

City of New Bern

DEVELOPMENT SERVICES APRIL 2016 MONTHLY REPORT

Planning & Inspections Departments



5/2/2016

I. Building and Inspections

Inspection Division Monthly Report

Overview	March	April	% Change	Apr 2015
Construction in Progress	120	131	9%	72
Commercial Permits - New Construction	21	12	-43%	14
Residential Permits - New Single Family	5	8	60%	5
Residential Permits - Additions, Remodels	21	25	19%	21
Mobile Homes	3	1	-67%	1
Signs	7	3	-57%	5
Certificates of Occupancy Issued				
Residential	7	19	171%	10
Commercial	1	0	-100%	3
Total Permit Valuation:	\$8,989,179	\$5,364,443	-40.32%	\$6,643,844
Inspectors Stats				
Total Inspections	1198	964	-20%	
Total Phone Calls Logged	327	236	-28%	
Weeds & Debris				
Complaints Received	41	80	95%	
Verified by Inspection	41	75	83%	
Letters Mailed in Town	40	72	80%	
Letters Mailed Out of Town	1	3	200%	
Previous Month Follow Up	47	71	51%	
Final Notices	1	0	-100%	
Flood Zone Inquiries	5	6	20%	
Referrals to other Departments	14	15	7%	
Extensions	4	3	-25%	
Abandoned Vehicles				
Complaints	0	0	0%	
Vehicles Tagged	0	0	0%	
Vehicles Towed	0	0	0%	
Abated by Owner	0	0	0%	
Extensions	0	0	0%	
Minimum Housing				
Letters Sent	0	5	500%	
Hearings Held	1	5	400%	
Orders Issued	0	5	100%	
Follow-up Letters	7	1	250%	
Complaints Filed	6	6	0%	
Orders Cancelled	3	0	400%	
Houses Demolished	0	1	0%	

Walk-Ins with Miscellaneous Problems	11	13	18%
Agreements Issued	0	0	0%
Ordinance Requests	14	0	1400%
Certificates of Compliance Issued	0	1	-800.00%
Minimum Housing Code			
Total Reports for the Month	42	56	25%
Closed with \$38.00 charge added	14	24	42%
Closed with No Charge, Property Newer than 15 Yrs	8	8	0%
<u>Construction in Progress - 131</u>			

II. COMMUNITY AND ECONOMIC DEVELOPMENT

Economic Development

Cindy Blot, Community & Economic Development Manager

Real Estate Development and Reuse	Received Brownfield Technical Assistance Team visited New Bern Feb. 9-11 to discuss Brownfield redevelopment financial opportunities. Final Analysis and recommendations arrived. Staff has been asked to serve on NC Brownfield Redevelopment Committee.
1st Street Corridor	CCC-WFD and City Staff are collaborating with CCC, East Carolina Council and U.S. Economic Development Administration to develop programs consistent with the needs of CNI with the creation of a Workforce Development Training Center-City Market. Grant Submitted, Golden Leaf interview & site visit held April 26. Notification of grant award/decline expected early June.
Habitat for Humanity	Construction complete at 920 Eubanks. Habitat has requested 10 lots-BOA approved.
Entrepreneur Center	Received grants from The Bate Foundation and Z. Smith Reynolds for implementation. Golden Leaf interview & site visit held April 26. Notification of grant award/decline expected early June.
CNI (Choice Neighborhood Initiative)	Working with resident councils to develop and implement branding/marketing campaign for the Five Point/Duffy Field community. Grant received from The Bate Foundation-CNI reimagining \$10,000. Craven CC \$20,000 marketing/assistance grant. <ul style="list-style-type: none"> • Preparing Z. Smith Reynolds-CNI reimagining • Community meeting scheduled for April 2nd.
Site Development	Received technical assistance grant from Electricities for shovel ready program (\$2) 25.3 acre Craven Regional Airport property expansion. Staff met with consultant and airport management. Project is moving forward.
CDBG	Multiple sub-recipients are in the review process : Coastal Women's Shelter, Neuse River Development Corporation, Coastal Carolina Action.

	<p>Housing Repair:26 applicants being reviewed</p> <p>Sidewalks: Bid open for Lawson Creek Sidewalk Project</p> <p>Parks & Rec: Shade structures-waiting for release of funds.</p>
Paint Your Heart Out	Scheduled for July 24-30. Partnering with NRDC, Greater Duffyfield Residents Council, East Carolina Council and CNI to leverage funding opportunities. Homes notified-site visits will occur in early May.
Committees	<p>IEDC: Public Policy Advisory Committee</p> <p>CNI Economic Dev. Work Group-Lead</p> <p>Paint Your Heart Out New Bern-Lead</p> <p>Utilities Strategic Plan Advisory Committee</p> <p>CARTS Advisory Board</p> <p>Neuse Trent Housing Alliance-Coordinated Assessment Lead</p> <p>TEC3-Lead, Ex-Officio</p> <p>Tryon Civitan Club</p> <p>Coastal Women’s Forum</p> <p>New Bern Breakfast Rotary-Fundraising Committee</p>
<p>COMMUNITY DEVELOPMENT BLOCK GRANTS</p> <p>Landa Gaskins, Community Development Coordinator</p>	
2012 CDBG NC Catalyst Grant	<p>The grant is funded with \$500,000 of CDBG funds, a \$105,000 local match, and \$20,000 from the NC Housing Finance Agency’s Single Family Rehabilitation program (administered by Coastal Community Action).</p> <ul style="list-style-type: none"> • Closeout for 2012 CDBG NC Catalyst Grant has been initiated and reconstruction of 911 Green Street will be completed in 30 days by J. E. Dillahunt and Associates. Round 2 of disbursements have been given in the amount of \$21,870 totaling \$34,991.63 of \$87,480.
<p><i>CDBG Entitlement Cities Program Consolidated Plan/Annual Action Plan</i></p>	
14/15	<p>For 2014 – 2015, the City’s allotment is \$263,375. Housing Minor Rehabilitation program information is available on the City’s website.</p> <ul style="list-style-type: none"> • Four homes have been selected for Housing Minor Rehabilitation 14/15 and will be completed by Holland Construction Company totaling \$60,000. Work is to be complete by 4/31/16. • Pavilion project has been authorized to begin at Henderson Park. • Contracts for Public Service sub recipients (RCS) have been signed. Funds have been drawn down for this activity in IDIS. • Funds for general administration and Habitat for Humanity 920 Eubanks have been drawn down in IDIS.
15/16	<p>The City’s allotment is \$259,784.</p> <ul style="list-style-type: none"> • Six homes have been completed through Housing Minor Repair Program for 15/16 and will be completed by J.E. Dillahunt and Associates totaling \$90,000. Work is to be complete by 4/31/16. • Contracts have been signed for Public Service sub recipients (RCS). Funds have been drawdown in IDIS. • Sunshades project has been authorized to begin at Henderson Park.
<p><i>OTHER</i></p>	
	<ul style="list-style-type: none"> • Applications for Housing Minor Rehab for 2016-2017 are being gathered for review.

	<ul style="list-style-type: none"> • Group Cares/ Paint Your Heart Out New Bern Fund Development has begun to area organizations and churches. • Staff is networking with various agencies, individuals, and groups community engagement and collaboration. • Staff completed CDBG public listening sessions on 4/6/16.
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III. LAND AND COMMUNITY DEVELOPMENT

Greg McCoy, Land and Community Development Administrator

Land	<ul style="list-style-type: none"> • Twenty-five land use approvals were issued during the month. • Staff met with 87 citizens (walk-ins, site visits, and appointments) and received 191 phone calls to discuss various land use, development plans, and zoning issues. • Worked with city officials to assist in resolving zoning and other compliance issues. • Staff worked with the owners of several residential and commercial properties for zoning compliance. • Staff reviewed and signed off on the following project in the Historic/Riverside Districts; Tarheel-317 Pollock Street, Mr. North-1229 National Avenue & GO Architecture - 219 Middle Street. • Staff met with sign contractors and business owners to discuss compliance guidelines. • Staff worked closely with the Inspections Division to address compliance concerns and approve permits. • Staff held Board of Adjustment meeting for the following projects; Gaston Boulevard Apartments on Gaston Boulevard, & Tate Commons Apartments on Karen Drive. • Staff attended HPC Design Review meeting. • Staff attended HPC meeting for the following projects; 317 Pollock Street, 219 Middle Street, & 1229 National Avenue. • Staff worked closely with HPC Chair for reappointments and replacements. • Staff worked on ordinance amendments. • Staff held a Department Review (DRC) meeting on April 1 & 15, 2016 for the following projects; Site plan for State Employees Credit Union (new construction) located at 201 Howell Road. Site plan for a change in use from a commercial building to an educational use named Five Points Resource Center. The proposed center is located at 1030 Broad Street.
Zoning Permits	<ul style="list-style-type: none"> • Tarheel-317 Pollock Street-HPC. • Mr. North-1229 National Avenue-HPC. • GO Architecture - 219 Middle Street-HPC. • Bear Contracting-101 S. Jimmies Creek-Zoning Permit. • Norma Mora-319 Bern Street-ABC/Zoning Permit. • Mr. McConnell-234 Banton Drive-Zoning/Building Permit. • Planning Resource & Zoning Company-2590 Woodland Avenue-Certificate of Zoning Compliance. • Ashley Park Apartments-4000Ashley Park Road-Certificate of Zoning Compliance.

	<ul style="list-style-type: none"> • R. Mora-319 Bern Street-Certificate of Occupancy. • Mr. Aster-420&422 Broad Street-Sign Permit. • Atlas Sign Industries-1907 S. Glenburnie Road-Sign Permit. • Signs Unlimited-1911 S. Glenburnie Road-Sign Permit. • Mrs. Phillips-509 Queen Street-Certificate of Zoning Compliance • EBI-600 Wyndsor Park Drive-Certificate of Zoning Compliance. • Mr. O'Brien-817 Pollock Street-Tree Removal Permit. • Site plan for State Employees Credit Union (new construction) located at 201 Howell Road -DRC. • Site plan for Five Points Resource Center located at 1030 Broad Street-DRC. • Tate Commons Apartments located on Karen Drive-Bd. Of Adjustment. • Gaston Boulevard Senior Apartments located on Gaston Boulevard and further identified as Craven County Parcel 8-012-095- Bd. Of Adjustment. • Mr. Hall-508 Middle Street-Tree Removal Permit. • Bender Signs-1732 Racetrack Road-Sign Permit. • Ms. Allen-1307 Village Road-Zoning Permit. • Mr. Marchett-202 Metcalf Street-HPC. • Mr. Straight-243 Craven Street- ABC/Zoning Permit. • Mr. Kafer-604 Pollock Street-Tree Removal Permit.
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IV. PLANNING

Vacant, City Planner
Bradleigh Sceviour, Planner

City Planner	
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Planner	<ul style="list-style-type: none"> • <u>Ordinance amendments</u> – Changes to height, definitions, miscellaneous edits. Revisions by City Attorney. • <u>Subdivisions</u> - Met with developers and community about subdivision on Old Airport Road. • <u>Walt Bellamy Project</u> – Fundraising committee meeting. • <u>HPC</u> – Answered miscellaneous questions from public with regards to HPC applications and design guidelines.
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	Historic Preservation
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Board Support	<ul style="list-style-type: none"> • Conducted design review on April 6th for the following projects: <ul style="list-style-type: none"> A. <u>219 Middle Street. (GO Architecture)</u> - Remove existing non-original wood and aluminum storefront windows on only the left portion of the building. Replace window and painted wood paneling below to match existing and replace aluminum storefront doors with painted wood and glass doors. B. <u>301 Craven & 511 Broad Street (New Bern Garden Club)</u> – to relocate the Coor Dependency aka The Judge Gaston Office located at 301 Craven Street to the rear (tertiary AVC) of 511 Broad Street.
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C. 317 Pollock Street (Tarheel Associates) – to build a wood framed hip roof on an attached 10’x10’ brick structure, install one copper box on the east elevation and tie into the existing copper downspout in the tertiary AVC.

D. 1229 National Avenue (Brian North) - for a constructed screened in wood porch with a metal roof on an existing wood deck in the tertiary AVC.

E. Gussman’s Cleaners (The Walker Group) – for a multi-unit residential remodeling and restoration of the Gussman’s Cleaners building on Craven Street.

- Provided staff support for Historical Preservation Commission’s **Regular Meeting** on **April 20th** for the following projects.

A. 219 Middle Street. (GO Architecture) - Remove existing non-original wood and aluminum storefront windows on only the left portion of the building. Replace window and painted wood paneling below to match existing and replace aluminum storefront doors with painted wood and glass doors. **Approved**

B. 301 Craven & 511 Broad Street (New Bern Garden Club) – to relocate the Coor Dependency aka The Judge Gaston Office located at 301 Craven Street to the rear (tertiary AVC) of 511 Broad Street. **Approved**

C. 317 Pollock Street (Tarheel Associates) – to build a wood framed hip roof on an attached 10’x10’ brick structure, install one copper box on the east elevation and tie into the existing copper downspout in the tertiary AVC. **Approved**

D. 1229 National Avenue (Brian North) - for a constructed screened in wood porch with a metal roof on an existing wood deck in the tertiary AVC. **Approved with conditions**

- **Minors**

202 Metcalf Street. – Handrails

317 Pollock Street. – Screening, light fixtures, flat roof.

Planning and Zoning

No Planning & Zoning meeting in April

Board of Adjustment

Did not provide Staff assistance to the Board of Adjustment.

V. GIS

Alice Wilson, GIS Coordinator

GIS Report

- Updated data on GIS server
 - Building Permits
 - Addresses
 - Services/Premises
 - City Owned Lots
 - Available Properties
- Produced or reproduced maps:
 - 28 total
- Install software on Police, Fire and Electric GIS staff PC's.
- Worked on Story maps for Economic Development Projects.
- Attended APA Workshop related to CAMA and Planning
- Updated lots to sell on the available city properties site.
- Meeting to look at Parks and Recreation projects for wellness
- Held a GIS Steering Committee Mtg to look at citizen reporting software
- Attended the Statewide Mapping Advisory Council meeting to discuss statewide GIS projects.
- Attended green growth toolbar to look at wildlife planning and GIS.
- Meet with IT to look at some GIS issues.

V. New Bern Area Metropolitan Planning Organization (NBAMPO)

Maurizia Chapman, Administrator
Kim Maxey, MPO Planner

NBAMPO

- Staff attended PEV Stakeholders Meeting – 4/1
- Staff attended the US 17 Board of Transportation meeting in Raleigh – 4/7
- Staff attended the Board of Alderman Meeting – 4/12
- Staff attended NC Competes for Jobs meeting in New Bern – 4/18
- Staff met with NCDOT to discuss project scoring – 4/19
- Staff attended the CARTS TAB meeting – 4/20
- Staff participated in a webinar on Performance and Freight – 4/21
- Staff held first SPOT4 project prioritization sub-committee meeting – 4/25
- Staff participated in James City Project team meeting update – 4/25
- Staff attended the Highway 17/64 Board of Directors meeting in Jacksonville – 4/26
- Staff met with TAC member/Bridgeton Commissioner to discuss SPOT 4.0 project prioritization process – 4/27
- Staff participated in Federal Transportation Financing webinar – 4/27
- Staff received project scores and began the prioritization process
- Staff submitted the finalized MTP for printing
- Continued update of NBAMPO website and social media site