

City of New Bern

DEVELOPMENT SERVICES MARCH 2015 REPORT

Planning & Inspections Departments



4/1/2015

I. Building and Inspections

Inspection Division Monthly Report

Overview	February	March	% Change	Mar 2014
Construction in Progress	67	60	-12%	167
Commercial Permits - New Construction	5	12	58%	15
Residential Permits - New Single Family	16	8	-100%	19
Residential Permits - Additions, Remodels	17	15	-13%	16
Mobile Homes	0	2	0%	0
Signs	1	5	80%	4
Certificates of Occupancy Issued				-
Residential	4	1	-300%	1
Commercial	1	3	67%	1
Total Permit Valuation:	\$2,931,424	\$5,258,612	44%	\$3,454,584
Weeds & Debris				
Weeds/Debris/Overgrowth/Final Notice	4	2	-50%	
Trash or Junk Notice	6	7	17%	
Owner Abated	0	0	0%	
Lots Referred to Public Works	2	2	0%	
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	4	3	-25%	
Abandoned Vehicles				
Complaints	1	3	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	0	0	0%	
Hearings Held	3	0	-100%	
Orders Issued	2	0	-100%	
Follow-up Letters	0	0	0%	
Orders Cancelled	0	0	0%	
Houses Demolished	4	1	-300%	
Cancellations Filed (cases w/order closed)	0	0	0%	
Certificates of Compliance Issued	6	6	0%	

Minimum Housing Code			
Total Reports for the Month	10	27	170%
Closed with \$38.00 charge added	5	16	220%
Closed with No Charge, Property Newer than 15 Yrs	0	0	0%
Outside City Limits	2	1	-50%
Not Closed Due to Minimum Housing Cases	2	7	250%
Commercial	0	0	0%
<u>Construction in Progress – 60</u>			

II. COMMUNITY AND ECONOMIC DEVELOPMENT

COMMUNITY DEVELOPMENT BLOCK GRANTS

Sue Steinhauer, Community Development Coordinator

<p>2011 CDBG Infrastructure Hook-up Grant</p>	<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>Close out documentation has been submitted.</p>
<p>2012 CDBG NC Catalyst Grant</p>	<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 the 817 North Craven Street homeowner requested that the house remain in the program as a rehabilitation activity, rather than removing it altogether.</p> <p>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 submitted for review by NC Commerce, Division of Community Assistance.</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>

	Bids have been solicited for demolition and reconstruction on the house at 827 Clark Avenue.
FY 14/15 CDBG Entitlement Cities Program Consolidated Plan/Annual Action Plan	<p>As of this fiscal year, New Bern is eligible to become a CDBG Entitlement City. An annual funding allotment will 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.</p> <p>The application for the Housing Minor Rehabilitation program is available on the City’s website. Several applications have been submitted. Staff is working with the applicants to obtain the required documentation.</p> <p>Locations for installation of assessable sidewalks have been identified and staff is working on the required environmental review.</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. The estimated cost of the project is \$244,195.00.</p> <p>Construction bids have been received and evaluated by the City Engineer. Contract award is anticipated in April.</p>

III. LAND AND COMMUNITY DEVELOPMENT

Greg McCoy, Land and Community Development Administrator

Land	<ul style="list-style-type: none"> • Eighteen land use approvals were issued during the month. • Staff met with 65 citizens (walk-ins, site visits, and appointments) and received 142 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 2201 Trent Road for a dance 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 held two DRC meetings for the following projects; 1. Carolina East Medical Center located at 2000 Neuse Blvd. 2. Building addition at 608 McCarthy Boulevard. • Staff held Board of Adjustment meeting on March 30, 2015. The following projects were considered for Special Use Permits; River Place Shopping Center located at 2000, 2002, & 2004 South Glenburnie Road, and Quail Forest Apartments located near the intersection of Amhurst Boulevard and the unnamed street (Sheryl Drive). Special Use Permits were granted and issued to the applicants. • Staff met with developer for a new restaurant located at 2503A Neuse Boulevard. • Staff discussed recombination of subdivision for Derby Park with Parker & Associates.
Zoning Permits	<ul style="list-style-type: none"> • Ark Consulting- Special Use Permit- 2000, 2004, & 2006 S. Glenburnie Rd.-Bd. of Adjustment. • S. Redinger- 8-212-010 - Bd. of Adjustment. • Tarheel Builders-2602 MLK- Zoning/Bldg. Permit. • Mr. Passalve-2503 A Neuse Blvd.- Zoning/Bldg. Permit. • McDavid & Associates- 938 Main Street- Zoning/Bldg. Permit. • McDavid & Associates- 613 First Avenue- Zoning/Bldg. Permit. • John Hercher-246 Middle Street-Sign Permit. • CEMC-2000 Neuse Blvd.-Zoning/Bldg. Permit. • Brydge & Lee -608 McCarthy Blvd. - Zoning/Bldg. Permit. • K&L Signs- 3029 MLK-Sign Permit. • Blue Ridge-100 Gurten Street (The Reserve Apts) – Certificate of Zoning Compliance. • Bender Signs- Clarendon Plaza, MLK- Sign Permit. • Landmark Asset Services-8-212-009- Certificate of Zoning Compliance. • Sign Connection, Inc- 3816 MLK – Sign Permit. • Mr. Birdsong-622 New Street-Tree Removal Permit. • Mr. Whitmore- 213 New Street- Tree Removal Permit. • Parker & Associates – recombination of a section of Derby Park. • Tarheel Builders-235 Craven Street- HPC.

IV. PLANNING

J. Kevin Robinson, City Planner
Bradleigh Sceviour, Planner

<p>City Planner</p>	<ul style="list-style-type: none"> • <u>CAMA Riverfront Walkway</u> – Completed Easement agreement to begin work • <u>1st St. Corridor Improvements</u> – Began corridor improvement designs (bike/ped/auto/etc.) • <u>Downtown Parking</u> – Prepared designs for downtown parking garage to present to Board • <u>Ordinance edits</u> – Finalized ordinance edits for height, special use permits and table of permissible uses. • <u>NC-APA Region 5</u> – continuing ed classes on ethics, stormwater and solar power in Elizabeth City • <u>NC Main St Award</u>- Spoke in Raleigh on behalf of New Bern. • <u>CHOICE Neighborhoods</u>- Attended Recreation/Open Space and Housing group meeting • <u>Food Trucks</u>- met with local vendors and starts up about incentivizing food trucks in the city
<p>Planner</p>	<ul style="list-style-type: none"> • <u>Table of Permissible Uses Update</u> – Updated Table of Permissible Uses based on group discussion • <u>Eden Street Project</u> – Made rough cost estimates for potential dock project. Contacted DENR about permit issues. Created dock design for Historic Preservation Foundation. • <u>CNI</u> - Attended Housing, Crime & Safety and Health & Wellness groups for CNI. Health & wellness requested research and information • <u>General Ordinance Edit</u> - Double checked City Attorney’s section list for removal of conditional use permit. Researched height and stormwater ordinance issues. • <u>CDGB</u> - Looked into proposed use of CDGB funds for stormwater management in Duffyfield area
<p>Board Support</p>	<p>Historic Preservation</p> <ul style="list-style-type: none"> • Conducted HPC design review on March 4th for the following projects: <ol style="list-style-type: none"> A. <u>512 Pollock St.</u> (New Bern Historical Society-Lynne Harakal) to include replacing asphalt shingles with standing seam roof. • Provided staff support for Historic Preservation Commission’s Regular Meeting on March 18th for the following new and old Major CoA’s: <ol style="list-style-type: none"> A. <u>512 Pollock St.</u> (New Bern Historical Society-Lynne Harakal) to include replacing asphalt shingles with standing seam roof. APPROVED <p>Planning and Zoning</p> <p>There were no items to review by Planning and Zoning Board in March</p>

	Board of Adjustment
	Quail Forest Apartments Special Use Permit – Staff made the recommendation that the special use permit be approved with the conditions that sidewalks be constructed or paid for by fee in lieu.
	Board of Aldermen
	There were no items to review by Planning and Zoning Board in March

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:
 - 63 total
- Presented final GIS Plan to Board of Alderman and it was adopted 3/24.
- Public Works street maintenance maps
- Worked with Electric Dept. for collection setup and service.
- Attended Local Government Committee Meeting to discuss GIS issues and tools for Local Governments and the NC-APA.
- Attended GIGa awards for submittal for New Bern on inspections process.
- Various maps and adjacent property owners for SUP and Rezoning.
- Maps/Data for market analysis.
- Possible Park location maps.
- Working on updating and revising the city’s street layer to make it a true completed and networked system. (75% complete).
- CNI maps.
- Wellness Committee meeting and projects.
- Flood information for Scott related to height ordinance.
- City Maps for Parks accreditation process.

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
- Continued correspondence with potential Citizen Advisory Committee members; accepted applications and presented to the TAC for appointment on March 26
- Continued updates to NBAMPO website
- Continued updates to NBAMPO Facebook social media page
- Staff attended Choice Neighborhood Initiative kick-off meeting – March 3
- Staff presented to the New Bern Chamber Board – March 10
- Staff participated in a FHWA performance webinar – March 10
- Staff held a meeting with City and NCDOT employees regarding future NB commercial development – March 12
- Staff held scheduled TCC Meeting – March 12
- Staff participated in a Duffyfield/Five-Points ride around for CNI – March 16
- Staff participated in a FHWA webinar – March 17
- Staff participated in a bike/ped webinar – March 18
- Staff attended the Hwy 70 Corridor Commission meeting – March 19
- Staff attended the NCDOT STIP public information meeting – March 19
- Staff participated in the ECG NC Committee meeting – March 24
- Staff held CNI Transportation Meeting – March 24
- Staff met with members of DERPO to discuss NCDOT project list – March 25
- Staff met with a TAC member to assist with Ethics requirements – March 25
- Staff held scheduled TAC Meeting – March 26
- Staff submitted NBAMPO FY 2016 PWP and resolution to NCDOT – March 26