

DEVELOPMENT SERVICES MONTHLY REPORT

January 2015

I. Building and Inspections

Inspection Division Monthly Report

January, 2015

Overview	December	January	% Change
Construction in Progress	81	84	4%
Commercial Permits - New Construction	5	13	62%
Residential Permits - New Single Family	3	7	57%
Residential Permits - Additions, Remodels	9	15	40%
Mobile Homes	2	0	-200%
Signs	2	4	50%
Certificates of Occupancy Issued			
Residential	0	8	100%
Commercial	0	2	100%
Total Permit Valuation:	\$1,147,920	\$1,847,294	37.86%
Weeds & Debris			
Weeds/Debris/Overgrowth/Final Notice	5	4	-25%
Trash or Junk Notice	6	5	-20%
Owner Abated	20	0	-100%
Lots Referred to Public Works	5	0	-500%
Lots Abated by Public Works	3	0	-300.00%
Imminent Threats Referred to Public Works & Abated by Public Works	0	0	0.00%
Letters sent to out of town owners	2	3	33.33%
Abandoned Vehicles	0		
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	1	14	93%
Hearings Held	0	0	0%
Orders Issued	0	0	0%
Follow-up Letters	0	0	0%
Orders Cancelled	0	0	0%

Houses Demolished	0	2	100%
Cancellations Filed (cases w/order closed)	0	2	100%
Certificates of Compliance Issued	3	3	0%
Minimum Housing Code			
Total Reports for the Month	12	23	48%
Closed with \$38.00 charge added	7	13	46%
Closed with No Charge, Property Newer than 15 Yrs	0	5	100%
Outside City Limits	1	2	50%
Not Closed Due to Minimum Housing Cases	2	1	-100%

Construction in Progress - 84

II. ECONOMIC & COMMUNITY DEVELOPMENT

No Report

COMMUNITY DEVELOPMENT BLOCK GRANTS

2011 CDBG Infrastructure Hook-up Grant

This \$75,000 grant that has been used to connect 12 households to public sewer was funded by the Department of Commerce.

Nine (9) houses were connected to the public sewer system.

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.

2012 CDBG NC Catalyst Grant

This 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.

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. An advocate for one of the homeowners at the public hearing made a request for the house at 817 North Craven Street to remain in the program as a rehabilitation activity, rather than be removed.

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 the households to be added to the grant.

Bids were awarded by the Board of Aldermen at their meeting on January 13, 2015 for demolition and reconstruction of the houses at 613 First Avenue and 936 Main Street. Since that time, the contractor to whom the reconstruction bids were awarded has withdrawn from the program. The contracts for reconstruction of the two (2) houses will need to be re-awarded at the next Board of Aldermen meeting. The demolition contracts still stand.

FY 14/15 CDBG Entitlement Cities Program Consolidated Plan/Annual Action Plan

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. The City will receive \$263,375 for 2014 – 2015. 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.

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.

Proposals for Public Service projects for the FY 14/15 and FY 15/16 are due to the Development Services staff on February 20. Staff is working to develop the policies and procedures for the minor rehabilitation program.

URGENT REPAIR GRANTS

2013 Urgent Repair Program

This \$75,000 grant will be used to perform eligible repairs on owner-occupied homes of low and very-low income households.

Repairs on 6 houses have been completed and two (2) are under contract for repairs. All work must be completed and the project closed out by February 16, 2015.

OTHER GRANTS

2013 Public Beach and Coastal Waterfront Access Grant

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.

Engineering staff is working on the design of the boardwalk.

2014 Public Beach and Coastal Waterfront Access Grant

Proposed project is a boardwalk over Jack Smith Creek, including a small boat access beside the National Avenue/Oaks Road bridge. Pre-application has been submitted.

2013 Hazard Mitigation Assistance Program

A letter of interest to NC Emergency Management (NCEM) regarding possible application for elevation and/or acquisition of qualified properties has been submitted. Letters were sent to households on NCEM's Repetitive Loss list asking interested parties to submit information to be included in the pre-application.

Waiting for response on grant application.

III. PLANNING/GIS

Historic Preservation

1. Conducted *HPC design review* on **January 7th** for the following projects:
 - a. 215 Change St. (Mary McCleod-Sarah Afflerbach) to include installation of brick paver driveway, construction of garage and enclosure of existing porch all in tertiary AVC.
 - b. 1015 N Craven St. (David Prohaska) to include removal of one story addition and construction of new two story addition in the tertiary AVC.
 - c. 1118 N Craven St. (New Bern Preservation Foundation) to include proposed demolition of a contributing structure.
2. Provided staff support for Historic Preservation Commission's *Regular Meeting* on **January 21st** for the following new and old *Major CoA's*:
 - a. 215 Change St. (Mary McCleod-Sarah Afflerbach) to include installation of brick paver driveway, construction of garage and enclosure of existing porch all in tertiary AVC. **APPROVED w. CONDITIONS**
 - b. 1015 N Craven St. (David Prohaska) to include alterations to one story ell, including new roof and back stoop in the tertiary AVC. **TABLED**
3. Staff reviewed and approved the following *Minor CoA's*:
 - a. 411 Johnson St. (David Price) – Gutters and downspouts in secondary AVC

Planning and Zoning

1. Provided Staff support for Planning and Zoning Board's *Regular Meeting* on **January 8th** for the following items:
 - a. Meeting to solicit public comment on sections of City Ordinance regarding building height. **NO ACTION TAKEN**
 - b. Consideration of a request by the City of New Bern to amend the City of New Bern Land Use Ordinance sections: 15-411 through 15-435. The purpose of the amendments is to adopt new statutory requirements for the composition, role and process of New Bern's Historic Preservation Commission and to otherwise re-organize said sections. **APPROVED**

City Planner

1. Dryborough Nomination/Survey – Conducted community meeting input on **January 14th** at the Charlotte Rhone Center for input into the survey process.
2. 1st St. Corridor Improvements – Discussed sidewalk on 1st St. with city Staff.
3. Warehouse Re-Use – Draft conceptual plan/designs for “City Market” re-use of property completed.
4. Amendments to Height Ordinance – Developed more universal definition for height.
5. HPC/BoA Joint Work Session – Hosted Myrick Howard from Preservation NC on January 23rd to talk about changes in state statute, preservation policies and new ordinance and guidelines documents.
6. Mobile Food Vendors – spoke with local municipal and county officials and Staff about developing a policy for food trucks in the City.

Planner

1. Downtown Vacancy/Rent Survey – Database developed & map with address points created. Waiting for Sabrina Bengel to be ready to move forward.
2. Historic District Survey – Preliminary database & procedure manual in development.
3. NCAPA Great Places Main Street – Application for Middle St. sent in on 1/30
4. Trent Rd Overlay Update – Being researched

GIS

-Updated data on GIS server

Building Permits

Addresses

Services/Premises

Structures

Roads

City Owned Lots

-Produced or reproduced maps:

49 total

-Worked with GTG on Enterprise GIS Strategic Plan – received and reviewing initial draft of departmental plans.

- Created Building Permit Report for 2014

-Online Maps for leaf/Limb Pickup and Trash

-Striping Maps for Public Works

-Fire Analysis for Risk Assessment

-move and re-establish electric online maps

-hydrant detailed maps for Fire

-Dryborough maps for HPC

-Strip Mall list/map for Econ. Dev.

-Attended State Wide Mapping Council

-5 and 10 K maps for George St project

-Received Graduate Certificate for GIST from NCSU.

-Took GIS Strategic Plan to Board of Aldermen for demonstration and discussion

- Working of Public Works/Energov map services for assets software
- Fixed software issues at W/S and electric.
- Maps and list for project Bradleigh's working on for CBD.
- Determine Budget items
- Prepare for State Legislation presentation

IV. LAND AND COMMUNITY DEVELOPMENT

ZONING REPORT

1. Sixteen land use approvals were issued during the month.
2. Staff met with 63 citizens (walk-ins, site visits, and appointments) and received 172 phone calls to discuss various land use, development plans, and zoning issues.
3. Worked with city officials to assist in resolving zoning and other compliance issues.
4. Staff attended Planning and Zoning Board meeting regarding HPC amendments.
5. Staff worked with the owners of the several residential and commercial properties for zoning compliance.
6. Staff assisted and signed off on several projects in the Historic District.
7. Staff met with sign contractors and business owners to discuss compliance guidelines.
8. Staff worked with Inspections to address compliance concerns at several locations.
9. Staff issued final certificate of occupancy for 99 Brewery located at 417F Broad Street.
10. Staff working closely with developers for Ashley Place to ensure compliance.
11. Staff held department review meeting The Reserve at Glenburnie, Starbucks at 3182 MLK, and a proposed grocery store at 2004 S. Glenburnie Road.

December 2014 Zoning Permits

1. R. Scheper – 3962 MLK- Bldg/Zoning.
2. Sign & Awning Systems, Inc – 2507 MLK –Sign Permit.
3. Mr. Cortez – 3242 MLK-Sign Permit.
4. Ms. Kennedy - 1510 N. Pasteur- Tree Removal Permit.
5. S. Afflerbach-406 Forbes Alley-Bldg/ZP.
6. P. Frye-417F Broad Street-ABC/Zoning Permit.
7. P. Frye-417F Broad Street-C/O.
8. Jackson Builders-216 Bungalow-Bldg/Zoning Permit
9. Mr. Caraway -Temporary Sign Permit.
10. Ms. Rhodes – 1204A S. Glenburnie Rd-Temporary Sign Permit.
11. Ms. Rhodes – 1910 MLK-Temporary Sign Permit
12. M. Schaaf-1312 Helen Ave-Certificate of Zoning Compliance.
13. Hull (mall/Starbucks)-3182 MLK-DRC/ZP.
14. Brian Fagundas-2004 S. Glenburnie Rd.-DRC/ZP.
15. G. Brunson - The Reserve @ Glenburnie-DRC/ZP.
16. Ms. Glenda-1712- Wilmington Street- Home Occupation Permit.

VII. New Bern Area Metropolitan Planning Organization (NBAMPO)

- Continued revision of Title VI plan for NBAMPO
- Continued updates to NBAMPO website
- Continued updates to NBAMPO Facebook social media page
- Staff held regularly scheduled TCC meeting – January 8
- Staff participated the CARTS Transit Development Plan kickoff meeting – January 8
- Staff participated in website training – January 13
- Staff participated in planning/infrastructure meeting with City of New Bern staff – January 13
- Staff attended Board of Aldermen Meeting – January 13
- Staff attended Choice Neighborhood Initiative residents meeting – January 14
- Staff attended Choice Neighborhood Initiative Stakeholder meeting – January 15
- Staff held regularly scheduled TAC meeting – January 22
- Staff attended Internal Scoping Meeting for James City Project in Raleigh – January 28
- Staff participated in a conference call with ENC Coalition staff for discussion topics in preparation of Secretary Tata’s New Bern visit on February 13, 2015 – January 29