

City of New Bern

DEVELOPMENT SERVICES FEBRUARY 2015 REPORT

Planning & Inspections Departments



3/5/2015

I. Building and Inspections

Inspection Division Monthly Report

Overview	January	February	% Change
Construction in Progress	84	67	-25%
Commercial Permits - New Construction	13	5	-160%
Residential Permits - New Single Family	7	16	56%
Residential Permits - Additions, Remodels	15	17	12%
Mobile Homes	0	0	0%
Signs	4	1	-300%
Certificates of Occupancy Issued			
Residential	8	4	-100%
Commercial	2	1	-100%
Total Permit Valuation:	\$1,847,294	\$2,931,424	36.98%
Weeds & Debris			
Weeds/Debris/Overgrowth/Final Notice	4	4	0%
Trash or Junk Notice	5	6	17%
Owner Abated	0	0	0%
Lots Referred to Public Works	0	2	100%
Lots Abated by Public Works	0	0	0%
Imminent Threats Referred to Public Works & Abated by Public Works	0	0	0%
Letters sent to out of town owners	3	4	25%
Abandoned Vehicles			
Complaints	1	1	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	14	0	-1400%
Hearings Held	0	3	100%
Orders Issued	0	2	100%
Follow-up Letters	0	0	0%
Orders Cancelled	0	0	0%
Houses Demolished	2	4	50%
Cancellations Filed (cases w/order closed)	2	0	-200%
Certificates of Compliance Issued	3	6	50%

Minimum Housing Code			
Total Reports for the Month	23	10	-130%
Closed with \$38.00 charge added	13	5	-160%
Closed with No Charge, Property Newer than 15 Yrs	5	0	-500%
Outside City Limits	2	2	0%
Not Closed Due to Minimum Housing Cases	1	2	50%
Commercial	1	0	-100%
<u>Construction in Progress – 67</u>			

II. COMMUNITY AND ECONOMIC DEVELOPMENT

Economic Development

Cindy Blot, Community & Economic Development Manager

Swiss Bear	1 st meeting held, committee forming to lead business retention and expansion efforts.
Incubator	Five site visits complete. Virtual tour will be done March 6. Presentation to the board of alderman to follow.
Social Media	Website under development. Facebook page done.
City Market Center	Renderings done. Farmer's Market BOD to visit site March 9 for input.
Misc	Met with numerous site developers. Projects to be submitted once agreements with property owners can be reached.

COMMUNITY DEVELOPMENT BLOCK GRANTS

Sue Steinhauser, Community Development Coordinator

2011 CDBG Infrastructure Hook-up Grant	<p>This \$75,000 grant that has been used to connect 12 households to public sewer was funded by the Department of Commerce.</p> <p>Nine (9) houses were connected to the public sewer system.</p> <p>The final date to obligate funds in this grant was September 22, 2014. Staff is working on closing out the grant, which must be submitted by March 22, 2015. The required closeout public hearing was conducted by the Board of Aldermen on January 13, 2015. Staff is working on the closeout report to be submitted to NC Department of Commerce.</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). The grant will rehabilitate or clear and reconstruct six (6) homes (selected prior to submission of the application). Additionally, 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 at the rear of 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. Staff is working to qualify households to be added to the grant.</p> <p>The residents of two houses (613 First Avenue and 936 Main Street) have been temporarily relocated for demolition and reconstruction of their homes. Both houses have been demolished.</p>
<p>FY 14/15 CDBG Entitlement Cities Program Consolidated Plan/Annual Action Plan</p>	<p>As of this fiscal year, New Bern is eligible to become a CDBG Entitlement City. An annual funding allotment will be awarded to the City directly from HUD. For 2014 – 2015, the City will receive \$263,375. These funds can be used for projects that we develop based on the needs within the community as long as they primarily benefit very-low, low and moderate income persons and meet other HUD requirements.</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 submitted to HUD for approval.</p> <p>Only one (1) proposal was received for a Public Service project for the FY15/16. The proposal is being reviewed by staff. Policies and procedures for the Housing Minor Rehabilitation Program were approved by the Board of Aldermen. Staff is working on additional administrative requirements for the program.</p>
URGENT REPAIR GRANTS	
<p>2013 Urgent Repair Program</p>	<p>This \$75,000 grant will be used to perform eligible repairs on owner-occupied homes of low and very-low income households.</p> <p>Repairs on 8 houses have been completed. The program is now closed.</p>
OTHER GRANTS	
<p>2013 Public Beach and Coastal Waterfront Access Grant</p>	<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. The estimated cost of the project is \$244,195.00.</p> <p>The contract for construction of the project has been put out for bid.</p>
<p>2014 Public Beach and Coastal Waterfront</p>	<p>Proposed project is a boardwalk over Jack Smith Creek, including a small boat access, beside the National Avenue/Oaks Road bridge. This project was not selected for funding.</p>

Access Grant	
2013 Hazard Mitigation Assistance Program	<p>Submitted letter of interest to NC Emergency Management (NCEM) regarding possible application for elevation and/or acquisition of qualified properties. Letters were sent to households on NCEM's Repetitive Loss list asking interested parties to submit information to be included in the pre-application.</p> <p>This project was not selected for funding.</p>

III. LAND AND COMMUNITY DEVELOPMENT

Greg McCoy, Land and Community Development Administrator

Land	<ul style="list-style-type: none"> • Nineteen land use approvals were issued during the month. • Staff met with 46 citizens (walk-ins, site visits, and appointments) and received 121 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 met with new owners for 919 Broad Street for a proposed art center. • Staff worked with the owners of the several residential and commercial properties for zoning compliance. • Staff assisted and signed off on several projects in the Historic District. • Staff met with sign contractors and business owners to discuss compliance guidelines. • Staff worked with Inspections to address compliance concerns at several locations. • Staff issued final certificate of occupancy for Hibachi Restaurant located at 3342 MLK. • Staff issued final certificate of occupancy Ashley Park Apartments located at 3550&3560 MLK. • Staff held two DRC meetings for the following projects; <ul style="list-style-type: none"> A. Quail Forest Apartments located on Amhurst Boulevard and Sheryl Drive-Feb 13, 2015, the developer is proposing to bring this project before the Board of Adjustment on March 30, 2015. B. Pine Valley Apartments located on Pinetree Drive, across from 1125 & 1175 Pinetree Drive-Feb 27, 2015. The developer is proposing to bring this project before the Board of Adjustment on March 30, 2015. • Staff held Board of Adjustment meeting on Feb 23, 2015 for The Reserve at Glenburnie. <u>A Special Use Permit was granted and issued to the applicant.</u> • Staff attended Board of Aldermen meeting on Feb 10, 2015 for HPC amendments. • Staff continues to work with representatives for River Place Shopping Center on S. Glenburnie Road. The developer is proposing to bring this project before the Board of Adjustment on March 30, 2015. • Staff met with Mall representatives for the proposed Starbucks. Project should start within the next couple of months. • Staff met with developer for Rivershore Subdivision regarding Bayside Drive. • Staff met with Mr. Veniziano regarding the construction of a new storage facility on Neuse Boulevard. Project will have to go before DRC. • Discussed with M. Brydge a 2,472 square foot building addition at 608 McCarthy Boulevard. Project will have to go before DRC. • Staff met with Chiles Engineering regarding a possible rezoning of Craven 30 from R-10A
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	Residential District to C-3 Commercial District.
Zoning Permits	<ul style="list-style-type: none"> • Blue Ridge Construction - The Reserve @ Glenburnie-Bd. of Adjustment. • Yan Chen-Hibachi – 3342 MLK –final C/O. • WAJ Mgmt. – 3550&3560 MLK-Sign Permit. • Ms. McPherson-2413 Elizabeth Avenue-Home Occupation Permit. • Go Architecture-215 Change Street-HPC. • Quail Forest Apartments-DRC. • Pine Valley Apartments –DRC • Captain Potter’s-2700 Trent Road Zoning Permit/Bldg Permit. • DMS Construction, Inc-3218 LeFringhouse-Zoning Permit/Bldg Permit. • DMS Construction, Inc-3400 LeFringhouse-Zoning Permit/Bldg Permit. • DMS Construction, Inc-3409 LeFringhouse-Zoning Permit/Bldg Permit. • DMS Construction, Inc-3305 Hardee Farms Road-Zoning Permit/Bldg Permit • Mr. Polaska-1015 N. Craven Street-HPC. • Mr. Straight-237-243 Craven Street-HPC. • Go Architecture-420 Craven Street-HPC. • WAJ Mgmt-1300-1307 Ashley Park Apts-final C/O. • WAJ Mgmt-2100-2307 Ashley Park Apts-final C/O. • WAJ Mgmt-3100-3107 Ashley Park Apts-final C/O. • WAJ Mgmt-4000-4003 Ashley Park Apts-final C/O.

IV. PLANNING

J. Kevin Robinson, City Planner
Bradleigh Sceviour, Planner

City Planner	<ul style="list-style-type: none"> • FY 2015 Budget –completed for Planning Staff • Dryborough Nomination/Survey – Analyzed new map boundaries proposed by consultant • CAMA Riverfront Walkway – Met with Jordan and NBHA to begin survey and request for bids • Eden St. Improvements –Rough draft designs for road closure and docks • 1st St. Corridor Improvements – Finalize rendering and concept for the “City Market” • Downtown Parking – Began designs for downtown parking garage on Craven St. • Board Retreat – Presented renderings for S. Front St, City Market, Riverside & Eden St. • HPC Rules of Procedure – Began revisions to sync with new ordinance amendments
Planner	<ul style="list-style-type: none"> • <u>Ordinance Definitions</u> – Ordinance definitions consolidated and compiled into searchable document • <u>Trent Rd Overlay</u> – Draft language developed • <u>Pedestrian Overlay District</u> – Being researched • <u>Downtown Vacancy/Rent Survey</u> - Still waiting for Sabrina to be ready to move forward • <u>Planning and Zoning Training</u> – Researched training materials for new board members • <u>Peer Cities</u> – Created reference database of important statistical information relating to aspirational/proximal/similar cities in North Carolina. • <u>APA-NC Great Places in North Carolina: Won the Professional’s Category Great Main Street Award</u>

Board Support	Historic Preservation
	<ul style="list-style-type: none"> • Conducted HPC design review on January 7th for the following projects: <ul style="list-style-type: none"> A. 1015 N Craven St. (David Prohaska) to include roof replacement, enclosure of rear porch, new porch stoop and shed roof, replacement windows and roofing in the primary, secondary and tertiary AVC. B. 420 Craven St. (John & Willie Roseamond – GO Architectural Design) to include removal of existing rear deck and construction of foundation and covered porch with metal roof in the tertiary AVC. C. 237-243 Craven St. (Chris Straight – GO Architectural Design) 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 January 21st for the following new and old Major CoA’s: <ul style="list-style-type: none"> A. 1015 N Craven St. (David Prohaska) to include roof replacement, enclosure of rear porch, new porch stoop and shed roof, replacement windows and roofing in the primary, secondary and tertiary AVC. APPROVED w. CONDITIONS (Gutters approved by staff) B. 420 Craven St. (John & Willie Rosamond – GO Architectural Design) to include removal of existing rear deck and construction of foundation and covered porch with metal roof in the tertiary AVC. APPROVED C. 237-243 Craven St. (Chris Straight – GO Architectural Design) 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 APPROVED
	Planning and Zoning
	There were no items to review by Planning and Zoning Board in February
	Board of Adjustment
There were no items Staff Assisted Board of Adjustment with in February	
	Board of Aldermen
	<ul style="list-style-type: none"> • Provided Staff support for the Board of Aldermen on February 10th for the following items: <ul style="list-style-type: none"> A. Presented amendments to Chapter XXI (a.k.a. “HPC ordinance”) of the New Bern Land Use Ordinance to the Board APPROVED

V. GIS

Alice Wilson, GIS Coordinator

GIS Report

- Updated data on GIS server
 - Building Permits
 - Addresses
 - Services/Premises
 - City Owned Lots
 - Roads
 - Roads Annotation
- Produced or reproduced maps:
 - 52 total
- Worked with GTG on Enterprise GIS Strategic Plan – received and reviewed initial draft of departmental plans.
- Public Works Map service
- Reviewed Herb Stout State GIS awards for the NC GIS Conference as a part of the awards committee.
- Maps for city owned parking spaces by lot.
- Development data for SOG – Cindy project.
- Attended GIS webinar – NC Arc Users Group.
- Data for HPC – by year and permits.
- Updated George Washington run map.
- Residential data of developments and number of residents.
- Slides for presentation to the NC legislature.
- Attended NC-APA Board meeting for LGC report.
- Updated the Street Map.
- Maps for Fire Stations
- Install GIS Software – Dev. Services Staff.
- Paving Maps – Public Works.
- Attended the NC GIS Conference in Raleigh.
- Met with Cindy and Tiffany to look at GIS Software.
- Large maps for conference room.

V. New Bern Area Metropolitan Planning Organization (NBAMPO)

Maurizia Chapman, Administrator
Kim Maxey, MPO Planner

NBAMPO

- Continued work on Vision and Goal Planning
- Continued work on MTP
- Began correspondence with potential Citizen Advisory Committee members
- Continued updates to NBAMPO website
- Continued updates to NBAMPO Facebook social media page
- Staff attended meeting with County representatives and interim CARTS director – Feb. 5
- Staff met with City Public Works employees regarding road/bike improvements – Feb. 5
- Staff attended NCAMPO Quarterly meeting in Raleigh – February 6
- Staff participated in FHWA webinar – February 10
- Staff participated in Eco-logical webinar – February 10
- Staff participated in Project Management webinar – February 11
- Staff attended meeting in New Bern with Secretary Tata – February 13
- Staff participated in FHWA webinar – February 17
- Staff held Vision & Goal planning meeting – February 23
- Staff held Land Use Forecast model meeting – February 24
- Staff met with consultant regarding TDP – February 25
- Staff participated in Bike/Ped speed management webinar – February 26
- Staff participated in Livability webinar – February 26