

44 **Finding(s) of Fact:** Commissioner Miller moved to find the application congruous with the
45 Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required;
46 Section 15-429 Review Criteria, citing the following guidelines: “Roofs”, pages 17-19,
47 guideline(s)#6.

48 **Statement(s) of Reason:** The proposed standing seam metal is a historical roofing material in
49 New Bern. Proposed siding project is in-kind work. The proposed alteration is congruous with
50 the District.

51
52 **Condition(s):** NONE

53
54 **Motion:** Commissioner Adolph moved to issue the COA, seconded by Commissioner
55 Thompson. All Commissioners voted in favor of the motion. Motion passed.

56
57 **2. Consider a Certificate of Appropriateness for major exterior alterations to 425 Pollock St.**
58 **(First Baptist Church – Coastal Craftsmen) to include the installation of covered**
59 **walkways in the secondary and tertiary portions of the property.**

60
61 **Staff Comments:** Staff Kevin Robinson reviewed and briefed the project. Later he reviewed
62 the Staff Recommendations.

63
64 **Applicant Comments:** Applicant Britt Warren of Coastal Craftsman, LLC discussed the main
65 changes to the project, including column replacement. He stated that he disagrees that the
66 standing seam change is incongruous.

67
68 **Public Comments:** NONE

69
70 **Discussion by the Commission:** The Commissioners concluded the application was complete.
71 They discussed issues including the location of the actual roofing guidelines in the hard copy, the
72 question of other examples in the District of institutional covered walkways, the example of half-
73 bricked columns in the District, and whether or not the standing seam material proposed meets
74 the guidelines.

75
76 **Finding(s) of Fact:** Commissioner Gray moved to find the application congruous with the
77 Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required;
78 Section 15-429 Review Criteria, citing the following guidelines: “Landscaping”, pages 77-80,
79 guideline(s)#10; “Roofs”, pages 17-21, guideline(s)#5, 8, 10; “Exterior Entrances and Porches”,
80 pages 34-37, guideline(s)#9, 12; “Brick and other masonry materials”, pages 37-39,
81 guideline(s)#13, 16. Commissioner Griffith seconded. During the discussion, the
82 Commissioners confirmed they were acting on the application as presented and confirmed the
83 proposed material of the flat roof and gutter system. All Commissioners voted in favor of the
84 motion except for Commissioners Adolph and Miller. Motion passed.

85
86 **Statement(s) of Reason:** (1) Materials shown on plan for columns are congruous with those
87 found both on site and elsewhere in the District; (2) Project is sensitive to existing landscaping
88 and established building rhythm and open space; (3) “Secondary” areas of the church campus,

89 such as areas to the west of the campus, are highly visible from neighboring properties and
90 should be given special attention in their designs.

91
92 **Condition(s):** NONE

93
94 **Motion:** Commissioner Gray moved to issue the COA, seconded by Commissioner Griffith. All
95 Commissioners voted in favor of the motion, save Commissioners Adolph and Miller. Motion
96 passed.

97
98 **3. Consider a Certificate of Appropriateness for major exterior alterations to 604 E Front St.**
99 **(John Reed & Sarah Afflerbach) to include installation of fence and brick wall,**
100 **hardscaping, landscaping and lighting.**

101
102 **Staff Comments:** Staff Kevin Robinson reviewed and briefed the project. Later he reviewed
103 the Staff Recommendations.

104
105 **Applicant Comments:** Applicant Sarah Afflerbach gave a property description and discussed
106 the project proposals. She also produced sample materials.

107
108 **Public Comments:** *Nancy Hollows*, 4438 Rivershore Drive, was sworn in. She asked for the
109 scaled drawings of the fence, its dimensions and design, including the bricks.

110
111 **Discussion by the Commission:** The Commissioners concluded the application was complete.
112 They confirmed that the fireplace was no longer part of the application. They discussed issues
113 including the location of the existing wood lattice and the style of the foundation lattice.

114
115 **Finding(s) of Fact:** Commissioner Miller moved to find the application congruous with the
116 Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required;
117 Section 15-429 Review Criteria, citing the following guidelines: “Fences and Garden Walls,
118 pages 62-83, guideline(s)#4-6, 8; “Landscaping”, pages 77-80, guideline(s)#1, 5-7, 9, 10;
119 “Exterior Lighting”, guideline(s)#1-2. “Foundations”, guideline(s) on pages 33-35.
120 Commissioner Adolph seconded. Motion passed unanimously.

121
122 **Statement(s) of Reason:** (1) The fence, wall and gate dimensions, materials and placement
123 meet historic district guidelines and are congruous within the district; (2) Landscaping,
124 Hardscaping (definition -use of brick, stone, concrete and hard paving materials, especially in
125 walkways, patios and retention features) , and lighting materials and placement meet historic
126 district guidelines and are congruous within the district.

127
128 **Condition(s):**
129 • Brick lattice to be included in application and will exclude discussion of the outdoor
130 fireplace.
131 • A sandstone bench will be added.
132 • Staff will add this information to the project file.

133
134 **Motion:** Commissioner Miller moved to issue the COA, seconded by Commissioner Griffith.
135 All Commissioners voted in favor of the motion. Motion passed.
136

137 **4. Consider a Certificate of Appropriateness for major exterior alterations to 1411 National**
138 **Ave. (Daune Gardner) to include replacement and/or relocation of several windows and**
139 **doors, replacement of siding and construction of new porches in primary/secondary/tertiary**
140 **areas of the property.**

141
142 **Staff Comments:** Staff Kevin Robinson reviewed and briefed the project. Later he reviewed
143 the Staff Recommendations. Later Chief Building Inspector, Johnny Clark, confirmed that the
144 application did address all the necessary Prevention of Demolition by Neglect issues.
145

146 **Applicant Comments:** Applicant/owner Daune Gardner described the project, including the
147 addition of pictures of example District designs and cornerboard treatments.
148

149 **Public Comments:** *Jan Giordano*, 1800 National Avenue, spoke as the President of the Historic
150 Riverside Neighborhood Association, saying the neighborhood is anxious to see some work
151 occurring at the property as the condition continues to deteriorate. She cited several guidelines
152 that discouraged conjectural features, such as the proposed side porch changes. She inquired as
153 to when the project will be completed. *Stevie Bennett*, 1312 National Avenue, said she believes
154 the HPC has violated the Land Use ordinance by accepting information that wasn't presented in
155 compliance with the ordinance. She also requested an example of the proposed leaded glass door
156 as well as examples of other exterior French Doors in the Districts. *Nancy Hollows*, 4438
157 Rivershore Dr, inquired as to the predominant window style in the house. She commented that
158 several of the alterations to doors and windows shift the visual balance and rhythm of the
159 building. She, too, would like to see samples of the leaded glass. *Marjorie Preis*, 1203 National
160 Avenue, read the National Registry information for this house.
161

162 **Discussion by the Commission:** The Commissioners concluded the application was complete.
163 They discussed issues including what is behind the front louvers and what the intention is for this
164 space, the point of the new photos, whether or not a carport is being proposed, whether this
165 project constitutes, "Adaptive Reuse", the rear detail of proposed porches, current plans for the
166 floating wall at the rear of the existing side porch, the inappropriateness of adding exterior
167 porches that didn't exist before, the possibility of historical evidence on the structure, the fact
168 that the sample dormer windows on centrally located dormers are multi-lite, the need to table the
169 application so the applicant can apply all elements discussed tonight and further fine-tune her
170 renderings for presentation at a future meeting, the need to at least provide some approval and/or
171 guidance for any Prevention of Demolition by Neglect-related projects, the need for front door
172 glass samples and proposed designs, ways the HPC can complete due diligence yet still provide
173 the applicant with what she needs to move forward with project, whether or not she can proceed
174 with in-kind replacement of the existing windows, and the possibility of waiving the fee for the
175 next visit to an HPC meeting.
176

177 **Finding(s) of Fact:** Commissioner Eure moved to find the application congruous with the
178 Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required;
179 Section 15-429 Review Criteria, citing the following guidelines: “Wood Walls, Trim and
180 Ornamentation”, pages 21-25, guideline(s)#1, 3, 5, 8-10; “Roofs”, pages 19-20, guideline(s)#1,
181 5, 8; “Exterior Entrances and Porches”, pages 34-37, guideline(s)#1, 2, 5, 7, 8, 10, 11, 12;
182 “Windows and Doors”, pages 26-29, guideline(s)#1, 3, 4, 5, 9; “Foundations”, pages 31-33,
183 guideline(s)#1, 2. Commissioner Adolph seconded. The motion addressed the three main points
184 that were being addressed by the Commission in this motion: The approval to replicate the one
185 existing turned column base for all others that appear not to be original; the approval to replicate
186 a one-over-one sash window design for all existing window openings; and the approval to
187 remove the extraneous screen/wall at the rear of the existing side porch. Motion passed
188 unanimously.

189
190 **Statement(s) of Reason:** Many of the proposed alterations, including minor changes and repairs
191 and removal of non-historical features are in keeping with the nature of the guidelines, are
192 consistent throughout the District, will help to protect and restore this home and will help to
193 prevent demolition by neglect. Column base work and window sash work are replacements in-
194 kind. Screen wall construction does not constitute historical fabric or material and may be
195 removed.

196
197 **Condition(s):** NONE

198
199 **Motion:** Commissioner Eure moved to issue the COA, seconded by Commissioner Griffith. All
200 Commissioners voted in favor of the motion. Motion passed.

201
202 **5. Consider a Certificate of Appropriateness for major exterior alterations to 809 Pollock St.**
203 **(Ross and Catherine Pfeiffer) to include installation of hand railings, storm windows and a**
204 **shed.**

205
206 **Staff Comments:** Staff Kevin Robinson reviewed and briefed the project. Later he reviewed
207 the Staff Recommendations.

208
209 **Applicant Comments:** Applicant Ross Pfeiffer discussed the proposed project, to include glass
210 storm windows, the railing, and cedar shed.

211
212 **Public Comments:** *Nancy Hollows*, 4438 Rivershore Drive, said she is excited about the
213 project, and believes it is being undertaken in a sensitive manner with preservation in mind.

214
215 **Discussion by the Commission:** The Commissioners concluded the application was complete.
216 They discussed issues including the style of the handrail.

217
218 **Finding(s) of Fact:** Commissioner Thompson moved to find the application congruous with the
219 Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required;
220 Section 15-429 Review Criteria, citing the following guidelines: “Windows and Doors”, pages
221 28-31, guideline(s)#3, 5; “Outbuildings and Accessory Structures”, page 84, guideline(s)#5, 6;

222 “Exterior Entrances and Porches”, pages 34-37, guideline(s)#9, 10, 13; “Accessibility and Life
223 Safety”, pages 45-46, guideline(s)#2, 4, 5. Commissioner Eure seconded. Motion passed
224 unanimously.

225
226 **Statement(s) of Reason:** (1) The proposed storm windows match existing windows and are of
227 similar materials; (2) Proposed outbuilding is congruous with the primary building in size and
228 material and located so as not to detract from the historic features of the neighborhood; (3) While
229 not typically advised as a replacement material, the proposed metal railing is to be installed
230 where no historically existed. Its use also allows for less modification to the building façade and
231 allows for easier removal in the future.

232
233 **Condition(s):** Storm windows, railing, and outbuildings shall all be painted with a color
234 consistent with adjacent materials, including windows frames and building façade.

235
236 **Motion:** Commissioner Adolph moved to issue the COA, seconded by Commissioner Griffith.
237 All Commissioners voted in favor of the motion. Motion passed.

238
239 **6. Consider a Certificate of Appropriateness for major exterior alterations to 607 Pollock St.**
240 **(Sarah Afflerbach) to include installation of a workshop, paved parking area and terrace.**

241
242 **Staff Comments:** Staff Kevin Robinson reviewed and briefed the project. Later he reviewed
243 the Staff Recommendations.

244
245 **Applicant Comments:** Applicants Sarah Afflerbach and property owner Paul Melton (sworn in
246 ~8:50pm) offered a project description of the rear shed and driveway, as well as pictures of other
247 examples in the Historic Districts.

248
249 **Public Comments:** NONE

250
251 **Discussion by the Commission:** The Commissioners concluded the application was complete.
252 They discussed issues including whether or not the picket fence was existing or proposed, how
253 the foundation of the outbuilding compares to that of the house, the pleasantness of the
254 improvements, the painted brick on the foundation of existing house versus proposed shed
255 foundation, and the reason for the cupola.

256
257 **Finding(s) of Fact:** Commissioner Miller moved to find the application congruous with the
258 Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required;
259 Section 15-429 Review Criteria, citing the following guidelines: “Outbuildings and Accessory
260 Structures”, page 84, guideline(s)#5, 6; “Driveways and Off-Street Parking”, page 88,
261 guideline(s)#8. Commissioner Eure seconded. Motion passed unanimously.

262
263 **Statement(s) of Reason:** (1) The proposed outbuilding is located in the tertiary portion of the
264 property. It is congruous in materials, fenestration, height, and placements and compliments the

265 existing structure without recreating historical features; (2) The proposed materials of the
266 fencing, driveway and patio are congruous with the District.

267
268 **Condition(s):** Applicant shall use an acceptable edging material such as brick for containing the
269 marl in the driveway.

270
271 **Motion:** Commissioner Gray moved to issue the COA, seconded by Commissioner Adolph. All
272 Commissioners voted in favor of the motion. Motion passed.

273
274 **7. Consider a Certificate of Appropriateness for major exterior alterations to 301 Middle St**
275 **(Elks Building, David Nicolay) to include installation of temporary plexi-glass windows in**
276 **tertiary portions of the structure during restoration of building.**

277
278 **Staff Comments:** Staff Kevin Robinson reviewed and briefed the project. Later he reviewed
279 the Staff Recommendations.

280
281 **Applicant Comments:** Applicant representative Dave Nicolay of Empire Properties described
282 the project, which includes a Prevention of Demolition by Neglect compliance deadline of April
283 1, 2013.

284
285 **Public Comments:** NONE

286
287 **Discussion by the Commission:** The Commissioners concluded the application was complete.
288 They discussed issues including whether or not the application covered the final exterior
289 Prevention of Demolition by Neglect concerns for this structure, the Commission's high level of
290 confidence in the applicant to follow through with the plans, and the importance of stipulating
291 that this treatment of the "openings" with "translucent temporary stabilization panels" is not an
292 appropriate way to "replace windows", but a temporary framing mechanism meant to secure the
293 structure from further water introduction until windows can be appropriately replaced.

294
295 **Finding(s) of Fact:** Commissioner Thompson moved to find the application congruous with the
296 Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required;
297 Section 15-429 Review Criteria, citing the following guidelines: "Windows and Doors", pages
298 26-29, guideline(s)#1, 3, 6. Commissioner Adolph seconded. Motion passed unanimously.

299
300 **Statement(s) of Reason:** (1) The proposed material are not congruous with the District for use
301 as permanent alterations; (2) The propose alterations are an attempt to meet requirements of the
302 Prevention of Demolition by Neglect process and to prevent further damage to the building; (3)
303 Salvageable portions of the remaining windows have been removed in order to restore and /or
304 reuse them on site at a later time; (4) The proposed alterations represent a better, more
305 aesthetically pleasing solution than the use of wood to board the windows; (5) The applicant has
306 stated in the application that these alterations are temporary.

307
308 **Condition(s):** The applicant will work with the Chief Building Inspector and HPC
309 Administrator to report the windows to the original state in a timely manner, acceptable by both

310 Staff and Commission, and will return on an annual basis to report of the window replacement
311 and other changes to the project.

312
313 **Motion:** Commissioner Miller moved to issue the COA, seconded by Commissioner Adolph.
314 All Commissioners voted in favor of the motion. Motion passed.

315
316 **8. Consider a Certificate of Appropriateness for major exterior alterations to 223-225 E Front**
317 **St. (C. Baxter Evans) to include installation of two concrete and brick parking pads in rear.**

318
319 **Staff Comments:** Staff Kevin Robinson reviewed and briefed the project, along with
320 clarifications. Later he reviewed the Staff Recommendations.

321
322 **Applicant Comments:** Applicant Evans, 225 East Front Street, describe the project.

323
324 **Public Comments:** NONE

325
326 **Discussion by the Commission:** Commissioner Thompson disclosed that while he and the
327 applicant are great friends, he has no economic interest in this project, and feels he can
328 participate in the discussion and subsequent voting without prejudice. The Commissioners
329 concluded the application was complete. They discussed issues including the location of the
330 existing driveway.

331
332 **Finding(s) of Fact:** Commissioner Gray moved to find the application congruous with the
333 Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required;
334 Section 15-429 Review Criteria, citing the following guidelines: “Driveways and Off-Street
335 Parking”, page 88, guideline(s)#3, 5, 8. Commissioner Eure seconded. Motion passed
336 unanimously.

337
338 **Statement(s) of Reason:** (1) The proposed alterations are in secondary and tertiary areas,
339 consistent with the guidelines, and they are sized no larger than to accommodate resident
340 vehicles; (2) The proposed materials are consistent with the guidelines and congruous with the
341 District.

342
343 **Condition(s):** NONE

344
345 **Motion:** Commissioner Thompson moved to issue the COA, seconded by Commissioner
346 Adolph. All Commissioners voted in favor of the motion. Motion passed.

347
348 **9. Consider a Certificate of Appropriateness for major exterior alterations to 400 New St.**
349 **(First Presbyterian Church – C.R. Francis Architecture) for the installation of new playground**
350 **equipment and fencing.**

351
352 **Staff Comments:** Staff Kevin Robinson reviewed and briefed the project. Later he reviewed
353 the Staff Recommendations.

354

355 **Applicant Comments:** Applicant Charles Francis, 329 Middle Street, discussed the playground
356 and fencing proposal. No brick padding will be included.

357
358 **Public Comments:** NONE

359
360 **Discussion by the Commission:** The Commissioners concluded the application was complete.
361 They discussed issues including the end connections of the proposed fence, the exposed nature of
362 the proposed location, the type of material to be used for ground cover, the edging material, the
363 importance of diminishing the visual impact on the existing view corridor down Hancock Street
364 so as not to become a focal point on the streetscape, the use of landscaping features to buffer the
365 visual impact, the materials of the playground equipment, and the removable nature of the
366 equipment.

367
368 **Finding(s) of Fact:** Commissioner Adolph moved to find the application congruous with the
369 Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required;
370 Section 15-429 Review Criteria, citing the following guidelines: “Fences and Garden Walls”,
371 pages 82-83, guideline(s)#4-6, 8; and “Parks and Public Spaces”, pages 81, guideline(s)#4;
372 “Exterior Entrances and Porches”, pages 34-37, guideline(s)#9, 12; “Brick and other masonry
373 materials”, pages 37-39, guideline(s)#13, 16. Commissioner Eure seconded. Motion passed
374 unanimously.

375
376 **Statement(s) of Reason:** (1) The proposed fence matches other fencing materials on site and
377 throughout the District. It is congruous in height and placement; (2) Staff feels that the plastic
378 materials proposed for the playground are not necessarily in harmony with the commonly used
379 material of the surrounding District, especially in an area that serves as a primary interest
380 (Hancock St). This is also a new addition to site and is removable without any adverse impact in
381 the long term.

382
383 **Condition(s):**

- 384
- The playground should be moved to a less primary area of visual concern;
 - The addition of landscaping features such as trees and shrubs shall be used to soften the
385 visual impact of the addition from street view on Hancock and New Streets, without
386 creating safety issues (use the old playground’s vegetation as an example). Proposals to
387 meet this requirement, including the base material and final landscaping plan shall return
388 to the HPC Administrator for approval.
 - The edging on the playground shall consist of congruous materials such as brick and shall
389 not use plastic or landscaping timbers, consistent with the guidelines.
- 390
391
392

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

395
396 **10. Consider a Certificate of Appropriateness for major exterior alterations to 317 Middle St.**
397 **(C.R. Francis Architecture) for the replacement of rear windows and restoration of façade.**
398

399 **Staff Comments:** Staff Kevin Robinson reviewed and briefed the project. Later he reviewed
400 the Staff Recommendations. Chief Building Inspector Johnny Clark inquired as to where the AC
401 unit is going.

402 **Applicant Comments:** Applicant Charles Francis, described the project, to include restoring
403 rear windows for the conference room and stopping the on-going water damage to the building.
404

405 **Public Comments:** NONE
406

407 **Discussion by the Commission:** The Commissioners concluded the application was complete.
408 They discussed issues including whether or not the window openings to be created are original to
409 the building, the location of the AC unit, and the age of the building.
410

411 **Finding(s) of Fact:** Commissioner Eure moved to find the application congruous with the
412 Historic Preservation Guidelines, citing Section 15-427 Certificate of Appropriateness required;
413 Section 15-429 Review Criteria, citing the following guidelines: "Windows and Doors", pages
414 26-29, guideline(s)#1-16. Commissioner Adolph seconded. Motion passed unanimously.
415

416 **Statement(s) of Reason:** The proposed alterations represent a restoration of an original feature.
417 Applicant demonstrated that there had been window openings in the past, and is working to
418 determine the location of original windows.
419

420 **Condition(s):** NONE
421

422 **Motion:** Commissioner Griffith moved to issue the COA, seconded by Commissioner
423 Thompson. All Commissioners voted in favor of the motion.
424

425 **Other business**

- 426 1. Prevention of Demolition by Neglect report by Johnny Clark
- 427 a. 221 East Front Street: Still working on it
- 428 b. 1411 National: work approved tonight
- 429 c. 402 Queen Street: the owners have produced no monthly updates or timeline.
430 Boarding up of windows to commence soon
- 431 d. Elks Bldg: work approved tonight; need to address presence on Prevention of
432 Demolition by Neglect list
- 433 e. 224-230 Middle St (Albert Hotel): some work is in progress
- 434 f. These are currently the only ones on the active list held by the Chief Building
435 Inspector. Additional problem properties should be prioritized and complaint
436 submitted to Inspector Clark. Sadler Store should be in the top five.
- 437 2. Ex parte communication: make sure to use the new form to report any detailed
438 conversations over upcoming cases Commissioners have had with anyone.
- 439 3. "Hydrostop", metal roofing film, is a potential product for Commission to consider
440 approving for use in the Districts
- 441 4. Minor Works: NONE

442 5. "After the Fact" enforcement procedures discussed, including whether or not there is
443 some sort of "statute of limitations" on COA enforcement.

444
445

446 There being no further business the meeting was adjourned.

447

448

449

450

451



Rich Frye, Chairman



Kevin Robinson, AICP
City Planner