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46 **Finding(s) of Fact:** Commissioner Miller moved to find the application congruous with the
47 Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required;
48 Section 15-429 Review Criteria, citing the following guidelines: “Additions to Historic
49 Buildings, pp 73-74, guideline(s)#1-10, 13, 16; and “Decks on Historic Buildings,” pages 75,
50 guideline#6. Motion was seconded by Commissioner Morrison. Motion passed unanimously.
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52 **Statement(s) of Reason:** (1) The proposed deck/landing and patio are congruous in location,
53 design, and materials; (2) The proposed addition is located primarily in the tertiary AVC and will
54 have little impact on the most visible, character defining features of the home; (3) the addition is
55 of appropriate scale so as to be clearly secondary to the primary structure; (4) Staff believes that
56 changes to the proposed screening materials are congruous with historic district guidelines.
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58 **Condition(s):** NONE
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60 **Motion:** Commissioner Miller moved, and Commissioner Morrison seconded to issue the COA.
61 Motion passed unanimously.
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63 **2. Consider COA application for 217 King St. (Stephan Kotrch) to include partial enclosure**
64 **of stoop porch in the tertiary AVC and installation of vent in the primary AVC.**
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66 **Staff Comments:** Staff Kevin Robinson reviewed the project, and later offered staff
67 recommendations.
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69 **Applicant Comments:** Contractor Rodman Williams and owner Stephan Kotrch described the
70 project and showed a rendering of the final product as proposed.
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72 **Public Comments:** NONE
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74 **Discussion by the Commission:** Commissioners complimented the applicants on a well-done
75 application.
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77 **Finding(s) of Fact:** Commissioner Morrison moved to find the application congruous with the
78 Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required;
79 Section 15-429 Review Criteria, citing the following guidelines: “Exterior Entrances and
80 Porches”, pp 34-36, guideline(s)#7-8; and “Utilities”, pages 47-48, guideline(s)#4, 6. Motion
81 was seconded by Commissioner Parsons. Motion passed unanimously.
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83 **Statement(s) of Reason:** (1) The proposed enclosure is in the least visible location on this
84 structure, in the tertiary area as much as possible, and the construction is confined to a non-
85 contributing c. 1995 addition to the structure (2) The materials and installation methods of the
86 enclosure are in keeping with historic integrity of the structure and congruous with the
87 guidelines; and (3) The proposed vent is in an inconspicuous location on the home and should
88 blend well with the exterior walls.

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Condition(s): NONE

Motion: Commissioner Parsons moved, and Commissioner Miller seconded to issue the COA. Motion passed unanimously.

Other business

A. General Public Comments: NONE

B. Update on Fenner House work

Current work order addresses the status of the rear portion of the structure that is approved for demolition. Chief Building Inspector (CBI) Alton Wilson gave a review of the timeline. Owner Bill Choyke addressed the Commission by giving a brief history of the project and talking about the status of the rear “ell” porch. Rodman Williams stated there is no water entering the house and confirmed that he recommended maintaining the rear portion of the house to protect the back of the house and to offer access to the second floor. He noted that the rear portion of the house will be a tedious “disassembly” and not a “demolition”. The Commission discussed issues including any damage to the house from the status of the rear porch, the required parameters to get the house off the Prevention of Demolition by Neglect (DBN) list, a clarification of what the owners are currently requesting, the length of time required to make the repairs to the North wall, the philosophy behind preserving the rear porch while it still stands (despite the fact it is approved for future demolition), and the issuance of a new COA by December. Commissioner Young requested a report on the north wall repairs at the November 19th meeting. CBI Wilson said the plan would be to remove the house from the DBN list if repairs have been made by then. Plan was deemed reasonable by all parties at the meeting.

C. Administrative Updates and Discussion

Prevention of Demolition by Neglect updates: *1118 N Craven St* (Sadler Store) has had New Bern Preservation Foundation set a May 15, 2015 deadline to raise money for saving the structure; *314 Ave C* (next to Maola Hse) is currently under Minimum Housing Code review and will be followed by DBN review if necessary; *402 Queen Street* was unable to secure a loan and will therefore try to sell.

Minor Works: Staff approved Wayfinding signage downtown

There being no further business the meeting was adjourned.

Tim Thompson, Chairman

Kevin Robinson, AICP
City Planner