

City of New Bern

DEVELOPMENT SERVICES JUNE 2015 MONTHLY REPORT

Planning & Inspections Departments



7/1/2015

I. Building and Inspections

Inspection Division Monthly Report

| Overview | May | June | % Change | June 2014 |
|---|--------------------|--------------------|-----------------|--------------------|
| Construction in Progress | 77 | 85 | 9% | 166 |
| Commercial Permits - New Construction | 15 | 15 | 0% | 14 |
| Residential Permits - New Single Family | 2 | 16 | 88% | 14 |
| Residential Permits - Additions, Remodels | 15 | 16 | 6% | 20 |
| Mobile Homes | 3 | 0 | -300% | 0 |
| Signs | 6 | 3 | -100% | 1 |
| Certificates of Occupancy Issued | | | | |
| Residential | 6 | 13 | 54% | 10 |
| Commercial | 2 | 1 | -200% | 0 |
| Total Permit Valuation: | \$1,529,610 | \$5,399,502 | 71.67% | \$3,845,688 |
| Inspectors Stats | | | | |
| Total Inspections | 860 | 1105 | 22% | |
| Total Phone Calls Logged | 316 | 328 | 4% | |
| Weeds & Debris | | | | |
| Complaints Received | 219 | 90 | -143% | |
| Verified by Inspection | 219 | 90 | -143% | |
| Letters Mailed in Town | 214 | 214 | 0% | |
| Letters Mailed Out of Town | 4 | 3 | -33% | |
| Previous Month Follow Up | 81 | 219 | 63% | |
| Final Notices | 1 | 3 | 67% | |
| Flood Zone Inquiries | 3 | 6 | 50% | |
| Referrals to other Departments | 9 | 10 | 10% | |
| Extensions | No Data | 4 | 0% | |
| Abandoned Vehicles | | | | |
| Complaints | 0 | 2 | 100% | |
| Vehicles Tagged | 0 | 0 | 0% | |
| Vehicles Towed | 0 | 0 | 0% | |
| Abated by Owner | 0 | 0 | 0% | |
| Extensions | 3 | 0 | -300% | |
| Minimum Housing | | | | |
| Letters Sent | 2 | 5 | 60% | |
| Hearings Held | 0 | 3 | 100% | |
| Orders Issued | 0 | 1 | 100% | |
| Follow-up Letters | 0 | 0 | 0% | |
| Complaints Filed | No Data | 3 | 0% | |

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| Orders Cancelled | 0 | 1 | 100% |
| Houses Demolished | 3 | 0 | -300% |
| Walk-Ins with Miscellaneous Problems | 9 | 5 | 100% |
| Agreements Issued | 2 | 0 | -200% |
| Ordinance Requests | 0 | 0 | 0% |
| Certificates of Compliance Issued | 3 | 3 | 0.00% |
| Minimum Housing Code | | | |
| Total Reports for the Month | 56 | 58 | 3% |
| Closed with \$38.00 charge added | 26 | 26 | 0% |
| Closed with No Charge, Property Newer than 15 Yrs | 13 | 7 | -86% |
| <u>Construction in Progress - 85</u> | | | |

II. COMMUNITY AND ECONOMIC DEVELOPMENT

Economic Development

Cindy Blot, Community & Economic Development Manager

Staff is Developing Business Needs/Retention Survey in collaboration with Craven County and Craven Community College.

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| Farmers Market | Staff is assisting the Farmer's Market in applying for a grant to promote SNAP. The FM will begin accepting SNAP in October, opening up healthier food options for local residence. |
| Train Depot | <ul style="list-style-type: none"> • NBHP raising funds to complete interior renovations. Plans provided. • Waiting on RR to instruct on permissible use/rental. |
| CNI (Choice Neighborhood Initiative): | <ul style="list-style-type: none"> • Staff lead two Economic Development Work group meetings. • Staff participated at CNI Community Day as Economic Development lead, as well as advisor to residence of CDBG housing repair program guidelines. • Staff continues to seek options with the community college and workforce development to bring a satellite campus to the area. • Working with resident councils to develop and implement branding/marketing campaign for the Five Point/Duffy Field community. |
| CDBG: | <ul style="list-style-type: none"> • 2015-2016 CDBG Annual Action Plan-Approved. • Community Development Advisory Committee formed. • Environmental assessments complete, awaiting approval from state to proceed with sidewalk projects Liberty Street Approx. 450' from existing sidewalks to Queen St (East Side), Bryan Street Approx. 625' from Walt Bellamy Dr. to Queen St (East Side) and Norwood Street Approx. 440' from Walt Bellamy Dr. to Church Street (West Side). • Sidewalks being installed on Main/West |

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| Broad Street Corridor: | <ul style="list-style-type: none"> • Two new businesses in development/construction. • Façade improvements at Five Points Center in process. • Staff is working with current owners to improve appearance of business owners-Façade Grant opportunities. |
| Entrepreneur Center | <ul style="list-style-type: none"> • Staff assisted with Grant Implementation funding and corporate sponsorship marketing. Total project costs approx. \$600,000. • Staff assisted with Website design, marketing materials and fundraising activities. |
| Social Media /Marketing | Staff updates webpage and Facebook regularly. Over 650 reached via FB weekly. |
| MISC | <ul style="list-style-type: none"> • Business relocation and expanding into a 10,000 sq. ft. building on MLK. • Staff has received numerous calls about city owned property. • Recent business development in the CNI area. • Staff continues to reach out to local business owners for expansion and retention efforts. • Staff is working on various grants to assist Parks & Rec., Economic Development, and Community Development. |
| COMMUNITY DEVELOPMENT BLOCK GRANTS Sue Steinhauser, Community Development Coordinator | |
| 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). The grant will rehabilitate or clear and reconstruct six (6) homes (selected prior to submission of the application). The application also includes two (2) green infrastructure facilities to reduce periodic flooding and storm water run-off – one on K Street, near the community garden, and one on Third Avenue.</p> <p>At the Board of Aldermen meeting of September 23, 2014, a public hearing was conducted to receive comment on the contents of a proposed amendment to this grant. The amendment would remove two (2) houses from the grant and replace them with other houses. It would also remove one of the green infrastructure facilities from the grant and move the other one to a location in Henderson Park. At the public hearing an advocate for one of the homeowners requested that, rather than removing the house at 817 North Craven Street from the program, that it remain in the program as a rehabilitation activity. At the meeting of November 12, 2014, the Board of Aldermen authorized staff to proceed with submission of the proposed amendment. The amendment has been approved.</p> <p>Three (3) houses (613 First Avenue, 936 Main Street, and 827 Clark Avenue) are under reconstruction. The first two houses are approximately 85% complete, while construction of the house on Clark Avenue is approximately 30% complete.</p> <p>The environmental review for the green infrastructure project at Henderson Park is in progress.</p> |

CDBG Entitlement Cities Program Consolidated Plan/Annual Action Plan

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| 14/15 | <p>For 2014 – 2015, the City’s allotment is \$263,375.</p> <p>A public hearing to receive comments from the public on a proposed amendment to the grant was conducted by the Board of Aldermen on January 13, 2015. No comments were received. The amendment has been approved.</p> <p>Housing Minor Rehabilitation program is available on the City’s website. 16 applications have been received. Environmental Review Reports are being prepared on the eligible houses. Six (6) houses have been inspected and work write-ups are being prepared.</p> <p>Subrecipients for the new housing construction projects have been identified and contracts are being finalized. Environmental reviews for the proposed sites are underway.</p> <p>Locations for installation of assessable sidewalks have been identified. The environmental review for the project has been submitted to the State for review and comment.</p> |
| 15/16 | <p>The anticipated allotment is \$259,784.</p> <p>The draft Annual Action Plan was submitted for HUD review. HUD has had no comments.</p> |
| OTHER GRANTS | |
| 2013 Public Beach and Coastal Waterfront Access Grant | <p>This project will construct a boardwalk from near Tryon Palace, along the Trent River/Taylor Creek at the rear of the Public Housing .Authority property to connect with the walkway in Morgan Park. Grant amount is \$186,340.00. City cash match is \$31,049.00 and in-kind match is \$30,000.00.</p> <p>Construction of the boardwalk and pathways has been completed. Benches have been ordered.</p> |

III. LAND AND COMMUNITY DEVELOPMENT

Greg McCoy, Land and Community Development Administrator

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| Land | <ul style="list-style-type: none"> • Twenty-seven land use approvals were issued during the month. • Staff met with 60 citizens (walk-ins, site visits, and appointments) and received 151 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 projects in the Historic/Riverside Districts; 237 Craven Street, 1304 National Avenue, and 422 Broad Street. • Staff met with sign contractors and business owners to discuss compliance guidelines. • Staff worked with Inspections to address compliance concerns and approved permits. • Staff met with the developers for the following projects that went before Department Review Committee; <ul style="list-style-type: none"> ○ June 12, <ul style="list-style-type: none"> a. New grocery store located at 2909 Trent Road, b. New commercial construction for Hanes Centre located at 3540 Dr. Martin L. King, Jr Boulevard, c. A vacant commercial building to the operation of an automobile repair shop and a car wash located at 1115 Queen Street., ○ June 26, <ul style="list-style-type: none"> a. New commercial construction for Carolina Colours Shopping Center located in the Carolina Colours Subdivision, b. A change in use from a nightclub to the Islamic Worship Center, the property is located at 1308 Simmons Street, A c. A change in use from a small office building to a retail business with outside storage. The property is located at 2821 Neuse Boulevard. • Staff attended and assisted with Planning and Zoning Board meeting on June 2, <ul style="list-style-type: none"> ○ Rezoning request from R-20 Residential District to C-3 Commercial District for 480 NC Highway 55 West, ○ Initial zoning to C-3 Commercial District for 502 West Thurman Road. • Staff attended Board of Aldermen meeting on June 9, 2015 for an initial zoning and a rezoning for department related projects. • Staff held Board of Adjustment meeting for 1185 NC Highway 55 West for a proposed solar facility. • Staff held orientations for new Board of Adjustment members John Riggs, and Richard Parsons |
| Zoning Permits | <ul style="list-style-type: none"> • Egan Realty-3478 Martin Drive-Zoning Permit. • Chiles Engineering-100 Howell Road-Recombination. • M&W Signs-117 Middle Street-Sign Permit. • M&W Signs-1809 S. Glenburnie Road-Sign Permit. • Community Artist-415 Broad Street-Sign Permit. • Ms. Carter-515 E. Front Street-Tree Removal Permit. • Tarheel Builders-502 W. Thurman Road-Bldg. /Zoning Permit. • Mr. Daw -2201 Trent Road-Temporary C/O. |

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| | <ul style="list-style-type: none"> • Mr. & Ms. Dunton-758 Queen Street-HPC. • City of New Bern-Fire Museum-422 Broad Street-HPC. • Mr. Ms. Dillon-411 Broad Street-HPC • Tarheel Builders-235 Craven Street-HPC. • Mr. Goldston-4110 Dr. Martin L. King, Jr Boulevard-Zoning Permit. • C4 Developers-2000, 2002, & 2004 South Glenburnie Road. • Mr. Daw-2201 Trent Road – permanent C/O. • FLS-solar facility located 1185 NC Highway 55 West. • Mr. Tyson-2909 Trent Road-DRC. • Mr. Brabble- 3540 Dr. Martin L. King, Jr Boulevard-DRC. • McKim & Creed-Carolina Colours-Landscape and Waterscape Ways-DRC. • Changing the use of 1115 Queen Street to a carwash-DRC. • Changing the use of 2821 Neuse Blvd-DRC. • Rezoning for 480 NC Highway 55 West-P&Z. • Tarheel Builders-Initial zoning for 502 West Thurman Road-P&Z. • Tarheel Builders- annexation request-Bd. of Aldermen. • Rezoning for 480 NC Highway 55 West - Bd. of Aldermen. • Tarheel Builders-Initial zoning for 502 West Thurman Road- Bd. of Aldermen. • FLS- 1185 NC Hwy 55 West-Bd. of Adjustment |
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IV. PLANNING

J. Kevin Robinson, City Planner
Bradleigh Sceviour, Planner

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| City Planner | <ul style="list-style-type: none"> • <u>CHOICE Neighborhoods</u>- Attended Economic Development and Housing group meetings, identified off-site properties, finalized the Rec and Open Space matrix • <u>Walt Bellamy Memorial</u> – Discussed inclusion in Park and Rec Master Plan • <u>HPC Guidelines</u> – Met to discuss process for making changes and adoption • <u>DOT Division 2 Bike and Pedestrian Meeting</u> – to discuss future bike and ped projects • <u>New Board Member</u> –Orientation for Renee Murphy on HPC |
| Planner | <ul style="list-style-type: none"> • <u>CNI</u> – Attended Health & Wellness, transportation, housing and parks & recreation committee meetings. Also developed materials for and attended CNI Community Meeting at Stanley White. • <u>Ordinance Edits</u> – MLK Corridor Tree buffer reduction, Solar farm decommissioning • <u>Documentation Processes</u> - New documentation processes for Historical Preservation Committee applications. • <u>Environmental Assessment</u> - Took photograph for sidewalk grant environmental assessment. • <u>GIS Awards</u> – Looked into ways to get recognition for groundbreaking GIS work from department staff |

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| Board Support | Historic Preservation |
| | <ul style="list-style-type: none"> • Conducted HPC design review on June 3rd for the following projects: <ul style="list-style-type: none"> A. <u>1304 National Ave.</u> (GO Architecture - Anthony Giunipero) – to include construction of a porte cochere addition in the primary AVC. B. <u>220 E Front St.</u> (Go Architecture - AILEAGAN LLC) – to include brick columns and metal fence and gate in the secondary and tertiary AVC, as well as brick paving in the tertiary AVC. C. <u>758 E Front St.</u> (GO Architecture – Thomas and Betty Dunton) - to include uncovered deck in the tertiary AVC. D. <u>237-243 Craven St.</u> (Chris Straight) - Amendment to previously approved CoA for multiple alterations including a garden wall, fence and gate in the primary and tertiary AVC, new exterior doors, patio pavers, covered seating area etc., as well as enclosing garage in the secondary AVC. • Provided staff support for Historic Preservation Commission’s Regular Meeting on June 17th for the following new and old Major CoA’s: <ul style="list-style-type: none"> A. <u>237-243 Craven St.</u> (Chris Straight) - Amendment to previously approved CoA for multiple alterations to include changes to the previously approved structure in the primary and secondary AVC CONTINUED FOR MORE INFO B. <u>1304 National Ave.</u> (GO Architecture - Anthony Giunipero) – to include construction of a porte cochere addition in the primary AVC. APPROVED C. <u>422 Broad St.</u> (City of New Bern) - to include hardscaping, sidewalks and benches and bathroom addition as part of improvements to the Fireman’s Museum APPROVED • Issued the following Minor CoA’s: <ul style="list-style-type: none"> A. <u>758 E Front St</u> - Back Deck B. <u>411 Broad St.</u> – Extend fence and back deck C. <u>235 Craven St.</u> – Dumpster screen |
| | Planning and Zoning |
| | <ul style="list-style-type: none"> • Provided Staff Support at P&Z Regular Meeting on June 2nd for the following projects: <ul style="list-style-type: none"> A. Consideration of a request by <u>City of New Bern</u> to zone a 1.51+/- acre parcel to C-3 General Commercial District. The property is located at <u>502 W. Thurman Hall Rd.</u> and is further identified in Craven County Tax Book as 07-034-020. Property is currently un-zoned. APPROVED B. Consideration of a request by <u>Holloman and Thomas Builders</u> to rezone a 1.22+/- acre parcel from R-20 Residential District to C-3 General Commercial District. The property is located at <u>480 NC Hwy 55</u> and is further identified in Craven County Tax Book as 08-218-044. DENIED |

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| | <p>Board of Adjustment</p> <p>No Board of Adjustment Meeting in June</p> |
| | <p>Board of Aldermen</p> <ol style="list-style-type: none"> 1. Provided Staff Support at Board of Aldermen Regular Meeting on June 9th for the following: <ol style="list-style-type: none"> A. Consideration of a request by City of New Bern to zone a 1.51+/- acre parcel to C-3 General Commercial District. The property is located at <u>502 W. Thurman Hall Rd.</u> and is further identified in Craven County Tax Book as 07-034-020. Property is currently un-zoned. APPROVED B. Consideration of a request by Holloman and Thomas Builders to rezone a 1.22+/- acre parcel from R-20 Residential District to C-3 General Commercial District. The property is located at <u>480 NC Hwy 55</u> and is further identified in Craven County Tax Book as 08-218-044. DENIED 2. Provided Staff Support at Board of Aldermen Regular Meeting on June 23rd for the following: <ol style="list-style-type: none"> A. Presented the effects of newly ratified Senate Bill 25 on aesthetic design controls. |

V. GIS

Alice Wilson, GIS Coordinator

GIS Report

- Updated data on GIS server
 - Building Permits
 - Addresses
 - Services/Premises
 - City Owned Lots
- Roads
- Roads Annotation
- Zoning
- City Limits
- Produced or reproduced maps:
 - 52 total
- Worked with GTG and IT to setup the 3 new GIS servers: GISDB, GISAPP, and GISPROXY
- Install ArcGIS software on multiple computers in Engineering and Public Works.
- Obtained new LiDAR data and Digital Elevation Model (DEM) data from the State for 2014 collection.
- Held GIS Meeting to discuss migration of data to new SDE GIS server and setup..
- Various Annexation and Rezoning Context Maps.
- Attended Bike and Pedestrian Workshop from State DOT, working wit Local Gov't Comm. to promote statewide participation.
- Continue to complete a true network road system in the GIS.
- Migrating base GIS data to new SDE server and Geodatabase (GDB).
- Georeferenced all completed AMI points for use in software.
- Online training for GDB creation and migration.

V. New Bern Area Metropolitan Planning Organization (NBAMPO)

Maurizia Chapman, Administrator
Kim Maxey, MPO Planner

NBAMPO

- Staff attended FHWA/NCDOT sponsored National Environmental Policy Act training – Raleigh, June 2 - 3
- Staff met with NCDOT Transportation Planning Branch staff to select consultant for Indirect Cumulative Effects project as part of the MTP – Raleigh, June 1
- Staff attended Environmental Justice webinar – June 4
- Staff met with Division 2 Planning Engineer and DERPO Director to review preliminary findings on NBAMPO Travel Demand Model – June 4
- Staff met with Division 2 Planning Engineer, DRPO Director, TCC Chairman and Consultants to discuss the James City Project and the Public Involvement strategies – June 8
- Staff met with CARTS Director and Deputy County Manager to discuss upcoming public meetings for CARTS change of service charges and NBAMPO’s MTP/MTIP – June 9
- Staff met with Development Services Planner and NB Housing Authority staff to review/refine CNI Transportation matrix – June 10
- Staff organized and hosted Division 2 MPOs and RPOs staff meeting to review and discuss Alternative Scoring Criteria for Division and Regional needs for the upcoming P4.0 projects submission – June 11
- Staff participated in the Craven County Board of Commissioners work session on Transportation – June 15
- Staff facilitated CNI Transportation meeting – June 16
- Staff participated in the Basics of the Pedestrian and Bicycle Infrastructure Network (PBIN) webinar – June 25
- NBAMPO hosted a meeting of NCDOT Bicycle and Pedestrian Division Director and staff, Division 2 Engineer and Planning Engineer, Development Services Director and Planning staff, Public Works engineer to discuss/review New Bern Area bicycle and pedestrian infrastructure, future needs and plans – June 26
- Staff completed Title VI Policy, Procedures and Plan and prepared it for review and approval by MPO
- Staff cooperated with NCDOT to prepare the fiscally constrained portion of the FY 2016-2025 Metropolitan Transportation Improvement Program
- Continued work on MTP
- Continued update of NBAMPO website and social media site