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**Approved Minutes of the
New Bern Historic Preservation Commission
October 16, 2013**

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The New Bern Historic Preservation Commission (HPC) held a regular meeting on Wednesday, October 16, 2013, in the second floor courtroom of City Hall, 300 Pollock Street.

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

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

Staff Present: Kevin Robinson, AICP, City Planner
 Leigh Anne Friesen, Volunteer

The meeting was opened and roll call was taken. A quorum was present. Staff Kevin Robinson indicated that no minutes were ready to be reviewed.

New Business

1. Proposed major exterior alterations to approved CoA for 216 Craven St. (Michael Lentz) to include installation of a concrete slab, walk-in cooler and wood deck in tertiary AVC.

Staff Comments: Staff Kevin Robinson reviewed the project. Later he reviewed the Staff Recommendations.

Applicant Comments: Applicant/owner Mike Lentz reviewed the project with Commission and presented additional materials. There was no Commission objection to accepting the new materials as minor to the application.

Public Comments: *Phil Pagano*, 212 Middle St, supported the project, but stated concerns over the personal use of the deck, runoff from new concrete, ingress and egress on site and staging of materials during the project. *John Watson*, 217 Middle, spoke in favor of the proposed alterations.

Discussion by the Commission: The Commissioners concluded the application was complete. The Commissioners discussed issues including placement of air conditioning units and staging of construction. Commissioner Gray mentioned her relationship to the applicant caused no bias over the proposed alteration. Commission did not deem it necessary to recuse her.

44 **Finding(s) of Fact:** Commissioner Miller moved to find application congruous with the Historic
45 Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required; Section
46 15-429 Review Criteria, citing the following guidelines: Windows and Doors pages 27-30,
47 guidelines 10; Decks on Historic Buildings page 75, guidelines 1-5; Outbuildings and Accessory
48 Structures page 84, guideline 5; Utilities page 48, guideline 1,3. Commissioner Parsons seconded
49 the motion. Motion passed unanimously

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51 **Statement(s) of Reason:** Cited Staff Statements: (1) Proposed deck, doorway and walk-in
52 cooler are permissible in the tertiary AVC. (2) The proposed alterations appear to be congruous
53 with the guidelines for the district.

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55 **Condition(s):** NONE

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57 **Motion:** Commissioner Gray moved to issue the COA, seconded by Commissioner Miller. All
58 Commissioners voted in favor of the motion. Motion passed.

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61 **2. Proposed major exterior alterations to 512 George St. (Earl Dion Hicks) to include**
62 **removal of existing kitchen and construction of two story addition in tertiary AVC.**

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64 **Staff Comments:** Staff Kevin Robinson reviewed the project. Later he reviewed the Staff
65 Recommendations.

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67 **Applicant Comments:** Applicant/owner Dion Hicks reviewed the project with Commission and
68 discussed changes made since design review.

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70 **Public Comments:** NONE.

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72 **Discussion by the Commission:** The Commissioners concluded the application was complete.
73 The Commissioners discussed issues including dimensions of siding as well as congruity of the
74 proposed siding materials on additions. It was concluded that hardi-board was a similar
75 replacement for asbestos siding. Commission also discussed proposed door replacement to be a
76 historic 4-6 or horizontal 3-4 panel door and roof materials shall be consistent with existing.

77
78 **Finding(s) of Fact:** Commissioner Parsons Miller moved to find application congruous with the
79 Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required;
80 Section 15-429 Review Criteria, citing the following guidelines: Additions to Historic Buildings
81 pages 73-74, guidelines 1-9, 15, Roofs pages 17-20, guideline 6. Exterior Entrances and Porches
82 page 34-36, guideline 4. Commissioner Eure seconded the motion. Motion passed unanimously.

83
84 **Statement(s) of Reason:** Staff cited statements: (1) Wood posts represent a more congruous
85 material for use on the front porch. (2) Proposed addition is located in the tertiary portion of the
86 property and stepped back so as to delineate it as contemporary.

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Condition(s): Roof addition to be true standing seam or crimped metal, no less than 16 inches on center. Siding to be thin, smooth, hardi-board with exposure to match existing. Door to be approved by Staff or sent back to Commission for approval.

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

3. Proposed major exterior alterations to 616 New St. (Zach and Becca Moorer) to include construction of new parking area, installation of fence/gate and porch steps in tertiary AVC.

Staff Comments: Staff Kevin Robinson reviewed the project. Later he reviewed the Staff Recommendations.

Applicant Comments: Applicant/owner Zach Moorer reviewed the project with Commission.

Comments: *Tracy Fritchie*, 620 New St., spoke in opposition of the proposed alterations. She opined that they were detrimental to the character and integrity of the district and unnecessary.

Discussion by the Commission: Commission discussed the rear yard coverage of proposed parking area, the intended design of the low brick wall, fence and gate, and lack of details for the proposed porch landing, balustrade and door. Commissioners Griffith and Eure questioned the completeness of the application and the need for additional information to clear up confusion. This included measurements of lot coverage, more detailed gate, fence and brick details, scaled drawings of the porch and door and a site plan with surveyed lot lines. Commissioner Eure moved to table the application until more information was provided. Commissioner Parsons seconded the motion. The motion passed 8-1 with Commissioner Walker opposed.

4. Proposed major exterior alterations to 605 Pollock St. (John Audilet) to include installation of wood railings, framing and screening of existing covered porch in tertiary AVC.

Staff Comments: Staff Kevin Robinson reviewed the project. Later he reviewed the Staff Recommendations.

Applicant Comments: Applicant John Audilet, representing the owners, Bill and Elinor Wilson, described the project for Commission and added that the wood railings would be outside of the porch screening and an additional column would need to be added based upon discussion at design review.

132 **Public Comments:** NONE

133

134 **Discussion by the Commission:** Commission found the application to be complete.
135 Commissioners Eure and Walker disclosed that their relationship to the owners of the property
136 had no influence on their decision. There was no objection from Commission. The
137 Commissioners discussed the proposed railings and columns.

138

139 **Finding(s) of Fact:** Commissioner Gray moved to find the application congruous with the
140 Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required;
141 Section 15-429 Review Criteria, citing the following guidelines: Exterior Entrances and Porches
142 page 35-36, guidelines 1,2,6,9. Motion seconded by Commissioner Parsons. Motion passed
143 unanimously.

144

145 **Statement(s) of Reason:** Cited Staff Statements: (1) The proposed alterations are in the tertiary
146 AVC and are of a design and materials that are congruous with guidelines.

147

148 **Condition(s):** NONE

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

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154 **5. Proposed major exterior alterations to 1112 National Ave. (Michele and Rebecca**
155 **Calogero) to include installation of replacement windows, front and rear doors and a**
156 **driveway in the primary AVC.**

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158 **Staff Comments:** Staff Kevin Robinson reviewed the project including previous configuration
159 of fenestration and alterations that had occurred. Later he reviewed the Staff Recommendations.

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161 **Applicant Comments:** Applicant and owners Michele and Rebecca Calogero presented their
162 proposed alterations to Commission including different options for window placement, including
163 the restoration of the original configuration of the second story fenestration in the primary AVC.

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165 **Public Comments:** NONE

166

167 **Discussion by the Commission:** The Commission found the application to be complete. The
168 Commissioners discussed fenestration options with the owners as well as driveway placement
169 and style of front door. It was agreed that the applicant could restore the original fenestration
170 including removal of 3 windows total and replacement with 2, 2 over 2 windows of original size
171 on the first floor front of the house. Commissioner Eure stated that window installation and
172 recess should match original.

173

174 **Finding(s) of Fact:** Commissioner Parsons moved to find the application congruous with the
175 Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required;

176 Section 15-429 Review Criteria, citing the following guidelines: Windows and Doors 26-30,
177 guidelines 4, and Replacement guideline F, Driveways and Off-Street Parking pages 87-88,
178 guidelines 1-2, 8; Motion seconded by Commissioner Eure. Commissioner Schaible mentioned
179 that the gable window was not included in the motion. Motion passed unanimously.
180

181 **Statement(s) of Reason:** Cited Staff Statements: (1) Many unapproved alterations occurred to
182 property in recent years including changes to window size, design and overall fenestration.
183 Originally 2 bays with 2 over 2 windows. Upper left front window believed to be original.
184 Proposed 1 over 1 replacement windows are congruous as replacements in the rear and sides of
185 the structure, however they do not match those existing or historically found on the front of the
186 building. (2) Both front and back doors were replaced in recent years. Existing doors are
187 proposed for after the fact approval and are of congruous material and design. (3) Proposed
188 driveway is of congruous material and is placed in the area requiring the least amount of
189 disturbance. This area is currently used as an unimproved driveway.
190

191 **Condition(s):** Original fenestration to be restored to front of home. Applicant to present front
192 windows to Staff for approval. All other windows approved as 1 over 1 replacements. Proposed
193 doors and driveway approved as proposed.
194

195 **Motion:** Commissioner Miller moved to issue the COA, seconded by Commissioner Parsons.
196 All Commissioners voted in favor of the motion. Motion passed.
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199 **6. Proposed major exterior alterations to 407 Hancock St. (Jennifer Knight) to include**
200 **installation and replacement of walkway and steps and landscaping in primary AVC.**
201

202 **Staff Comments:** Staff Kevin Robinson reviewed the project. Later he reviewed the Staff
203 Recommendations.
204

205 **Applicant Comments:** Applicant Jennifer Knight, representing owner Melinda Robinson,
206 reviewed the project for Commission.
207

208 **Public Comments:** NONE
209

210 **Discussion by the Commission:** Commission found the application to be complete. The
211 Commissioners discussed issues including the preservation of the planting strip in the right of
212 way and need for City approval for work done in said area.
213

214 **Finding(s) of Fact:** Commissioner Miller moved to find the application congruous with the
215 Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required;
216 Section 15-429 Review Criteria, citing the following guidelines: Landscaping pages 77-80,
217 guidelines 4-5, 7. Commissioner Eure seconded the motion. Motion passed unanimously.
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219 **Statement(s) of Reason:** Staff cited statements: (1) The proposed materials and placement of
220 landscaping improvements are congruous with guidelines and within district.

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222

223 **Condition(s):** Applicant to gain approval from City of New Bern Public Works Department for
224 alterations in public right of way, planting strip.

225
226 **Motion:** Commissioner Eure moved to issue the COA, seconded by Commissioner Griffith. All
227 Commissioners voted in favor of the motion. Motion passed.

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230 **7. Proposed major exterior alterations to 300 Pollock St. (Jennifer Knight) for creation of**
231 **“Heritage Park” to the rear of City Hall.**

232

233 **Staff Comments:** Staff Kevin Robinson reviewed the project. This project received previous
234 approval, however the CoA had lapsed and needed to be re-approved. There were some
235 additional changes. Later he reviewed the Staff Recommendations.

236

237 **Applicant Comments:** Applicant Jennifer Knight discussed his project including minor
238 changes to fountain and gate/fence location.

239

240 **Public Comments:** NONE

241

242 **Discussion by the Commission:** Commission found the application to be complete.
243 Commissioners discussed the project, including previously approved CoA and the proposed
244 changes.

245

246 **Finding(s) of Fact:** Commissioner Eure 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: Parks and Public Spaces page
249 81, guidelines 1-6 Motion seconded by Commissioner Morrison. Motion passed unanimously.

250

251 **Statement(s) of Reason:** Staff cited statements: (1) Park was previously approved in May 2011
252 with subsequent changes and a renewal of CoA in September 2012. CoA has since expired. (2)
253 The park design is consistent with urban design plan and guidelines.

254

255 **Condition(s):** NONE

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257 **Motion:** Commissioner Gray moved to issue the COA, seconded by Commissioner Miller. All
258 Commissioners voted in favor of the motion. Motion passed.

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261 **8. Proposed major exterior alterations to 237 Craven St. (David Blythe) to include**
262 **installation of shutters and windows, awning and façade changes in primary AVC.**

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Staff Comments: Staff Kevin Robinson reviewed the project, including history of the property and Staff interpretation of previous alterations. Later he reviewed the Staff Recommendations.

Applicant Comments: Applicant and owner, David Blythe discussed his project including the intent for some temporary changes and the finding of a historic window and shutters in the attic of his property. Mr. Blythe proposed removing the originally proposed new arched window in the second story above existing opening. The applicant clarified his proposal to re-install the original second story window and shutters, replace existing awning with a smaller awning and to face piers and bulkhead with wood.

Public Comments: NONE

Discussion by the Commission: Commission determined the application to be complete. Commissioners discussed the history of the building’s façade and windows, the congruity of the proposed temporary façade changes, existing shutters on the rear of the building and other items. Commissioner Walker moved to find the application congruous on the condition that a new plan be presented to Staff to show how temporary façade changes would be fastened to the building without permanently altering the structure. There was no second. Further discussion deemed all changes to be congruous expect the temporary wood façade changes.

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: Historic Commercial Building Facades, pages 49-51, guidelines 1,5,6,11. Motion seconded by Commissioner Schaible. Motion passed unanimously.

Statement(s) of Reason: Staff cited statements: (1) There is evidence that the proposed upper window design represents a replacement in kind of the original window, however it is unclear if original window was arched. Staff does not recommend addition of arched window. (3) Fabric awnings are congruous with guidelines. (4) This structure has undergone several changes throughout its lifetime, having at least three major alterations to its façade. The current fenestration was added sometime in the 1960’s, but the brick façade was added around 1910 and has become a contributing feature of this structure. (5) A careful restoration of this facade so that it more closely resembles the original would provide a unique glimpse of this type of structure in New Bern’s past, however many of the proposed alterations do not appear to be in keeping with this original design and would instead alter an already contributing feature of this building, without the effect of restoration.

Condition(s): Removal of wood boards and repair of historic window or replacement with in-kind, approved. Installation of in-kind or shutters found on site, approved. New awning approved. All other items denied.

306 **Motion:** Commissioner Eure moved to issue the COA, seconded by Commissioner Griffith. All
307 Commissioners voted in favor of the motion. Motion passed.
308

309 **Other business**

310 Due to the time all other business was postponed to the following meeting. The meeting was
311 adjourned.
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E. L. Thayer 22 JAN 2014
Tim Thompson, Chairman

[Signature] 1-22-14
Kevin Robinson, AICP
City Planner