

City of New Bern

DEVELOPMENT SERVICES JANUARY 2016 MONTHLY REPORT

Planning & Inspections Departments



2/3/2016

I. Building and Inspections

Inspection Division Monthly Report

Overview	December	January	% Change	Jan 2015
Construction in Progress	120	131	8%	84
Commercial Permits - New Construction	18	10	-80%	13
Residential Permits - New Single Family	15	4	-275%	7
Residential Permits - Additions, Remodels	25	15	-67%	15
Mobile Homes	2	3	33%	0
Signs	3	3	0%	4
Certificates of Occupancy Issued				
Residential	5	7	29%	8
Commercial	0	0	0%	2
Total Permit Valuation:	\$31,314,861	\$1,825,142	-1615.75%	\$1,847,294
Inspectors Stats				
Total Inspections	693	1017	32%	
Total Phone Calls Logged	321	314	-2%	
Weeds & Debris				
Complaints Received	91	47	-94%	
Verified by Inspection	88	37	-138%	
Letters Mailed in Town	86	35	-146%	
Letters Mailed Out of Town	3	4	25%	
Previous Month Follow Up	92	88	-5%	
Final Notices	5	6	17%	
Flood Zone Inquiries	7	3	-133%	
Referrals to other Departments	10	12	17%	
Extensions	2	3	33%	
Abandoned Vehicles				
Complaints	2	0	-200%	
Vehicles Tagged	0	0	0%	
Vehicles Towed	0	0	0%	
Abated by Owner	0	0	0%	
Extensions	0	0	0%	
Minimum Housing				
Letters Sent	1	10	90%	
Hearings Held	1	1	0%	
Orders Issued	8	0	-800%	
Follow-up Letters	0	0	0%	
Complaints Filed	0	1	100%	

Orders Cancelled	1	0	-100%
Houses Demolished	2	3	33%
Walk-Ins with Miscellaneous Problems	5	7	29%
Agreements Issued	0	0	0%
Ordinance Requests	0	0	0%
Certificates of Compliance Issued	7	8	12.50%
Minimum Housing Code			
Total Reports for the Month	28	40	30%
Closed with \$38.00 charge added	9	17	47%
Closed with No Charge, Property Newer than 15 Yrs	9	9	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 Program grant funded by the U.S. Environmental Protection Agency. CDFA will make a site visit discuss Brownfield redevelopment financial opportunities. Their team will be in town Feb 9-11 to review locations and discuss collaboration with CNI.
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. WFD campus at City Market possible if Golden Leaf awards Grant. Preparing proposals for MakerSpace at warehouse location to various grantors
Habitat for Humanity	Construction continues at 920 Eubanks. Multiple applicants are in the review process : Multiple applicants are in the review process: Coastal Women’s Shelter, Neuse River Development Corporation, Coastal Carolina Action. Nineteen homes identified for Minor Repair Program Changes to policy, increasing spending per home from 10K to 15K approved by BOA.
Entrepreneur Center	Received grants from The Bate Foundation and Z. Smith Reynolds for implementation. Golden Leaf submission complete. Decision Feb 2016
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 reimaging <ul style="list-style-type: none"> • Preparing Z. Smith Reynolds-CNI reimaging • Community meeting scheduled for April 2nd.
Site	Advanced to next level for Electricities for shovel ready program (S2) 25.3 acre Craven Regional

Development	Airport property expansion. Staff met with consultant and airport management
Real Estate Development and Reuse	Received Brownfield Technical Assistance Program grant funded by the U.S. Environmental Protection Agency. CDFA will make a site visit discuss Brownfield redevelopment financial opportunities. Their team will be in town Feb 9-11 to review locations and discuss collaboration with CNI.
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.
Committees	IEDC: Public Policy Advisory Committee CNI Economic Dev. Work Group-Lead Paint Your Heart Out New Bern-Lead TEC3-Lead, Ex-Officio Day Dock Committee New Bern-Craven County Farmers Market, Treasurer Tryon Civitan Club Coastal Women's Forum New Bern Breakfast Rotary-Fundraising Committee CARTS Advisory Board Neuse Trent Housing Alliance-Coordinated Assessment Lead
COMMUNITY DEVELOPMENT BLOCK GRANTS Vacant, Community Development Coordinator	
2012 CDBG NC Catalyst Grant	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). The grant will rehabilitate or clear and reconstruct six (6) homes (selected prior to submission of the application). Three (3) houses (613 First Avenue, 936 Main Street, and 827 Clark Avenue) have been completed. Demolition and reconstruction of the house at 911 Green Street has begun. Construction of the green infrastructure project at Henderson Park should begin as soon as the weather permits in 2016. To date, \$362,534.19 has been expended, leaving a balance of \$262,465.81.
<i>CDBG Entitlement Cities Program Consolidated Plan/Annual Action Plan</i>	
14/15	For 2014 – 2015, the City's allotment is \$263,375. Housing Minor Rehabilitation program information is available on the City's website. Nineteen homes will receive minor rehabilitation totaling \$115,375. Funds have been released for this project. Sub recipients for the new housing construction projects have been identified and contracts have been finalized. Habitat has almost complete 920 Eubanks Street and is set to break ground at 854 Howard Street. CDBG funds for these two project total \$32,000. Funds have been released for installation of sidewalks along Bryan Street, Church Street and Liberty Street and they are being designed.

	<p>Sunshade estimates received for Stanley White Rec Ctr. Project to being in 1st quarter 2016. CDBG funds for these two projects total \$36,000</p> <p>Public Services awarded to RCS for \$30,000.</p>
15/16	<p>The City's allotment is \$259,784.</p> <p>Annual Action Plan was adopted by the Board of Aldermen. Funding agreement has been received.</p> <p>Working on reallocation of funds due to tax credits not being approved for Gaston Boulevard project.</p>

III. LAND AND COMMUNITY DEVELOPMENT

Greg McCoy, Land and Community Development Administrator

Land	<ul style="list-style-type: none"> • Twenty-four land use approvals were issued during the month. • Staff met with 23 citizens (walk-ins, site visits, and appointments) and received 156 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 the several residential and commercial properties for zoning compliance. • Staff reviewed and signed off on the following project in the Historic/Riverside Districts; Mr. Eckberg-524 East Front Street, Mr. Vaughn-513 Middle Street, Mr. Taylor-305 Bern Street, & GO Architecture-304 Queen Street. • Staff met with sign contractors and business owners to discuss compliance guidelines. • Staff worked with Inspections to address compliance concerns and approve permits. • Staff worked on ordinance amendments. • Staff held Department Review meeting on January 15, 2016 for the following project; Site plan for the construction of Pine Valley Apartments located on Pine Tree Drive across from 1125 & 1175 Pinetree Drive near the intersection of Lori Drive. • Staff held Department Review meeting on January 29, 2016 for the following projects; Site plan for Moore's Barbecue & Chicken located at 3711 Dr. Martin Luther King, Jr. Boulevard. Site plan for Pine Valley Apartments Subdivision (MAJOR SUBDIVISION) located on Pine Tree Drive across from 1125 & 1175 Pinetree Drive near the intersection of Lori Drive. • Staff held a Board of Adjustment meeting on January 25, 2016 for the following projects; <ul style="list-style-type: none"> ○ Consideration of a Special Use Permit request to construct and operate an outside display home model center, contractor's office, and a showroom on a 2.81 +/- acre tract. The property is located at 5155 US 70 Highway East and is further identified in Craven County Tax Book 7-050 as lot 3000-approved, ○ Consideration of a Variance request from Section 15-365 of the Land Use Ordinance for relief of 7.5 feet from the required 10 foot side landscape buffer. The property is located at 1308 Simmons Street and is further identified in Craven County Tax Book 8-029 as lot 151-denied,
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	<ul style="list-style-type: none"> ○ Consideration of a Special Use Permit Application to construct a three story addition that exceeds thirty five feet in height (38' to the cornice line) adjacent to the existing hospital. The property is located at 2000 Neuse Boulevard and is further identified in Craven County Tax Book 8-028 as lot 070-approved.
Zoning Permits	<ul style="list-style-type: none"> • Baldwin Design-3711MLK-Dept. Review. • Mr. Ensley-Pinetree Drive-major subdivision- Dept. Review. • Landmark Assets-Pine Valley Apartments on Pinetree Drive- Dept. Review. • Chiles Engineering-2000 Neuse Boulevard-Board of Adjustment. • Saltwater LLC-5155 US Hwy 70 East-Board of Adjustment. • Mr. Al-Alhdal-1308 Simmons Street-Board of Adjustment. • Mr. Eckberg-524 East Front Street-HPC. • Mr. Vaughn-513 Middle Street-HPC. • Mr. Taylor-305 Bern Street-HPC. • GO Architecture-304 Queen Street-HPC. • Ms. Edgett-3123 Catarina Lane- Home Occupation Permit. • K&L Signs-502 W. Thurman Road-Sign Permit. • Mr. Harman-429 StonyHill Trail-Bldg/Zoning Permit. • Joe Signs-2823 Neuse Boulevard-Sign Permit. • K&L Signs-2002 S. Glenburnie Road-Sign Permit. • Mr. Wagman-3405 MLK-Certificate of Zoning Compliance. • Habitat for Humanity-854 Howard Street-Bldg/Zoning Permit. • One Source Security-3323 MLK-Zoning Permit. • Mr. Thomas-229 Change Street-Tree Removal Permit. • K&L Signs-3531 MLK-Sign Permit. • Rodgers Construction-2000 Neuse Boulevard-Bldg/Zoning Permit. • Mr. Tyler-305 Bern Street-HPC. • Mr. & Ms. Vaughn-511 Middle Street-HPC. • Brydge&Lee-2916 Trent Road-Bldg/Zoning Permit.

IV. PLANNING

J. Kevin Robinson, City Planner
Bradleigh Sceviour, Planner

City Planner	<ul style="list-style-type: none"> • <u>Duffyfield - Dryborough Signage</u> – Met with group to discuss options, began mapping existing • <u>Subdivision Fire Accessibility</u> – Met with Fire Dept to discuss changes to subdivision requirements • <u>HPC Guidelines Stakeholders Forum</u> – Met with representative of downtown groups to discuss • <u>HPC Commissioner Training</u> – for new Commissioner Ruth Cox • <u>CNI Implementation Committee</u> – First meeting • <u>Height Ordinance Review</u> – meetings with commercial and residential stakeholder to look at change
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<p>Planner</p>	<ul style="list-style-type: none"> • <u>CNI Implementation Committee</u> – Second meeting • <u>Ordinance Amendments</u> – Height and general revisions • <u>Bond Proposal</u> – prioritization of pedestrian projects • <u>Community Development Block Grant</u> – Environmental Assessment of 25 properties • <u>Walt Bellamy Memorial</u> – met with involved parties to discuss fundraising strategies • <u>Craven 32</u> – Met with developer and adjacent property owners concerning proposed rezoning
<p>Board Support</p>	<p style="text-align: center;">Historic Preservation</p> <ul style="list-style-type: none"> • Conducted HPC design review on January 6th for the following projects: <ul style="list-style-type: none"> A. <u>417 F Broad St.</u> (GO Architecture - Pete Frey) – to include fence construction in tertiary AVC. B. <u>305 Bern St.</u> (Paul Tyler) - to include picket fence construction in primary AVC. C. <u>304 Queen St.</u> (GO Architecture - HGT Holdings) - to include infill construction of a single family home. D. <u>513 Middle St.</u> (GO Architecture - Jeffrey Allen Vaughn) - to include new window shutters and side porch and 2nd floor addition in the tertiary AVC. E. <u>223 Craven St.</u> (The Walker Group – Polo Enterprises LLC) - to include alterations to existing façade including new entrance and windows. • Provided staff support for Historic Preservation Commission’s Regular Meeting on December 16th for the following new and old Major CoA’s: <ul style="list-style-type: none"> A. <u>305 Bern St.</u> (Paul Tyler) - to include picket fence construction in primary AVC. APPROVED B. <u>524 E Front St.</u> (Decks N’ Docks Construction Inc. – Drusilla Eckberg) - to include installation of boat lift in the tertiary AVC. APPROVED C. <u>304 Queen St.</u> (GO Architecture - HGT Holdings) - to include infill construction of a single family home. CONTINUED D. <u>513 Middle St.</u> (GO Architecture - Jeffrey Allen Vaughn) - to include new window shutters and side porch and 2nd floor addition in the tertiary AVC. APPROVED w. CONDITIONS • Issued the following Minor CoA’s: <ul style="list-style-type: none"> <u>1111 N Craven St.</u> – After-the-fact CoA for door replacement <p style="text-align: center;">Planning and Zoning</p> <p>Planning and Zoning Board did not meet in January</p> <p style="text-align: center;">Board of Adjustment</p> <p>Provided Staff assistance to Board of Adjustment at its January 25th meeting for the following: <ul style="list-style-type: none"> A. Consideration of a Special Use Permit request to construct and operate an outside display home model center, contractor’s office, and a showroom on a 2.81 +/- acre tract. The property is located at 5155 US 70 Highway East and is further identified in Craven County Tax Book 7-050 as lot 3000. APPROVED </p>

	<p>B. Consideration of a Variance request from Section 15-365 of the Land Use Ordinance for relief of 7.5 feet from the required 10 foot side landscape buffer. Property is located at 1308 Simmons Street and identified in Craven County Tax Book 8-029 as lot 151. DENIED</p> <p>C. Consideration of a Special Use Permit Application to construct a three story addition that exceeds thirty five feet in height (38' to the cornice line) adjacent to the existing hospital. The property is located at 2000 Neuse Boulevard and is further identified in Craven County Tax Book 8-028 as lot 070. APPROVED</p>
	<p>Board of Aldermen</p>
	<p>Did not provide Staff assistance to the Board of Aldermen for its January meetings.</p>

V. GIS

Alice Wilson, GIS Coordinator

GIS Report

- Updated data on GIS server
 - Building Permits
 - Addresses
 - Services/Premises
 - City Owned Lots
 - Available Properties
 - Roads
 - Railroads
 - City Limits
- Produced or reproduced maps:
 - 58 total
- Completed an ESRI online class in managing the ArcGIS Server and Services
- Fix date issues and fees in the Energov software for permits.
- Public electric online maps and data.
- Analysis and maps for possible fire station locations.
- Paving Maps for Public Works
- Using LiDAR data to downtown buildings for height study.
- Working on Annual Building Permit Report and publishing some online in an interactive map.
- Working with City for published city-maps.
- Held and established the GIS Technical Users Group meeting.
- Attended Statewide mapping Advisory Committee meeting in Raleigh to discuss city-wide projects.
- Install GIS software on E911 staff's PC and work through licensing issues.
- Held GIS Steering Committee meeting to city-wide GIS projects and look at Citizen Reporting software.
- Various maps for various smaller projects and study areas, as well as context maps for SUP and Rezonings.
- Updated Atlas maps for public works schedules.

V. New Bern Area Metropolitan Planning Organization (NBAMPO)

Maurizia Chapman, Administrator
Kim Maxey, MPO Planner

NBAMPO

- Staff attended Urban Systems Meeting with NCDOT/PTD in Raleigh – January 6
- Staff met with newly appointed TAC Board member – January 12
- Staff met with Transit Director re: MTIP Amendments – January 13
- Staff held regularly scheduled Citizen Advisory Committee Meeting – January 14
- Staff held regularly scheduled TCC meeting – January 14
- Staff attended Down East RPO TCC Meeting – January 19
- Staff attended Hwy 17/64 Board of Directors Meeting in Rocky Mount – January 20
- Staff attended CARTS TAB meeting – January 21
- Staff attended Highway 70 Corridor Commission Meeting in Goldsboro – January 21
- Staff participated in web conference regarding James City Project – January 25
- Staff participated in Ethics, Equity & Social Justice Training via webinar – January 27
- Staff participated in American Community Block Group Data webinar – January 27
- Staff held regularly scheduled TAC meeting – January 28
- Staff continued work with consultants on ICE project
- Continued progress on creation of the MTP
- Staff completed update of the FY 2017 UPWP
- Continued update of NBAMPO website and social media site