

1 **Minutes of the**  
2 **New Bern Historic Preservation Commission**  
3 **January 20, 2016**  
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5 The New Bern Historic Preservation Commission (HPC) held a regular meeting on Wednesday,  
6 January 20, 2016, in the second floor courtroom of City Hall, 300 Pollock Street.  
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8 **Members Present:** Tim Thompson, Chair Nancy Gray  
9 Tripp Eure, Vice-Chair Ruth Cox  
10 John Young David Griffith  
11 Jim Morrison  
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13 **Members Excused (E)/Absent (A):** Jerry Walker (E)  
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15 **Staff Present:** Kevin Robinson, AICP, City Planner  
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17 The meeting was opened and roll call was taken. A quorum was present.  
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19 **Approval of Minutes:** Reading of the minutes from previous meetings was waived. Draft  
20 minutes from the November and December meetings were approved.  
21

22 Chair Thompson explained the HPC and the quasi-judicial hearing process. Staff swore in  
23 witnesses.  
24

25 **Consideration of Applications:**  
26

27 **A. 305 Bern St. (Paul Tyler) - to include picket fence construction in the primary AVC.**  
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29 **Staff Comments:** Staff, Kevin Robinson presented the application and gave a brief explanation  
30 of the request and introduced the applicant, Mr. Paul Tyler.  
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32 **Applicant Comment:** Mr. Paul Tyler explained to the Commissioners that he wanted to put a  
33 picket fence around his property. He presented a sample of the fencing material and some  
34 drawings of the proposed fence.  
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36 **Public Comment:** None.  
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38 **Staff Recommendations:** Staff Kevin Robinson submitted the following Historic District  
39 Guidelines as appropriate to this application:  
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41 **Site and Setting:**

42 Fences and Garden Walls, pages 82-83, guidelines 4-6;

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**Statements of Reason**, based on the information contained in the application, in Staff's judgment are:

1. The fence design, placement and materials are congruous with guidelines and others in the district.

Staff suggests the Commission approve the application for major exterior alterations at this time citing the aforementioned guidelines with the following condition:

The fence should be completely on the owner's property as legally defined

**Board Comments:** Commissioner Cox and Chair Thompson asked about height. Mr. Tyler stated it would be approximately 42" in height and about the same height as the fence on the adjacent property. Mr. Tyler stated that the hardware will be standard and the fence will be painted white.

**Motion:** Commissioner Morrison moved to find the application for a Certificate of Appropriateness for 305 Bern Street to be not incongruous with New Bern's code of Ordinance section sections 15.411 – 15.429 and New Bern's Historic District Guidelines based on the following specific guidelines and findings of fact:

**Site and Setting:**

Fences and Garden Walls, pages 82-83, guidelines 4-6;

**Findings of Fact:**

1. The fence design, placement and materials are congruous with guidelines and others in the district.

**Condition:** Applicant is to ensure the fence is within the property lines.  
Motion seconded by Vice-chair Eure. Motion passed by unanimous vote.

**Motion:** Commissioner Young moved to issue the COA. Commissioner Griffith seconded. Motion passed by unanimous vote.

- B. 524 E Front St. (Decks N' Docks Construction Inc. – Drusilla Eckberg) - to include installation of boat lift in the tertiary AVC.**

**Staff Comments:** Staff Kevin Robinson presented the application and gave a brief explanation of the request along with some background information.

**Applicant Comment:** Mr. Jason Hill presented the application and showed pictures of the previous dock and bulkhead. He presented some cut sheet information as well.

87 **Public Comment:**

88 Bob Baskerville – E. Front Street – stated that there used to be a boat lift on the property and  
89 there are many docks within sight of the property. He doesn't believe it will be a detriment to  
90 the neighborhood.

91

92 **Staff Recommendations:** Staff Kevin Robinson submitted the following Historic District  
93 Guidelines as appropriate to this application:

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95 **Site and Setting:**

96 Piers Docks and Bulkheads, page 85-86, guidelines 6,7

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98 **Statements of Reason,** based on the information contained in the application, in Staff's  
99 judgment are:

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101 1. Boat lift was removed from the current location of the pilings following a storm,  
102 which damaged much of the dock and bulkhead.

103

104 2. New lift and pilings will be located 12 feet further out and will be of similar design to  
105 those on adjacent properties.

106

107 3. Mechanical lift is removable in the future without damaging dock.

108

109 Staff suggests the Commission approve the application for major exterior alterations at this time  
110 citing the aforementioned guidelines.

111

112 **Board Comments:** Commissioner Cox asked about lighting on the dock. Applicant stated there  
113 is no lighting currently. Staff Robinson clarified that if the applicant wants to install lighting in  
114 the future they will have to apply for a separate COA.

115 There was discussion regarding the guidelines and how a boat lift is not specifically mentioned,  
116 however it is a removable feature.

117

118 **Motion:** Commissioner Morrison moved to find the application for Certificate of  
119 Appropriateness for 524 E. Front St. to be not in congruous with New Bern's Code of Ordinance  
120 sections 15.411 – 15.429 and New Bern's Historic District Guidelines based on the following  
121 specific guidelines and findings of fact:

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124 **Site and Setting:**

125 Piers Docks and Bulkheads, page 85-86, guidelines 6,7

126

127 **Findings of Fact:**

128

129 1. Boat lift was removed from the current location of the pilings following a storm,  
130 which damaged much of the dock and bulkhead.

131  
132 2. New lift and pilings will be located 12 feet further out and will be of similar design to  
133 those on adjacent properties.

134  
135 3. Mechanical lift is removable in the future without damaging dock.

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137 Commissioner Gray seconded the motion. Motion carried by unanimous vote.

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139 Vice-chair Eure moved to issue a COA. Commissioner Griffith seconded. Motion carried  
140 by unanimous vote.

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143 **C. 304 Queen St. (GO Architecture - HGT Holdings )** - to include infill construction of a  
144 single family home.

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146 **Staff Comments:** Staff Robinson presented the application and gave a brief explanation of the  
147 request.

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149 **Applicant Comments:** Kayla Shippart presented plans for Sarah Afflerbach. This will be a  
150 small one and a half story home with an attached carport.

151  
152 **Public Comments:** Staff Robinson swore in witnesses.

153  
154 *Nancy Hollows, 4438 Rivershore Dr.* – Ms. Hollows also owns property on Queen Street, but not  
155 within 100 feet of the applicants property. She stated her support for this project. She asked for  
156 clarification on the setbacks and Staff Robinson stated that they are within the guidelines. She  
157 would like to see a street scape rendition of what the structure will look like.

158  
159 **Board Discussion:** Commissioners all agreed that the application is complete.

160  
161 **Applicant Comments:** Kayla Shippart stated the front of the house will be facing Queen Street  
162 and she presented photos of some houses nearby. The house will be 1400 square feet.

163  
164 **Staff Recommendations:** Staff Kevin Robinson submitted the following Historic District  
165 Guidelines as appropriate to this application:

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167 New Construction and Additions (Residential New Construction):

168 Placement of Structures, page 66, guidelines 1-5; Building Scale and Proportion, page  
169 67, guidelines 1-3; Materials, pages 68-69, guidelines 1, 4; Details, page 70,  
170 guidelines 1-5; Texture, page 71, guidelines 1-2; Form and Rhythm, page 72,  
171 guidelines 1-4

175 Site and Setting:

176 Driveways and Off-Street Parking, pages 87-88, guidelines 2-3,8;

177  
178 **Statements of Reason**, based on the information contained in the application, in Staff's  
179 judgment are:

- 180 1. Primary Building is placed in a manner generally consistent with its orientation to both Queen  
181 St and to a lesser extent the alleyway on its side.
- 182
- 183 2. The primary structure is of congruous scale and proportion with a 1 ½ story form found  
184 throughout the district as well as on this street.
- 185
- 186 3. Composite materials, such as Hardi board are congruous with guidelines.
- 187
- 188 4. The proposed details, texture, and fenestration are congruous with design guidelines and the  
189 district.
- 190
- 191 5. No landscaping plan has been provided. Applicant may present any substantial landscaping or  
192 hardscaping features later for subsequent approval.
- 193
- 194 6. All other Site and Setting features are congruous with design guidelines

195  
196 **Board Discussion:** Commissioner Morrison stated that roofing material will need to be provided  
197 to Staff for approval. Commissioner Griffith stated his concern regarding the proposed roof  
198 material not being consistent on the plan and application, as well as concern regarding the  
199 chimney height. The plan does not show shutters on all windows and should be removed.  
200 Vice-chair Eure explained that he was not comfortable with the siding butting up against ¾" jam  
201 extension. He would like to see a cut sheet on the powder coated rails.

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203 **Motion:** Commissioner Gray moved to continue this application to Feb. 17<sup>th</sup>, 2016.  
204 Commissioner Griffith seconded. Motion carried by unanimous vote.

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206 D. **513 Middle St. (GO Architecture - Jeffrey Allen Vaughn)** - to include new window  
207 shutters and side porch and 2<sup>nd</sup> floor addition in the tertiary AVC

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209 **Staff Comments:** Staff Robinson presented the application and gave a brief explanation of the  
210 request. Steps that were previously proposed at Design Review have since been removed from  
211 the application.

212  
213 **Applicant Comments:** Kayla Shippart presented the project for Sarah Afflerbach and shared  
214 historical pictures.

215  
216 **Public Comments:** None

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218 **Staff Recommendations:** Staff Kevin Robinson submitted the following Historic District  
219 Guidelines as appropriate to this application:

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221 **Exterior Changes to Historic Buildings:**

222 Windows and Doors, pages 26-30, guidelines 1,6,

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224 **New Construction and Additions**

225 Additions to Contributing Structures pages 73-74, guidelines 1-6, 15

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228 **Statements of Reason,** based on the information contained in the application, in Staff's  
229 judgment are:

230

1. Shutters do not appear to be original to house.

231

232 2. Rear Windows appear to have been changed after rear shed addition was added  
233 after 1931. Though windows are not original they may be considered contributing.

234 Preserving or re-using those to be removed elsewhere on site is recommended.

235

236 3. Location, scale and form of addition are congruous, however siding materials are  
237 not readily evident. This should be the same as existing.

238

239 Staff suggests the Commission approve the application for major exterior alterations at this time  
240 citing the aforementioned guidelines and with the following conditions.

241

242 - Windows shall closely match existing, shall be wood and true or simulated divided light  
243 and provide sample to Staff.

244

245 - Lower rear window should be re-used on side or on second story if possible.

246

247 - Siding on addition shall be wood and shall match existing.

248

249 **Board Discussion:** There was a brief discussion among the Commissioners.

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251 **Motion:** Commissioner Morrison moved to find the application for a certificate of  
252 appropriateness for 513 Middle Street to be not incongruous with New Bern's Code of  
253 Ordinance sections 15-411 to 15-429 and New Bern's Historic District Guidelines based on the  
254 following specific guidelines and findings of fact:

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256 **Exterior Changes to Historic Buildings:**

257 Windows and Doors, pages 26-30, guidelines 1,6,

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259 **New Construction and Additions**

260 Additions to Contributing Structures pages 73-74, guidelines 1-6, 15

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**Findings of Fact:**

1. Shutters do not appear to be original to house.
2. Rear Windows appear to have been changed after rear shed addition was added after 1931. Though windows are not original they may be considered contributing. Preserving or re-using those to be removed elsewhere on site is recommended.
3. Location, scale and form of addition are congruous, however siding materials are not readily evident. This should be the same as existing.

**Condition(s):**

- Windows shall closely match existing, shall be wood and true or simulated divided light and provide sample to Staff.
- Lower rear window should be re-used on side or on second story if possible.
- Siding on addition shall be wood and shall match existing.

Commissioner Gray seconded. Motion carried by unanimous vote.

Commissioner Gray moved to issue a COA. Commissioner Griffith seconded. Motion carried by unanimous vote.

Chair Thompson closed the public hearing.

**General Public Comments:**

Nancy Hollows – 4438 Rivershore Dr. – asked Staff Robinson to send her a copy of what the Zoning Administrator and Chief Building inspector signed off on for the Queen Street property. She asked about 817 N Craven St. and if it was moving forward with demolition by neglect. Staff Robinson explained that there are several violations and it is currently being addressed by the nuisance abatement officer and there are also legal issues.

**Administrative Updates and Discussion:** Staff Robinson updated the Board on recent Minor works COA’s issued:

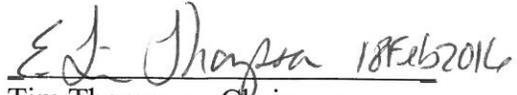
- 1111 N. Craven St. – after the fact COA issued for door replacement.
- Dock and bulk head

Chair Thompson announced that Dryborough has been added to the National Register.

Commissioner Morrison asked about adding boat lifts to the list of Minors that can be approved administratively. The board agreed to wait for the updates to the guidelines to change the boat lifts to a minor.

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There being no further business the meeting was adjourned.

  
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Tim Thompson, Chairman

  
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Kevin Robinson, AICP  
City Planner