

City of New Bern

DEVELOPMENT SERVICES NOVEMBER 2015 MONTHLY REPORT

Planning & Inspections Departments



12/3/2015

I. Building and Inspections

Inspection Division Monthly Report

| Overview | October | November | % Change | Nov 2014 |
|---|--------------------|--------------------|-----------------|--------------------|
| Construction in Progress | 120 | 115 | -4% | 145 |
| Commercial Permits - New Construction | 6 | 9 | 33% | 9 |
| Residential Permits - New Single Family | 12 | 6 | -100% | 13 |
| Residential Permits - Additions, Remodels | 10 | 4 | -150% | 10 |
| Mobile Homes | 1 | 0 | -100% | 1 |
| Signs | 4 | 2 | -100% | 0 |
| Certificates of Occupancy Issued | | | | |
| Residential | 10 | 4 | -150% | 11 |
| Commercial | 1 | 3 | 67% | 0 |
| Total Permit Valuation: | \$2,779,013 | \$2,332,706 | -19.13% | \$6,067,708 |
| Inspectors Stats | | | | |
| Total Inspections | 936 | 809 | -16% | |
| Total Phone Calls Logged | 275 | 368 | 25% | |
| Weeds & Debris | | | | |
| Complaints Received | 165 | 92 | -79% | |
| Verified by Inspection | 165 | 92 | -79% | |
| Letters Mailed in Town | 157 | 88 | -78% | |
| Letters Mailed Out of Town | 8 | 4 | -100% | |
| Previous Month Follow Up | 225 | 165 | -36% | |
| Final Notices | 6 | 2 | -200% | |
| Flood Zone Inquiries | 8 | 9 | 11% | |
| Referrals to other Departments | 16 | 17 | 6% | |
| Extensions | 5 | 5 | 0% | |
| 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 | 0 | 0% | |
| Hearings Held | 1 | 7 | 86% | |
| Orders Issued | 0 | 0 | 0% | |
| Follow-up Letters | 0 | 0 | 0% | |
| Complaints Filed | 9 | 8 | -13% | |

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| Orders Cancelled | 3 | 3 | 0% |
| Houses Demolished | 5 | 1 | -400% |
| Walk-Ins with Miscellaneous Problems | 5 | 5 | 0% |
| Agreements Issued | 0 | 0 | 0% |
| Ordinance Requests | 0 | 0 | 0% |
| Certificates of Compliance Issued | 7 | 4 | -75.00% |
| Minimum Housing Code | | | |
| Total Reports for the Month | 41 | 51 | 20% |
| Closed with \$38.00 charge added | 22 | 25 | 12% |
| Closed with No Charge, Property Newer than 15 Yrs | 1 | 8 | 88% |
| <u>Construction in Progress - 115</u> | | | |

II. COMMUNITY AND ECONOMIC DEVELOPMENT

Economic Development

Cindy Blot, Community & Economic Development Manager

- **Staff preparing/assisting with grant applications for the following:**
Grant received from The Bate Foundation-CNI reimaging
Preparing Z. Smith Reynolds-CNI reimaging
- **CARTS-Transportation Advisory Board**
Staff attended board meeting to consider improvements to CARTS service.
- **Real Estate Development and Reuse:**
Staff attend conference in Charleston for consideration of reuse project.
CDFA considering site visit to further discuss Brownfield redevelopment

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| 1st Street Corridor | <ul style="list-style-type: none"> • Preparing proposals for MakerSpace at warehouse location to various grantors |
| Habitat for Humanity | <ul style="list-style-type: none"> • Construction began at 920 Eubanks. • City awarded Habitat 2 parcels located on Howard St. |
| CNI (Choice Neighborhood Initiative) | <ul style="list-style-type: none"> • Staff held two Economic Development Work sessions with residents. • Working with resident councils to develop and implement branding/marketing campaign for the Five Point/Duffy Field community. |

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| Day Docks | Staff is collaborating with NC History Center and NC State University to develop a day dock and learning center, preserving the maritime history of the Neuse and Trent rivers, exploring the river through all major disciplines including Science, Technology, Engineering and Math (STEM).-Estimates received. |
| CCC-WFD: | <ul style="list-style-type: none"> Staff is collaborating with CCC, East Carolina Council and U.S. Economic Development Administration to develop programs consistent with the needs of CNI. Possible satellite, WFD campus to the area. |
| Entrepreneur Center | <ul style="list-style-type: none"> Staff organized event for interested entrepreneurs/inventors Grant applications submitted totaling \$750,000 for construction, program and operations. |
| Site Development | <ul style="list-style-type: none"> Developing proposals for Electricities-shovel ready program (S2). |
| Wash Away Unemployment | <ul style="list-style-type: none"> Developing resource center for re-entry program |
| CDFA Brownfields | <ul style="list-style-type: none"> Staff invited to present at CDFA for possible financing initiatives. Preparing presentation |
| Paint Your Heart Out | <ul style="list-style-type: none"> Staff organizing community event for beautification of CNI area residence July 24-30th |
| 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).</p> <p>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 should begin in December, 2015.</p> <p>Construction of the green infrastructure project at Henderson Park should begin as soon as the weather permits in 2016.</p> <p>To date, \$362,534.19 has been expended, leaving a balance of \$262,465.81.</p> |
| <i>CDBG Entitlement Cities Program Consolidated Plan/Annual Action Plan</i> | |
| 14/15 | <p>For 2014 – 2015, the City's allotment is \$263,375.</p> <p>Housing Minor Rehabilitation program information is available on the City's website. More than 20 applications have been received. Funds have been released for this project.</p> <p>Sub recipients for the new housing construction projects have been identified and contracts have been finalized. Habitat has begun working on the house at 920 Eubanks Street.</p> <p>Funds have been released for installation of sidewalks along Bryan Street, Church Street and</p> |

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| | Liberty Street and they are being designed. |
| 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> |
| OTHER GRANTS | |
| Other | Working with Rev. Dr. Martin Luther King, Jr. Scholarship Committee on Family Fun Day and other activities for the weekend of January 17, 2016. |

III. LAND AND COMMUNITY DEVELOPMENT

Greg McCoy, Land and Community Development Administrator

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| Land | <ul style="list-style-type: none"> • Thirty-two land use approvals were issued during the month. • Staff met with 51 citizens (walk-ins, site visits, and appointments) and received 150 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; <ul style="list-style-type: none"> ○ GO Architectural Design- 420 Broad Street and 223 Pollock Street, Centenary Church-309 New Street, Tarheel Construction-220-226 Craven Street, Ms. O'Reilly& Mr. Olmedo-1907 N. Pasteur, Mr. Wilson-605 Pollock Street, and Ms. Greene-721 Pollock 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 held Board of Adjustment work session on November 30, 2015. • Staff met with Staff House to address board procedures. • Staff inspected and approved buildings three, four, and five of the Reserve at Glenburnie. • Staff met with developers for a proposed marina located at 818 East Front Street to discuss city guidelines. • Staff met with Thomas engineering to discuss subdivision guidelines. • Staff attended a Horticulture meeting at the Cooperative Extension. • Staff held Department Review meeting on November 13, 2015 for the following projects; tortilla shop/convenience located at 2705 Neuse Boulevard, a daycare center located at 2601 Trent Road, a proposed marina located near the corner of East Front and Queen Streets. |
| Zoning Permits | <ul style="list-style-type: none"> • Tarheel Construction-411 S. Jimmies Creek-Zoning/Bldg. Permit. • Aviation LLC-601 McCarthy Boulevard-lot recombination. • Ms. Allen-209 Glenburnie Drive-lot recombination |

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| | <ul style="list-style-type: none"> • Mr. Lociano-1522 Rhem Avenue-Zoning Permit/Bldg. Permit. • Hawkins Construction-2117 S. Glenburnie Road. • Civitan-3711 MLK-Zoning Permit. • Mr. Lane-1402 Spencer Avenue-Tree Removal Permit. • White and Allen-1206 S. Glenburnie Road-Certificate of Zoning Compliance. • Ms. Kelly&Mr. Wilson-605 Pollock Street-HPC. • Blue Ridge Construction-Building Three-Final C/O. • Blue Ridge Construction-Building Four-Final C/O. • Blue Ridge Construction-Building Five-Final C/O. • GO Architectural Design-420 Broad Street-HPC. • GO Architectural Design-223 Pollock Street-HPC. • Centenary Church-309 New Street-HPC. • Tarheel Construction-220-226 Craven Street-HPC. • Ms. O'Reilly&Mr. Olmedo-1907 N. Pasteur-HPC. • Ms. Greene-721 Pollock Street-HPC. • Chik-Fil-A-3000 MLK-Zoning /Bldg. Permit. • Mr. Potter-2700 Trent Road- Zoning /Bldg. Permit. • Mr. Potter-2700A Trent Road- Zoning /Bldg. Permit. • Chris Bass-312 George Street-Sign Permit. • Mr. Collins-1308 Broad Street- Sign Permit. • SignSmith-2676-C MLK- Sign Permit. • Mr. Bucher-248 Craven Street-Zoning/Bldg. Permit. • Lee Law Firm-3500 MLK- Certificate of Zoning Compliance. • Joe Signs-2403 MLK-Sign Permit. • Mr. Wilson-605 Pollock Street-HPC. • Mr. Mitchell-2401 Thomas Avenue-Zoning/Bldg. Permit. • Mr. Santiago- 2705 Neuse Boulevard-Dept. Review. • Ms. Wade-2701 Trent Road- Dept. Review. • GO Architectural Design-818 East Front Street- Dept. Review. |
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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>HDRA Presentation</u> – Presented proposed amendments to City land use ordinances • <u>Historic District Guidelines Update</u> – Met with Frequent Applicants Stakeholders Group to discuss possible reorganization and changes • <u>Walt Bellamy Park Working Group</u> – Met to discuss funding strategies • <u>Design and Budgeting</u> – for N Craven St realignment and Pembroke Park, possible bond items • <u>Site Review</u> –Old City Hall and Old Riverside School • <u>Design Work</u> –Possible City Welcome Center design scenarios |
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| <p>Planner</p> | <ul style="list-style-type: none"> • <u>Walt Bellamy Park Working Group</u> – Met to discuss funding strategies • <u>CNI – Attended open house</u> • <u>Ordinance Edits</u> – incorporated feedback into draft documents • <u>Bond Proposal</u> – Prepared map and project listing with costs for pedestrian infrastructure. • <u>Planning & Zoning</u> <ul style="list-style-type: none"> a) New Member Orientation Carol Williams b) Meeting with ordinance review group c) Met with HYDRA to discuss proposed edits and solicit feedback. |
| <p>Board Support</p> | <div style="background-color: #e0e0e0; padding: 2px;">Historic Preservation</div> <ul style="list-style-type: none"> • Conducted <i>HPC design review</i> on November 4th for the following projects: <ul style="list-style-type: none"> A. <u>605 Pollock St.</u> (Elinor Kelly and Bill Wilson) - construction of new shed in tertiary AVC. B. <u>220-226 Craven St.</u> (JKB Associates – Tarheel Associates) - replacement windows and doors and/or alterations to fenestration in the secondary and tertiary AVC. C. <u>309 New St.</u> (Centenary United Methodist Church) – replacement of 60+ metal windows in the education building in the secondary and tertiary AVC. D. <u>818 E Front St.</u> (New Bern Riverstation - GO Architecture) - new parking and marina. E. <u>E. 420 Broad St.</u> (City of New Bern – GO Architecture) - ornamental bell tower feature in open space, primary AVC. F. <u>223 Pollock St.</u> (City of New Bern – GO Architecture) - infill construction of City of New Bern Welcome Center on new lot. • Provided staff support for Historic Preservation Commission’s <i>Regular Meeting</i> on November 19th for the following new and old <i>Major CoA’s</i>: <ul style="list-style-type: none"> A. <u>1307 N. Pasteur St.</u> (Robyn O’Reilly and Bob Olmedo) – new fence and removal of shed in primary AVC. APPROVED B. <u>605 Pollock St.</u> (Elinor Kelly and Bill Wilson) - construction of new shed in tertiary AVC. APPROVED C. <u>220-226 Craven St.</u> (JKB Associates – Tarheel Associates) - replacement windows and doors and/or alterations to fenestration in the secondary and tertiary AVC. CONTINUED D. <u>309 New St.</u> (Centenary United Methodist Church) – replacement of 60+ metal windows in the education building in the secondary and tertiary AVC. DENIED E. <u>818 E Front St.</u> (New Bern Riverstation - GO Architecture) - new parking and marina. TABLED F. <u>E. 420 Broad St.</u> (City of New Bern – GO Architecture) - ornamental bell tower feature in open space, primary AVC. APPROVED G. <u>223 Pollock St.</u> (City of New Bern – GO Architecture) - infill construction of City of New Bern Welcome Center on new lot. CONTINUED • Issued the following <i>Minor CoA’s</i>: <ul style="list-style-type: none"> A. <u>201 Johnson St.</u> (Jim and Anne Schout) – Landscaping and small trees in primary AVC <div style="background-color: #e0e0e0; padding: 2px;">Planning and Zoning</div> |

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| | Planning and Zoning Board did not meet in November |
| | Board of Aldermen |
| | Did not present to Board of Aldermen in November. |

V. GIS

Alice Wilson, GIS Coordinator

GIS Report

- Updated data on GIS server
 - Building Permits
 - Addresses
 - Services/Premises
 - City Owned Lots
 - Available Properties
 - Zoning
- Produced or reproduced maps:
 - 55 total
- Worked with Electric Department on GIS Data.
- Attended online NC Arc Users Group Symposium on GIS Day.
- Worked with IT and GTG to look at GIS Server reconfiguration.
- Created commercial data and online map for Police use.
- Created a sidewalk and new road maintenance data layers.
- Created maps/data using LiDAR data for building heights downtown.
- Created maps and areas looking at driving distance from Fire Station 4.
- Working on Story Map Journal to show current or newer development projects around the City.
- Created and updated some CNI Maps.

V. New Bern Area Metropolitan Planning Organization (NBAMPO)

Maurizia Chapman, Administrator
Kim Maxey, MPO Planner

NBAMPO

- Staff held a public meeting on Highway, Bike-Ped projects/maps (elements of the Metropolitan Transportation Plan) and proposed strategies – November 4
- Staff attended CNI open house – November 9
- Staff held scheduled CAC meeting – November 12
- Staff held scheduled TCC meeting – November 12
- Staff attended Active Routes to School Conference – November 18
- Staff held scheduled TAC meeting – November 19
- Staff entered projects into SPOT – November 20
- Staff continued work with consultants on ICE project
- Continued progress on creation of the MTP
- Continued efforts to update FY 2017 UPWP
- Continued update of NBAMPO website and social media site