

City of New Bern

DEVELOPMENT SERVICES FEBRUARY 2016 MONTHLY REPORT

Planning & Inspections Departments



3/10/2016

I. Building and Inspections

Inspection Division Monthly Report

Overview	January	February	% Change	Feb 2015
Construction in Progress	131	132	1%	67
Commercial Permits - New Construction	10	16	60%	5
Residential Permits - New Single Family	4	9	125%	16
Residential Permits - Additions, Remodels	15	16	7%	17
Mobile Homes	3	3	0%	0
Signs	3	3	0%	1
Certificates of Occupancy Issued				
Residential	7	5	-29%	4
Commercial	0	1	100%	1
Total Permit Valuation:	\$1,825,142	\$6,853,715	275.52%	\$2,931,424
Inspectors Stats				
Total Inspections	1017	864	-15%	
Total Phone Calls Logged	314	258	-18%	
Weeds & Debris				
Complaints Received	47	34	-28%	
Verified by Inspection	37	27	-27%	
Letters Mailed in Town	35	24	-31%	
Letters Mailed Out of Town	4	4	0%	
Previous Month Follow Up	88	88	0%	
Final Notices	6	3	-50%	
Flood Zone Inquiries	3	4	33%	
Referrals to other Departments	12	16	33%	
Extensions	3	3	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	10	16	60%	
Hearings Held	1	2	100%	
Orders Issued	0	1	100%	
Follow-up Letters	0	250	250%	
Complaints Filed	1	1	0%	

Orders Cancelled	0	4	400%
Houses Demolished	3	0	-100%
Walk-Ins with Miscellaneous Problems	7	12	71%
Agreements Issued	0	0	0%
Ordinance Requests	0	0	0%
Certificates of Compliance Issued	8	0	-800.00%
Minimum Housing Code			
Total Reports for the Month	40	34	-18%
Closed with \$38.00 charge added	17	22	23%
Closed with No Charge, Property Newer than 15 Yrs	9	4	-125%
<u>Construction in Progress - 132</u>			

II. COMMUNITY AND ECONOMIC DEVELOPMENT

Economic Development Cindy Blot, Community & Economic Development Manager	
Real Estate Development and Reuse	Brownfield Technical Assistance Team visited New Bern Feb. 9-11 to discuss Brownfield redevelopment financial opportunities. Final Analysis will be available in late March.
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 Due March 11 th .
Habitat for Humanity	Construction continues at 920 Eubanks. Habitat has requested 10 lots-BOA will review
Entrepreneur Center	Received grants from The Bate Foundation and Z. Smith Reynolds for implementation. Golden Leaf submission complete due March 11th
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
	CDAC meeting Feb 23. Multiple sub-recipients are in the review process : Coastal Women's

CDBG	Shelter, Neuse River Development Corporation, Coastal Carolina Action. Housing Repair:26 applicants being reviewed Sidewalks: Bid open for Lawson Creek Sidewalk Project Parks & Rec: Shade structures-waiting for release of funds.
Paint Your Heart Out	Scheduled for July 24-30. Partnering with NRCDC, Greater Duffyfield Residents Council, East Carolina Council and CNI to leverage funding opportunities. Applications being review.
Committees	IEDC: Public Policy Advisory Committee CNI Economic Dev. Work Group-Lead Paint Your Heart Out New Bern-Lead Utilities Strategic Plan Advisory Committee CARTS Advisory Board Neuse Trent Housing Alliance-Coordinated Assessment 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
COMMUNITY DEVELOPMENT BLOCK GRANTS Landa Gaskins, Community Development Coordinator	
2012 CDBG NC Catalyst Grant	<ul style="list-style-type: none"> • 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). • Demolition at 911 Green Street is complete and reconstruction has begun. Payments have been processed for payment as of 2/26/2016 for J. E. Dillahunt & Association, W. A. Powell Construction, and Enviro Assessments for the total amount of \$18,971.63. • Construction of the green infrastructure project at Henderson Park should begin as soon as the weather permits in 2016. • To date \$381,505.82 has been expended leaving a balance of \$ 69,489.27
<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> <ul style="list-style-type: none"> • 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. • Funds have been released for the 2015 Sidewalk Project. Bids have been submitted and J.E. Dillahunt & Associates has been contracted to complete work on Liberty, Walt Bellamy, Bryan, and Norwood Streets. Work is projected to begin March 7, 2016. • Applications for Public Service and CBGO’s have been submitted to CDAC for review

15/16	<p>The City's allotment is \$259,784.</p> <ul style="list-style-type: none"> • Annual Action Plan was adopted by the Board of Aldermen. Funding agreement has been received. • Applications for Public Service and CBGO's have been submitted to CDAC for review
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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 60 citizens (walk-ins, site visits, and appointments) and received 146 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; First Baptist Church-239 Middle Street, Mr. Straight-237 Craven Street, Tarheel Construction-317 Pollock Street, GO Architecture-304 Queen Street, GO Architecture-223 Craven Street, & GO Architecture-415-417 S. Front 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 worked on ordinance amendments. • Staff held Department Review meetings on February 12, & 26, 2016 for the following projects; Site plan for Cilantros Restaurant at 319 Bern Street-2/12/16, & Tate Commons Apartments located on Karen Drive near the intersection of Neuse Boulevard-2/26/16. • Staff attended Planning & Zoning Board meeting on February 2, 2016 for consideration of the following rezonings : A 5.46+/- acre parcel located at 595 Washington Post Road (A-5 Agricultural District to R-20 Residential District), & a 577 +/- acre parcel known as Craven 32 and further identified as Craven County Tax Parcel 7-106-001 (A-5F Agricultural Forestry District to R-8 Residential District). • Staff attended Board of Aldermen meeting on February 23, 2016 for the following agenda items; <ul style="list-style-type: none"> ○ Consideration of a request by A. Sydes Construction, Inc. to rezone a 577+/- acres from A-5F Agricultural District to R-8 Residential District. The property is located on Old Airport Road and is further identified in Craven County as Tax Parcel 7-106-001. ○ Consideration of a request by Frederick Hackney to rezone a 5.46+/- acre parcel from A-5 Agricultural District to R-20 Residential District. The property is located at 595 Washington Post Road and further identified in Craven County as Tax Parcel 8-222-199. • Staff attended North Carolina Association of Zoning Officials workshop
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Zoning Permits	<ul style="list-style-type: none"> • Bender Signs-2117 S. Glenburnie Road-Sign Permit. • First Baptist Church-239 Middle Street-HPC. • Mr. Straight-237 Craven Street-HPC. • Mr. Kenny-3314 Neuse Boulevard-ABC/Zoning Permit. • Mr. Kenny-4100 MLK Boulevard-ABC/Zoning Permit. • Mr. Kenny-307 Washington Post Rd-ABC/Zoning Permit. • Tarheel Construction-317 Pollock Street-HPC. • Mr. Carraway-3502 Neuse Boulevard-Bldg/Zoning Permit. • Crown Castle-4102 Academic Drive-Zoning Permit. • 3 Guys Signs-319 Bern Street-Sign Permit. • GO Architecture-304 Queen Street-HPC. • GO Architecture-223 Craven Street-HPC. • GO Architecture-415-417 S.Front Street-HPC. • D&E Development-3540 MLK Blvd-Temporary C/O. • Westwood Arms Apartments-3005 Westminster Drive-Zoning Permit. • Rodney Custom Signs-3003 Kensington Park Ave-Sign Permit. • MD Custom Signs-323 Middle Street-Sign Permit. • K&L Signs-2608 Neuse Boulevard-Sign Permit. • James Arthur-2613 Trent Rd.- Bldg. /Zoning Permit. • Mr. Golden-2206 Spencer Ave.-Minor Subdivision. • Mr.Roach-1904-E S. Glenburnie Rd.- ABC/Zoning Permit. • Mr. Moore-706 E. Front Street-Tree Removal Permit. • Nelson Mullins Riley & Scarborough, L.L.P.-1211 Simmons Street-Certificate of Zoning Compliance. • Frederick Hackney- rezone 595 Washington Post Rd.-Board of Aldermen. • Thomas Engineering-rezone tax parcel 7-106-001- Board of Aldermen.
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IV. PLANNING

J. Kevin Robinson, City Planner
Bradleigh Sceviour, Planner

City Planner	<ul style="list-style-type: none"> • <u>Duffyfield - Dryborough Signage</u> – Met to determine best location of signs • <u>Electric Vehicle Grant</u> – Met with ECC group to begin discussion of grant funding for station • <u>Community Development Finance Initiative Meeting</u> – Discussed options in the CNI area • <u>HPC Guidelines</u> - Held 4th Stakeholder meeting to discuss proposed changes and organization
Planner	<ul style="list-style-type: none"> • <u>Ordinance amendments</u> – Changes to height, definitions, miscellaneous edits. • <u>Subdivisions</u> - Met with developers about subdivisions on Pinetree Drive and Old Airport Road. • <u>Walt Bellamy Project</u> -Met with community members in 5 points to discuss Walt Bellamy Project. Also had group meeting for the fundraising committee. • <u>CDFA Response Team</u> – Met with CDFA consultants.

Board Support	Historic Preservation
	<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>319 Bern St.</u> (Cilantro’s Mexican Grill – Richard Mora) - to construct concrete patio and handrail in the primary AVC. B. <u>304 Queen St.</u> (GO Architecture - HGT Holdings) - to include infill construction of a single family home. C. <u>415-417 S Front St.</u> (GO Architecture – HGT Holdings) – to include amendments to previously approved alterations and a requested change in status of the structures D. <u>223 Pollock St.</u> (GO Architecture – City of New Bern) - to include amendments to previously approved Welcome Center. E. <u>235 Middle St.</u> (First Baptist Church- Gary Petersen) - to include replacement materials on steeple louvers F. <u>605 Hancock St.</u> (TAB Homes - Andy Bayliss) – amendments to approved CoA including bay window in tertiary AVC G. <u>228 Linden St.</u> (Stuart Smith) – to include painting unpainted brick on NC structure. • 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>319 Bern St.</u> (Cilantro’s Mexican Grill – Richard Mora) - to construct concrete patio and handrail in the primary AVC. NO SHOW-TABLED B. <u>223 Pollock St.</u> (GO Architecture – City of New Bern) - to include amendments to previously approved Welcome Center. APPROVED w. CONDITIONS C. <u>304 Queen St.</u> (GO Architecture - HGT Holdings) - to include infill construction of a single family home. APPROVED D. <u>415-417 S Front St.</u> (GO Architecture – HGT Holdings) – to include amendments to previously approved alterations and a requested change in status of the structures. CONTINUED FOR MORE INFORMATION • Issued the following Minor CoA’s: <ul style="list-style-type: none"> A. <u>420 Craven St.</u> – Landscaping, walkway and brick wall in tertiary AVC B. <u>239 Middle St.</u> – Steeple flat roof replacement and general maintenance C. <u>237 Craven St.</u> – Kitchen exhaust vent and ductwork in the tertiary AVC D. <u>317 Pollock St.</u> – Awnings and brickwork and metal coping on flat roof
	Planning and Zoning
	<ul style="list-style-type: none"> • Provided staff support for Planning & Zoning Board’s Regular Meeting on February 2nd for the following projects. <ul style="list-style-type: none"> A. Old Airport Road (A Sydes Construction) – Rezoning from A-5F Agricultural Forestry District to R-8 Residential District. B. 595 Washington Post Road (Frederick Hackney) – Rezoning from A-5 Agricultural District to R-20 Residential District
Board of Adjustment	
Did not provide Staff assistance to the Board of Adjustment for its February meeting	

Board of Aldermen	
	<ul style="list-style-type: none">• Provided staff support for Board of Aldermen’s Regular Meeting on February 23rd for the following projects.<ul style="list-style-type: none">A. <u>Old Airport Road</u> (A Sydes Construction) – Rezoning from A-5F Agricultural Forestry District to R-8 Residential District. ApprovedB. <u>595 Washington Post Road</u> (Frederick Hackney) – Rezoning from A-5 Agricultural District to R-20 Residential District. Approved

V. GIS

Alice Wilson, GIS Coordinator

GIS Report

- Updated data on GIS server
 - Building Permits
 - Addresses
 - Services/Premises
 - City Owned Lots
 - Available Properties
 - City Limits
 - Zoning
- Produced or reproduced maps:
 - 41 total
- Completed the move to the new GIS server and closed on GIS server.
- Fixed Imagery issues on new server.
- Multiple software installs on new PCs.
- Reset new server connections.
- Updated available city lots site.
- Converted ArcReader setups to online maps for water/sewer and Fire.
- Moved Energov Asset online maps service to use in the permitting software.
- Created online story maps of all building permits for 2015as well as detailed report.
- Attended the NC Local Gov't Committee meeting for GIS and the NC-APA Board meeting to discuss statewide GIS issues/projects.
- Attended an online flood management demonstration for using GIS maps for flood management and preparation in cases of flood/storms.
- Attended 2020 Census meeting to discuss GIS data for preparation of the 2020 Census.
- Meeting with Finance Dept. to discuss ways GIS can be used in the department.
- Various paving maps for Public Works.

V. New Bern Area Metropolitan Planning Organization (NBAMPO)

Maurizia Chapman, Administrator
Kim Maxey, MPO Planner

NBAMPO

- Staff attended NC Board of Transportation Hwy 70 Work Group Meeting in Raleigh – 2/4
- Staff attended NCAMPO quarterly meeting in Greensboro – 2/5
- Staff attended New Bern Board of Aldermen meeting – 2/9
- Staff met with Bridgeton Commissioner regarding proposed projects – 2/11
- Staff held conference call with consultants regarding MLK traffic analysis project – 2/15
- Staff opened NBAMPO Metropolitan Transportation Plan for public review and comments – 2/16 through 3/4
- Staff participated in conference call with NCAMPO conference review committee – 2/18
- Staff held MTP Public Involvement meeting – 2/23
- Staff participated in ICE team meeting – 2/25
- Staff participated in event at HJ McDonald Middle School – 2/26
- Staff participated in James City project team meeting – 2/29
- Staff finalized work with consultants on ICE project
- Completed development of the Metropolitan Transportation Plan
- Continued update of NBAMPO website and social media site