

**Minutes of the  
New Bern Historic Preservation Commission  
June 20, 2007**

The New Bern Historic Preservation Commission (HPC) held its regular meeting on Wednesday, June 20, 2007, in the Planning & Inspections Department, 3<sup>rd</sup> Floor, 248 Craven Street.

**Members Present:** Mrs. Sarah Afflerbach, Vice Chair  
Ms. Diane Filipowicz  
Mr. Jack Morton, Jr.  
Mr. Jay Heck  
Mr. Rich Frye  
Mr. Peter Adolph

**Members Excused:** Dr. Joseph Klotz, Chairman  
Mr. David Lancto  
Mrs. Sadaf Hassan

**Members Absent:** None

**Staff Present:** Mrs. Leigh Anne Friesen, AICP, Planner  
Mrs. Lorraine DiBella, Administrative Assistant

The meeting was opened and roll call was taken. A quorum was reached. Vice-chair Afflerbach briefly discussed the function and qualifications of the Historic Preservation Commission and its members. Witnesses were sworn in.

**Witnesses Sworn:** Richard Orr, Katherine Adolph, Terry Startzman, Jack Daft, Charles Francis, Laura Lindsey, Gerry Lancto, Vickie Singleton and others.  
, and others.

The Commission reviewed the minutes from the May 16<sup>th</sup> meeting. Mrs. Friesen noted that the location of the meeting was incorrect and should be amended to show City Hall as the venue. Commissioner Adolph moved to approve the minutes as amended with a second by Commissioner Morton. The motion passed unanimously.

**Old Business:**

- 1. Consider amending the COA for 236 Middle Street, owned by J Daynette Orr, for addition of a second story and exterior modifications to commercial storefronts.**

**Staff Comments:** Staff Mrs. Friesen stated the applicant is requesting an amendment of the original COA. The changes requested are: (1) addition of windows over Bear Plaza entry doors where the original plans called for recessed brick shadow boxes; (2) widening of the glass

storefronts on front and rear; and (3) elimination of shutters in front and rear. Staff recommends approval of the requests.

**Applicant's Comments:** Richard Orr elaborated on the changes requested and said adding windows in the place of shadow boxes allowed light into a very dark space. On the widening of the glass storefront, Mr. Orr said this is necessitated because the lot is smaller than originally thought. The widening will reduce the brick on the center post. The shutters are being removed because there is not sufficient room. If installed as originally planned, they would conflict with the hand rails.

**Public Comments:** None

**Discussion by the Commission:** Issues included the trouble of visualizing the requests without drawings, the need for drawings for all project requests in the future, the improved window design, and the plan details that are yet to be brought to the Commission including bracket detail, balcony elements, hand rails and shutters on the Bear Plaza side.

**Motion:** Commissioner Filipowicz moved to amend the COA. Commissioner Adolph seconded and the motion passed unanimously.

**2. Consider COA for 714 Broad Street (former JimBob's site), owned by Toshikazu Hiroi, for change of roofing material and addition of driveway entrance pillars.**

**Staff Comments:** Staff Mrs. Friesen stated the applicant was unable to be present at the May HPC meeting due to his work schedule and the application was not acted upon. He is also not in attendance tonight but based on conversations with staff, he is aware that the hearing of the matter will continue without him.

A video of the subject property was shown. Mrs. Friesen said for maintenance preferences, the applicant would like to change his wood-shingled roof to metal. In addition, he had already added a pair of entrance pillars to prevent unauthorized vehicles which is included these in this application. The structure is non-contributing to the District and guidelines for new construction will apply. Staff recommends approving the application with condition that the roping be made of something more substantial such as coated chain or other material.

**Applicant's Comments:** None

**Public Comments:** Jack Daft, 609 Craven Street, asked what type of business is to be housed in the building.

**Discussion by the Commission:** Brief discussion occurred regarding materials and whether the pillar holds a mailbox. Commissioner Heck asked if a color had been decided for the roof. Commissioner Morton noted that the application indicates white.

**Findings of Fact:** Motion by Commissioner Morton, with second by Commission Adolph, 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 “New Construction”, pages 44-49.2: Materials” (amended), pages 46-47 guideline(s)#1, 4; “Details”, pages 47-48 guideline(s)#6; “Texture”, pages 48 guideline(s)#2; and “Mixed Use – Commercial”, pp 49.1-49.2, guideline(s)#5.

**Statements of Reason:** Project area impacts all AVCs. Material for proposed roof is metal. Existing driveway entrance pillars flank the Broad Street curb cut.

**Conditions:** Applicant must replace “rope” fence with a more appropriate coated chain or other material approved by staff.

**Discussion on the Motion:** Commissioner Afflerbach asked why the “texture” guideline was recommended by staff. Mrs. Friesen stated it dealt with the materials as metal was the chosen roof material and concrete for the pillars. Discussion followed on the pillar/posts.

Motion carried unanimously.

**Motion:** Commissioner Morton moved to issue the COA, with a second by Commissioner Adolph. The motion passed unanimously.

### **3. Consider amending the COA for 320 Pollock Street, owned by Christ Episcopal Church, for exterior alterations to the main building.**

**Staff Comments:** Staff Mrs. Friesen stated the requested amendment applies just to utility placement and gates. Applicant desires to install a wider gate on the Middle Street side that will match the double gate on Pollock Street. A video of the subject property was shown.

Staff recommends approval of the requested amendments.

**Applicant’s Comments:** Charles Francis, architect for the project, stated they only realized a few days ago that the widening of the gate would necessitate the widening of the sidewalk also. He asked that this be considered. He said the gate they wish to use is identical to the gates on Pollock Street. All were purchased at the same time some 15 years ago and the second set has been in storage in the basement of parish hall.

**Public Comments:** None

**Discussion by the Commission:** Topics of discussion included the reasonability to expect sidewalk widening, pedestrian traffic, and safety concerns of the slatted gates of the cooling tower enclosure.

**Motion:** Commissioner Morton moved to amend the COA as requested, with a second by

Commissioner Frye. The motion passed unanimously.

**New Business:**

**1. Consider COA for 404 Dunn Street, owned by Craven Partners, LLC, for window replacement and enclosure of a rear engaged porch.**

According to Staff Mrs. Friesen, the applicant's first preference is to repair or replace-in-kind the windows, front porch, wood clapboard, and rear porch/steps. In the event this is not feasible, the applicant would like permission to change the windows and enclose the rear porch as was done previously on 402 Dunn Street.

Videos of 402 and 404 Dunn was shown. Staff recommends approval of the application on the condition that where possible repairs are made instead of replacement; the rear porch shall be delineated with a corner board or other evidence of the previous structure; and if replaced, windows will be wooden two-over-two simulated divided light with thin, built-in, three-dimensional grills on the interior and exterior of the window with a solid spacer (shadow bar) in between the window panes (if double-paned).

**Applicant's Comments:** Mrs. Laura Lindsey spoke in detail about the success of renovations at 402 Dunn next door. She asked if the members had been out to see the house. Many answered yes. Mrs. Lindsey asked if the same application of windows can be used for this application. Several members spoke in opposition. Commissioner Afflerbach said the guidelines are very clear and concessions had already been made for the "after-the-fact" work done at 402. The absolute necessity of replacing versus repairing the 404 Dunn windows was discussed at length.

**Discussion by the Commission:** Areas of discussion included the need for Staff to be advised in writing of the decision to repair or rebuild the rear porch, a clarification of the Commission's interpretation of Window Guidelines #4 & #6, the reiteration of the Commission's position regarding the retro-fitted windows at 402 Dunn St, the text of the letter written by State Historic Preservation Eastern Office Restoration Specialist John Wood regarding false muntins and shadow bars (Exhibit A), the need for 404 Dunn St front stoop changes to return to the Commission in a separate application, and a corner board requirement for the back porch, if enclosed.

**Public Comments:** None

**Findings of Fact:** Motion by Commissioner Filipowicz, with second by Commission Adolph, 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: "Building Components: Windows and Doors", pages 20 – 23, guideline(s) #1 – 6; and "Exterior Entrances and Porches", pages 27 – 29, guideline(s) #1 – 7, 14.

**Statements of Reason:** Project impacts all areas of visual concern (AVC). Existing windows are wooden and two-over-two divided light. Existing “interior corner porch” is in a secondary AVC and is documented in the National Register application.

**Conditions:** (1) Replacement windows will be wooden two-over-two simulated divided light with thin, built-in, three dimensional grills on the interior and exterior of the window with a solid spacer (shadow bar) in between the glass. (2) Rear porch enclosure should be delineated with a corner board or other type of evidence that a porch formerly existed.

Motion carried unanimously.

**Discussion on the Motion:** Commissioner Frye restated that the applicant must inform staff in writing when the owners reach a decision on the rear porch.

**Motion:** Commissioner Morton moved to issue the COA, with a second by Commissioner Frye. The motion passed unanimously.

**2. Consider COA for 612 Craven Street, owned by Kermit M. and Susan Hughes, for addition of a garage.**

**Staff Comments:** Staff Mrs. Friesen stated this project was reviewed at the June Design Review, raising questions regarding the height, small rear windows, nature of surrounding properties, materials, and drawing details. A video of the subject property was shown.

**Applicant’s Comments:** Jack Daft, landscape architect for the project, presented updated drawings and said the garage structure was rotated. It will have the appearance of a two story carriage house and match the house in color and detail. Adjacent structures are shown on the new drawing.

On question from Commissioner Morton, Mr. Daft said two small sheds will be removed. The site will contain pervious concrete and will not divert water. There will be no change in grade. The elevation is 7. The garage will be 27’. The house is 32’. Materials were detailed.

**Public Comments:** None

**Discussion by the Commission:** Discussion included topics such as the design of the garage doors, the allowance of synthetic materials for new construction, and the second level floor plan.

**Findings of Fact:** Motion by Commissioner Morton, with second by Commission Adolph, 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: “New Construction”, pages 44-49.2: “Placement”, page 44-45 guideline(s)#1 – 6; “Building Height and Scale”, guideline(s)#1 – 4; “Materials” amended), pages 46-47 guideline(s)#1 – 5; “Details”, pages 47-48 guideline(s)#1 – 5; “Texture”, pages 48

guideline(s)#1 – 2; “Form and Rhythm”, pp. 48-49, guideline(s)#1 – 4; and “Driveways and Off-street Parking”, pages 59-60, guideline(s)#2 – 3, 5 – 6.

**Statements of Reason:** Project impacts a tertiary area of visual concern. Materials include cement-board (clapboard), fiberglass (shingles), and brick (foundation). Proposed driveway to be paved with pervious concrete and grass pavers.

Motion carried unanimously.

**Motion:** Commissioner Frye moved to issue the COA, with a second by Commissioner Heck. The motion passed unanimously.

### **3. Consider COA for 206 Change Street, owned by Vickie and Jay Singleton, for window alterations.**

**Staff Comments:** Staff Mrs. Friesen stated the owner wishes to make alterations to a 1981 addition to their contributing structure, and in a secondary or tertiary area of visual concern. Application and design plans were completed by Sadaf Hassan who is out of town. The application states that the proposed changes were reviewed and approved by SHPO. A video of the subject property was shown.

**Applicant’s Comments:** Owner Vickie Singleton directed the close examination of the plans and offered explanation.

**Public Comments:** Charles Francis, 329 Middle Street, stated simply as a point of interest that as the designer of the 1981 addition, the changes the current owner wants to make are counter to the thrust of his initial design.

**Discussion by the Commission:** Brief discussion on the configuration for the changing roof line, removal of the porch, and visibility of the side project area.

**Findings of Fact:** Motion by Commissioner Frye, with second by Commission Morton, 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: “New Construction”, pages 44-49.2: “Building Height and Scale”, guideline(s)#2; “Materials” (amended), pages 46-47 guideline(s)#1; “Details”, pages 47-48 guideline(s)#1 – 2, 4; “Texture”, pages 48 guideline(s)#2; “Form and Rhythm”, pp. 48-49, guideline(s)#2 – 4.

**Statements of Reason:** Proposed changes impact the 1981 addition. Project area impacts secondary and tertiary areas of visual concern. Proposed windows and French-style doors are wooden divided light.

Motion carried unanimously.

**Motion:** Commissioner Adolph moved to issue the COA, with a second by Commissioner Frye. The motion passed unanimously.

**Miscellaneous Business**

**1. Report from demolition subcommittee:**

Staff Mrs. Friesen asked for a report on 314 Avenue B. Commissioner Heck stated City Planner Annette Stone had met with the owner and gave him/them recommendations about applying for tax credit. The various options for saving the property were discussed including flood plain variance or elevating the house. Commissioner Heck said it is a very cool house but there is significant termite (or powder dust beetle) damage. The house has been unoccupied for a number of years and has lots of potential but it would probably cost upwards of \$65,000 to bring it back to code. He stated Mrs. Stone plans to meet with owner Stella Madison Properties, LLC representative Matt Pelletier to work on the options.

Staff Mrs. Friesen also announced that the Board of Aldermen called for a public hearing during their June 26th Board meeting. At this time they will consider invoking a 60-day moratorium on demolitions of contributing structures in the City's historic districts. This measure is being considered due to proposed local legislation to require a permit prior to demolition of a contributing structure within a locally designated historic district in New Bern.

With no more business, the meeting was adjourned.

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Sarah Afflerbach, Vice-Chairman

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Leigh Anne Friesen, AICP \_\_\_\_\_

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Acting Commission Administrator