  
281 **Statement(s) of Reason:** N/A

282  
283 **Condition(s):** N/A

284  
285 **Motion:** Vote was called for earlier motion by Commissioner Parsons to table the issue pending  
286 clarification of requested items. All Commissioners voted in favor of the motion. Motion  
287 passed.

288  
289  
290 **4. Proposed after-the-fact approval of major exterior alterations to 100 Middle Street**  
291 **(Double Tree) including the temporary placement of the shipping container on site in the**  
292 **primary AVC.**

293  
294 **Staff Comments:** Staff Kevin Robinson reviewed the project. He advised the Ms. Marci Mills  
295 would be presenting.

296  
297 **Applicant Comments:** Ms. Mills advised there is a storage trailer on the corner of the property.  
298 They are expecting carpet to be delivered next week, as major interior renovations are being  
299 completed. She is requesting the storage container be approved through the end of July at the  
300 latest. It will be storing the needed items for the renovation. She advised if it needs to be  
301 moved, she and Mr. Robinson determined a suitable location that would be at the opposite end in  
302 the parking lot.

303

304 Chair Thompson questioned the Commissioners and Mr. Robinson if there were any issues with  
305 application completeness. There were none.

306  
307 Chair Thompson clarified this is considered a new application, not an amendment to an existing  
308 application. Mr. Robinson confirmed.

309  
310 **Public Comments:** NONE

311  
312 **Staff Findings & Recommendations:** Staff Kevin Robinson submitted Historic District  
313 Guidelines; Outbuildings and Accessory Structure, page 84, guidelines 5 & 6; Mr. Robinson  
314 advised staff's judgment is that the applicant claims the storage container is necessary while  
315 completing interior renovations, which are expected to be finished in mid-2014. At this time the  
316 container will be removed. Mr. Robinson advised when utilized as an outbuilding for storage,  
317 the materials and placement of the building are not congruous with the District Guidelines. The  
318 structure should not be permanent, but based on the nature of its use, temporary approval may be  
319 warranted. Therefore staff recommends the Commission approve the application citing the  
320 aforementioned guidelines and statements of reason, along with the following conditions: the  
321 structure be moved to an approved secondary area of visual concern before the CoA will be  
322 issued; CoA will be temporary and will allow the applicant to utilize the unit during renovations  
323 and will expire on July 30, 2014. If the unit remains beyond this date, the applicant will be in  
324 violation.

325  
326 **Discussion by the Commission:** Commission questioned how long the storage building has  
327 been there. Mr. Robinson advised based on photographs it has been there at least a year. Ms.  
328 Mills noted she has been with the hotel for a little over a year and it has been there for the  
329 duration of her employment. Mr. Robinson noted at one time, there were three storage pods.  
330 The current location of the storage pod was discussed, along with alternative locations for it.

331  
332 Commissioner Griffith questioned what was currently being stored in the pod. Ms. Mills advised  
333 new carpet is in it at this time. He confirmed for the duration of the time allowed, there will be a  
334 continued need for the storage pod.

335  
336 Vice-chair Eure noted his apprehension with this type of application, voicing concerns for future  
337 protocol. He questioned Mr. Alton Wilson, the Head Building Inspector, if this was a potential  
338 zoning/building permit issue. Mr. Wilson advised since it does not have occupancy it is not  
339 required to be tied down. His only concern was if the pod is moved to the suggested location, it  
340 is placed in such a way so as not to hinder the access of fire vehicles.

341  
342 Commissioner Morrison advised he reviewed the zoning ordinance, but could not find where it  
343 qualified as a structure. Mr. Wilson compared this type of structure to a dumpster. He noted the  
344 current location of the pod is not obtrusive, nor does it inhibit any traffic flow.

345  
346 Vice-chair Eure noted the suggested location would put the pod alongside existing dumpsters,  
347 which he would prefer for uniformity.

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Commissioner Parsons voiced that this is an outbuilding, as its being used. He stated it was incongruous within the Historic District and questions the temporary side of this, considering it has already been on-site for over a year. Commissioner Walker agreed with Commissioner Parsons.

Mr. Robinson advised he recognizes the conflict, but without any temporary permitting, this type of decision will continue to be controversial. Mr. Wilson also acknowledged a permit will be required if they have not already obtained one. He also noted on the permit he can specify that compliance will not be issued upon completion until this pod is removed.

Commissioner Schiable suggested this may be better suited as a Building & Inspections issue, as it pertains to construction trailers and location upon moving it. Commissioner Parsons agreed. This seemed to be the consensus of the Commission.

Commissioner Griffith noted if the Board is not considering this an outbuilding, but rather a piece of construction equipment, then they do not need a Certificate of Appropriateness to have the structure onsite, rather they need a permit from the Inspections Department. Therefore they could conclude the application doesn't need to be made to the HPC.

Mr. Robinson verified that the decision is that this 'object' is to be located on a temporary basis and must be permitted, to ensure that it does not become a permanent structure. Vice-chair Eure simplified by stating it is an appurtenance of construction that requires a permit and therefore should be covered by the permitting process.

Vice-chair Eure noted as a member of the Guidelines committee, thought will be given in how to better clarify this type of object.

Commissioner Parsons moved to refer this item back to staff for the Inspections Department to handle.

Mr. Robinson suggested the applicant withdraw their application at this time and work with Inspections, that no motion is necessary. Commissioner Parsons accepted this as well.

Ms. Marci Mills advised the Commission she would like to withdraw her application at this time.

**Finding(s) of Fact:** N/A

**Statement(s) of Reason:** N/A

**Condition(s):** NONE

**Motion:**

392 **5. Proposed major exterior alterations to 605 Pollock Street (Elinor Kelly & William**  
393 **Wilson) to include installation of wooden arbor and lanterns in secondary AVC.**  
394

395 **Staff Comments:** Staff Kevin Robinson reviewed the project. Mr. Robinson advised this home  
396 is also known as the Brian House and Office, circa 1803-1806 and is a contributing structure.  
397 Mr. Robinson advised the applicants are requesting changes to include the installation of a  
398 wooden arbor as well as lanterns in a secondary area of visual concern. This application was  
399 discussed during design review.  
400

401 **Applicant Comments:** Mr. Bill Wilson and Mrs. Elinor Kelly presented their application. They  
402 provided drawings of the areas of proposed changes as well as photographs of the property. Mr.  
403 Wilson advised the arbor is 7'x7'x8.5'. Mr. Wilson advised the rafters would be front to back,  
404 with the side rafters visible. The design has been created to match existing touches on the home.  
405 He advised as requested by staff, the side lattice will not exceed 6'. The arbor will be built out of  
406 wood and painted white.  
407

408 Mr. Wilson provided examples of similar arbors in the surrounding neighborhood, including one  
409 that is attached to the Historic Preservation office.  
410

411 Examples of the post lanterns were provided as well as sketches showing placement locations if  
412 approved.  
413

414 Chair Thompson questioned the Commissioners and Mr. Robinson if there were any issues with  
415 application completeness. There were none.  
416

417 **Public Comments:** NONE  
418

419 **Staff Findings & Recommendations:** Staff Kevin Robinson submitted Historic District  
420 Guidelines; Outbuildings and Accessory Structures, page 84, guideline 5; Landscaping, pages  
421 77-80, guidelines 7, 10 & 12; Fences & Garden Walls, pages 82-83, guideline 6; Exterior  
422 Lighting, page 89, guidelines 1, 2 & 5. Mr. Robinson advised staff's judgment is that the  
423 proposed alterations are in a secondary area of visual concern and the design and materials are  
424 congruous with the district. Staff recommends the Commission approve the application citing  
425 the aforementioned guidelines and statements of reason.  
426

427 **Discussion by the Commission:** Commissioner Miller questioned the side-view drawing on  
428 page 6, pointing out one side has a different number of cross-pieces. Mr. Wilson advised that  
429 was just the design they preferred.  
430

431 **Finding(s) of Fact:** Vice-chair Eure moved to find application congruous with the Historic  
432 Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required; Section  
433 15-429 Review Criteria, citing the following guidelines: Outbuildings and Accessory Structures,  
434 page 84, guideline 5; Landscaping, pages 77-80, guidelines 7, 10 & 12; Fences & Garden

435 Walls, pages 82-83, guideline 6; Exterior Lighting, page 89, guidelines 1, 2 & 5. Commissioner  
436 Parsons seconded the motion. Motion passed unanimously.

437  
438 **Statement(s) of Reason:** Vice-Chair Eure cited statements made by the applicant demonstrating  
439 these types of garden entry structures are currently located in the district and are congruous.

440  
441 **Condition(s):** NONE

442  
443 **Motion:** Commissioner Miller moved to issue the COA, seconded by Commissioner Walker.  
444 All Commissioners voted in favor of the motion. Motion passed.

445  
446  
447 **Other business**

448  
449 **A. Updates on current and proposed Demolition by Neglect properties.**

450  
451 **312 Avenue C:** Mr. Robinson advised Maola representative spoke with the commission about their  
452 property. In written correspondence, Mr. Robinson was advised that Maola has exhausted their  
453 options and are considering re-location for the house. It is their intent to make necessary repairs.  
454 This property has not been officially petitioned for Demolition by Neglect yet, therefore Mr.  
455 Robinson recommends the commission leave open to the HPC. Following a petition, Chief Building  
456 Inspector Wilson would schedule a meeting with Maola and subsequently submit a work order for  
457 needed repairs, if agreed upon by the HPC.

458  
459 Mr. Parsons felt having Chief Building Inspector Wilson meet with Maola would be an acceptable  
460 way to establish a timeline to ensure necessary repairs are addressed. Vice-chair Eure agreed, and  
461 noted he felt the commission may have allowed this property to slide by longer than it should have.

462  
463 Commissioner Walker requested clarification of the process after a property is put on the Demolition  
464 by Neglect list. Mr. Robinson briefly explained the process. Chair Thompson referred  
465 Commissioner Walker to the Rules of Procedure that lays out the process of Demolition by Neglect.

466  
467 Commissioner Parsons moved to add this property to the Demolition by Neglect List. The motion  
468 was seconded.

469  
470 Chair Thompson requested CBI Wilson's opinion on this property. Mr. Wilson advised he has not  
471 been involved with this particular property, but feels the steps the Commission is taking are probably  
472 the correct ones to move forward.

473  
474 Chair Thompson advised if the Commission agrees to petition the property, they must file a petition  
475 document that lists the specific defects. The motion is to petition the Chief Building Inspector on  
476 this property.

477  
478 All Commissioners voted in favor of the motion. Motion passed.

479

480 **1118 N. Craven Street:** Chief Building Inspector Wilson advised the Commission that a hearing is  
481 scheduled the following day for this property. Chair Thompson advised he was unable to attend the  
482 hearing and requested other Commissioners attend the hearing. Commissioner Parsons advised he  
483 would be attending.  
484

485 **402 Queen Street:** Mr. Wilson advised the property owners have contacted his office. He advised  
486 they have provided multiple excuses as to why they are not meeting the requirements as scheduled.  
487 Mr. Wilson did speak with the contractor who advised he needed to follow up with the owners as to  
488 why he has not completed required updates. There is no timeframe established, nor have they picked  
489 up any permits. The application has been submitted.  
490

491 Commissioner Parsons requested clarification on who suggested there is a lien on this property. Mr.  
492 Robinson advised he was not comfortable discussing that issue at this time, as he is unclear on the  
493 details. Commissioner Parsons clarified the City has not refused to issue permits due to a lien. Mr.  
494 Wilson confirmed that to be correct; they are in receipt of an application but the owners have not  
495 been in to pay for and pick up a permit. Mr. Wilson advised they are waiting on a time frame from  
496 the owners. Their opportunity is running out quickly, and fines will begin adding up very soon.  
497

498 Mr. Robinson advised he has also spoken with the owners and is surprised they have not already  
499 complied with their requests.  
500

501 Vice-chair Eure requested date clarification on the deadline for completion of work given on the  
502 work order for this property. Mr. Wilson advised February 2014.  
503

504 **237 Craven Street:** Mr. Robinson advised most of the repairs have been made to this property. Mr.  
505 Wilson agreed the owner is continually working towards the required repairs.  
506

507 **817 North Craven:** Commissioner Morrison advised there was a note on this property that it was  
508 being held until November 12, 2013, which has passed. Mr. Robinson advised this is another  
509 potential candidate for this list, but are awaiting resolution of some personal matters surrounding the  
510 property and owners, including minimum housing violations. He felt at this time adding it to this list  
511 would be pointless until some of these issues have been resolved.  
512

513 Chair Thompson questioned if this property was a recipient of Block Grant Funds. Mr. Robinson  
514 advised that is correct; this property is being considered for rehab, and providing alternative housing  
515 for the residents.  
516

517 **Minor Works Approved**

518 Commissioner Parsons questioned if there was staff approval of minor works. Mr. Robinson advised  
519 there were 4 minor CofA's issued since the last meeting.  
520

521 **Morgans Tavern (Craven Street):** Transom storm window was approved.

522 **229 Change Street:** Replacement deck pilings. Metal pilings that do not meet code are  
523 being replaced with wood.

524 **114 Johnson Street:** Tree Removal & installation of light pole/floodlight.

525 **217 Hancock Street:** Commissioner Parsons questioned this property. Mr. Robinson  
526 advised a minor was not required, rather they renewed the existing  
527 CofA. Commissioner Parsons advised much work has been done inside  
528 the property, including reconstructing center chimney. Mr. Robinson  
529 advised HPC has been asked to come out and view the changes.  
530

531 **B. Approval of 2014 Meeting Calendar**  
532

533 Commissioners received a copy of the suggested dates at the previous work session. Mr. Robinson  
534 displayed overhead. Chair Thompson questioned if the Commission had any changes. There were  
535 none.  
536

537 Vice-chair Eure moved to approve the 2014 Meeting Calendar as presented, seconded by  
538 Commissioner Miller. All Commissioners voted in favor of the motion. Motion passed.  
539

540 **C. Chairman's Items**  
541

542 Chair Thompson advised he and Commissioner Miller have been working on the training. They have  
543 formulated two pieces of this; 1) HPC Commissioner 101 training; 2) Legal Aspects of the HPC and  
544 Preservation Law. He advised they are ready to start moving with some of the training and asked if  
545 Commissioners would be willing to dedicate two hours on Monday, December 2<sup>nd</sup> at 4:00pm. This  
546 would benefit the newest commissioners as well as provide some comment and feedback for the  
547 existing Commissioners. Additional members will be sitting in on this training as well.  
548

549 Commissioners advised they were able to attend this training at the proposed date and time for the  
550 HPC Commissioner 101 Training.  
551

552 Chair Thompson advised they will schedule the Legal Aspects training as soon as possible.  
553

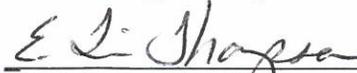
554 Mr. Robinson advised the Ordinance Committee has finalized the Ordinances. There are a few minor  
555 edits and will be added to the DropBox and/or emailed to Commissioners.  
556

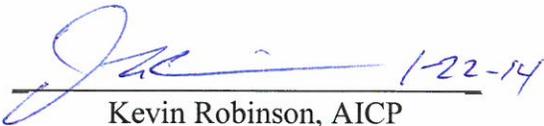
557 Chair Thompson advised there is a very rough draft of the Guidelines, parts 1-5. This information  
558 will be provided to the Commission for review at the beginning of the year.  
559

560 **D. Additional Items**  
561

562 **Adjourn**  
563

564 The meeting was adjourned.

565  22 JAN 2014  
566 \_\_\_\_\_  
567 Tim Thompson, Chairman  
568

 1-22-14  
\_\_\_\_\_  
Kevin Robinson, AICP  
City Planner