

City of New Bern

DEVELOPMENT SERVICES APRIL 2015 MONTHLY REPORT

Planning & Inspections Departments



5/4/2015

I. Building and Inspections

Inspection Division Monthly Report

| Overview | March | April | % Change | Apr 2014 |
|---|--------------------|--------------------|-----------------|--------------------|
| Construction in Progress | 60 | 72 | 17% | 171 |
| Commercial Permits - New Construction | 12 | 14 | 14% | 13 |
| Residential Permits - New Single Family | 8 | 5 | -60% | 10 |
| Residential Permits - Additions, Remodels | 15 | 21 | 29% | 21 |
| Mobile Homes | 2 | 1 | -100% | 0 |
| Signs | 5 | 5 | 0% | 11 |
| Certificates of Occupancy Issued | | | | |
| Residential | 1 | 10 | 90% | 10 |
| Commercial | 3 | 3 | 0% | 1 |
| Total Permit Valuation: | \$5,258,612 | \$6,643,844 | 20.85% | \$3,098,144 |
| Inspectors Stats | | | | |
| Total Inspections | N/A | 453 | 0% | |
| Total Phone Calls Logged | N/A | 244 | 0% | |
| Weeds & Debris | | | | |
| Complaints Received | N/A | 91 | 0% | |
| Verified by Inspection | N/A | 81 | 0% | |
| Letters Mailed in Town | N/A | 73 | 0% | |
| Letters Mailed Out of Town | N/A | 7 | 0% | |
| Previous Month Follow Up | N/A | 38 | 0% | |
| Final Notices | N/A | 3 | 0% | |
| Previous month follow-up | N/A | 30 | 0% | |
| Abandoned Vehicles | | | | |
| Complaints | 3 | 0 | -300% | |
| Vehicles Tagged | 0 | 0 | 0% | |
| Vehicles Towed | 0 | 0 | 0% | |
| Abated by Owner | 0 | 0 | 0% | |
| Extensions | 0 | 2 | 200% | |
| Minimum Housing | | | | |
| Letters Sent | 0 | 2 | 200% | |
| Hearings Held | 0 | 0 | 0% | |
| Orders Issued | 0 | 0 | 0% | |
| Follow-up Letters | 0 | 0 | 0% | |
| Orders Cancelled | 0 | 0 | 0% | |
| Houses Demolished | 1 | 0 | -100% | |
| Walk-Ins with Miscellaneous Problems | 0 | 6 | 600% | |

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| Ordinance Requests | 0 | 2 | 200% |
| Certificates of Compliance Issued | 6 | 3 | -50.00% |
| Minimum Housing Code | | | |
| Total Reports for the Month | 27 | 39 | 31% |
| Closed with \$38.00 charge added | 16 | 9 | -78% |
| Closed with No Charge, Property Newer than 15 Yrs | 0 | 6 | 600% |
| Outside City Limits | 1 | 6 | 83.33% |
| Not Closed Due to Minimum Housing Cases | 7 | 8 | 12.50% |
| Commercial | 0 | 1 | 100.00% |
| <u>Construction in Progress - 72</u> | | | |

II. COMMUNITY AND ECONOMIC DEVELOPMENT

Economic Development

Cindy Blot, Community & Economic Development Manager

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| B-E-A-R (Business Expansion And Retention) | <ul style="list-style-type: none"> • Staff facilitated monthly meeting April 21st • Twenty five potential entrepreneurs, inventors and investors. • Staff is assisting 4 existing businesses in expansion efforts. |
| 1st Street Corridor | <ul style="list-style-type: none"> • City Market Center Renderings done. Presentations to the public held April 21st and 23rd. • Maker Space in planning phase, seeking planning grant funds. • Staff is in communication with possible developers on First St/Broad St. |
| Washington's Second Tour | Staff participated in planning and execution of the tour. |
| Train Depot | Two potential tenants. Obtaining clarification from the Rail Road Companies. NBHP raising funds to complete interior renovations. |
| CNI (Choice Neighborhood Initiative): | Staff lead the Economic Development Work group meetings held on April 14 and April 28. Group meets every two weeks. Working with the community college and workforce development board to bring a satellite campus to the area. |

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| CDBG: | <ul style="list-style-type: none"> • Staff facilitated public listening sessions. Sidewalks to be installed at Liberty Street approx. 450' from existing sidewalks to Queen St (East Side), Bryan Street approx. 625' from Walt Bellamy Dr. to Queen St (East Side) and Norwood Street approx. 440' from Walt Bellamy Dr. to Church Street (West Side) • Minor repair program implemented. • Two homes currently under renovation. • Coordinating with Parks & Rec for improvement at Stanley White |
| Broad Street Corridor: | Two new businesses under development. Both have closed on the sale of their locations. Façade improvements coming soon. |
| Incubator | <ul style="list-style-type: none"> • Site visits complete. Virtual tour complete. • Implementation funding: Interviews complete with Golden Leaf and The Bate Foundation. • Implementation funding and corporate sponsorship marketing efforts underway. |
| Social Media /Marketing | <ul style="list-style-type: none"> • Webpage development complete. • Facebook page complete. Updates administered by Development Services staff. • Received designation as North Carolina Certified Retirement Community • Staff received graduates of the 2015 Community Development Academy. • Staff held two community wide meetings at Stanley White Recreation Center • Staff held 1st CDBG Community Advisement Committee meeting. • 2015-2016 CDBG Annual Action Plan-Draft Complete, under reviewed, public hearing May 12th |
| COMMUNITY DEVELOPMENT BLOCK GRANTS Sue Steinhauer, 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). 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 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. The amendment has been approved.</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 are under reconstruction. Contracts for demolition and reconstruction of one additional house (827 Clark Avenue) have been awarded.</p> |

CDBG Entitlement Cities Program Consolidated Plan/Annual Action Plan

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| 14/15 | <p>For 2014 – 2015, the City has been allotted \$263,375.</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 approved.</p> <p>The application for the Housing Minor Rehabilitation program is available on the City’s website. Staff is working to finalize applicant eligibility.</p> <p>Locations for installation of accessible sidewalks have been identified and staff is working on the required environmental review.</p> |
| 15/16 | <p>The anticipated allotment is \$259,784.</p> <p>The draft Annual Action Plan was made available to the public on April 11, 2015 for the required 30-day comment period. A public hearing to receive comments on the proposed plan is scheduled for May 12, 2015.</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.</p> <p>The construction contract has been awarded. Construction is expected to start in May and be completed in June.</p> |

III. LAND AND COMMUNITY DEVELOPMENT

Greg McCoy, Land and Community Development Administrator

Land

- Eighteen land use approvals were issued during the month.
- Staff met with 55 citizens (walk-ins, site visits, and appointments) and received 116 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 reviewed and signed off on the following projects in the Historic District;
 - A. 218 Pollock,
 - B. 502 Craven Street,
 - C. 403 George Street &
 - D. 300 Craven Street.
- Staff met with sign contractors and business owners to discuss compliance guidelines.
- Staff worked with Inspections to address compliance concerns and approve permits at several locations.
- Staff met with the developers for the following two projects that went before Department Review Committee;
 - A. a proposed art center located at 919 Broad Street and
 - B. a proposed solar farm on twenty five acres located at 1185 NC Highway 55 West. The applicant is planning on bringing the solar site before the Board of Adjustment on June 29, 2015.
- Staff held Board of Adjustment meeting on April 27, 2015. The following projects were considered;
 - A. a minor deviation of Gaston Boulevard Apartments located on Gaston Boulevard. The deviation was a reduction of the number of units from 110 to 80 units. This project was previously approved by the Board of Adjustment on May 12, 2014.
 - B. The second agenda item was Pine Valley Apartments located on Pinetree Drive across from 1125 & 1175 Pinetree Drive and further identified in Craven County as Parcel 8-212-009. A Special Use Permit was granted with conditions for a 72 unit multifamily development.
- Staff assisted with the annexation of 4603 Old Cherry Point Road. Staff met with Avolis Engineering, the developer of the project for finalizing the annexation and preparing documentation for initial zoning. This project is schedule to go before Department Review Committee on May 15, 2015.
- Staff is working with Mr. Fuller for annexation of his property in the ETJ portion near Bridgeton. This annexation is scheduled to go before the Board of Aldermen on May 26, 2015 for annexation approval.
- Staff attended Planning & Zoning Board meetings on April 7 & 13, 2015.
- Staff attended the April 28, 2015 Board of Aldermen meeting to assist with the initial zoning of 4603 Old Cherry point Road.
- Staff discussed annexation and City of New Bern development requirements with another local developer.
- Staff reviewed sixteen Privilege License Applications.

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| Zoning Permits | <ul style="list-style-type: none"> • Landmark Assets- Special Use Permit-Pinetree Drive-Board of Adjustment. • Morton Construction-Clarendon Plaza- MLK- Zoning/Bldg Permit. • Chiles Engineering-recombination of subdivision plat-100 Howell Road. • The Sign Company of Wilmington-2411 MLK-Sign Permit. • Mr. Daw-2201 Trent Road-Zoning/Bldg Permit. • Avolis Engineering-4603 Old Cherry Point Road- Board of Adjustment. • Ward & Smith-7-001-2000-Certificate of Zoning Compliance. • Ward & Smith-7-005-2000-Certificate of Zoning Compliance. • Ward & Smith-7-002-2000 - Certificate of Zoning Compliance. • Ward & Smith-3340 MLK - Certificate of Zoning Compliance. • Joe Signs-134 Craven Street-Sign Permit. • Joe Signs-2617 Trent Road-Sign Permit. • Joe Signs-220-A East Front Street-Sign Permit. • Mr. & Mrs. Fog-1817 Park Ave- Zoning Permit. • La Rosa- 1503 South Glenburnie Road- ABC/Zoning Permit. • Go Architecture-919 Broad Street-DRC. • New Bern Solar-1185 NC Hwy 55W- DRC. • Egan Realty Services-2423 Spencer Avenue-Zoning Permit. |
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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>CAMA Riverfront Walkway</u> – Completed Easement agreement to begin work • <u>Gaston Dependency</u> – Met with City Staff and Garden Club to reach agreement on move. • <u>Downtown Parking</u> –Expanded scope of project. • <u>CHOICE Neighborhoods</u>- Attended Housing group meeting and organized/facilitated Rec group • <u>Historic Tax Credit Tour</u> – Created tour map and assisted in organizing visit by Governor McCrory • <u>New Board Member</u> –Orientation for Willie Newkirk • <u>SHPO Workshop on Replacement In-kind Materials</u> – Attended workshop in Wilmington • <u>MCAS Cherry Point JLUS Update</u>-Attended open house in Emerald Isle • <u>North Carolina Council of Governments 2015 Summit</u> –Attended in Raleigh. Very useful. |
| Planner | <ul style="list-style-type: none"> • <u>CNI</u> - Attended Housing and Health & Wellness groups for CNI. • <u>Tax Credit</u> – Compiled information on tax credit projects • <u>Solar Ordinance</u> – Researched information for solar ordinance for city • <u>Table of Permissible Uses Update</u> – Updated Table of Permissible Uses based on discussion • <u>Bicycle Safety</u> – Conducted bike safety study along Simmonds St |
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| Board Support | Historic Preservation |
| | <ul style="list-style-type: none"> • Conducted HPC design review on April 1st for the following projects: <ul style="list-style-type: none"> A. 218 Pollock St. (Joseph & Camile Klotz) to include partial enclosure of an existing porch in the secondary AVC. B. 502 Craven St. (Maurice D. Howland) to include extension of existing driveway and construction of a shed in the secondary AVC. C. 300 Craven St/248 Pollock St. (City of New Bern) to include relocation of a contributing structure(Gaston House). • Provided staff support for Historic Preservation Commission’s Regular Meeting on April 15th for the following new and old Major CoA’s: <ul style="list-style-type: none"> A. 218 Pollock St. (Joseph & Camile Klotz) to include partial enclosure of an existing porch in the secondary AVC. DENIED B. 502 Craven St. (Maurice D. Howland) to include extension of existing driveway and construction of a shed in the secondary AVC. CONTINUED for applicant changes to plans C. C. 403 George St. (Craven County – Coastal Craftsmen) to include replacement windows in the primary and secondary AVC. APPROVED D. 413 E. Front St. (Sylvia Whitford) to amend previously approved CoA to include brick pavers in driveway instead of concrete. APPROVED E. 802 Pollock St. (David Stout) to amend previously approved CoA to include concrete driveway instead of brick. APPROVED • Issued the following Minor CoA’s: <ul style="list-style-type: none"> A. 500 Queen St. – Monument Sign for Ebenezer Presbyterian Church B. 404 Pollock St. – Communication Satellite Installation on roof C. 212 New St. – Exhaust vent in tertiary AVC D. 201 Johnson St. - Major landscaping including trellises |
| | Planning and Zoning |
| | <ul style="list-style-type: none"> • Provided Staff Support at P&Z Regular Meeting on April 7th for the following projects: <ul style="list-style-type: none"> A. Consideration of a request by the City of New Bern to amend the City Land Use Ordinance sections: 15-8, 15-15, 15-25, 15-27, 15-40, 15-46 through 15-51, 15-56 through 15-64, 15-66 through 15-70, 15-82, 15-101, 15-106, 15-114 through 15-116, 15-126, 15-128, 15-146, 15-147, 15-151, 15-154, 15-163, 15-189, 15-324, 15-452, 15-454, 15-456 and 15-474. The purpose of the amendments is to replace conditional use permits with special use permits, make other changes to the table of permissible uses including allowable uses in the C-6 District and permissible uses in single family districts and also defining how building height is measured. APPROVED • Provided Staff Support at P&Z Special Called Meeting on April 13th for the following projects: <ul style="list-style-type: none"> A. Consideration of a request by the City of New Bern to zone a 1.8 acre parcel to C-5 Office and Institutional District. The property is located at 4603 Old Cherry Point Road and is further identified in Craven County Tax Book as 07-044-004. APPROVED |

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| | <p>Board of Adjustment</p> <ul style="list-style-type: none"> • Provided Staff Support to Board of Adjustment’s Regular Meeting on April 27th for the following: <ul style="list-style-type: none"> A. <u>Pine Valley Apartments Special Use Permit</u> – Staff made the recommendation that the special use permit be approved with the conditions that a 20 ft wide easement be granted to the City for future installation of a greenway, in accordance with City Pedestrian Plan. APPROVED |
| | <p>Board of Aldermen</p> <ul style="list-style-type: none"> • Provided Staff Support at Board of Aldermen Regular Meeting on April 28th for the following: <ul style="list-style-type: none"> A. <u>4603 Old Cherry Point Road</u> – Staff presented P&Z Board ruling and recommended that the Board zone the newly annexed property to the proposed C-5, Office and Institutional District. APPROVED |

V. GIS

Alice Wilson, GIS Coordinator

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| <p>GIS Report</p> | <ul style="list-style-type: none"> • Updated data on GIS server <ul style="list-style-type: none"> ○ Building Permits ○ Addresses ○ Services/Premises ○ City Owned Lots ○ Roads ○ Roads Annotation • Produced or reproduced maps: <ul style="list-style-type: none"> ○ 55 total • Attended training on for ArcGIS Server Development for working with maps for online and mobile access at NCSU in Raleigh. • Install ArcGIS software on multiple computers in Fire and Police. • Attended the Statewide Mapping Advisory Council in Raleigh. • Worked with ESRI to solve issues related to maps for office for Control in the Electric Dept. • Attended meeting with GIS staff around the County, including Cherry Point, Craven County and Havelock to discuss ways to better share and utilize GIS data. • Mapped crash data for Police. • Attached photos and updated data on “available” city lots online. • Continue to complete a true network road system in the GIS. • Meetings regarding the GIS plan projects. Meeting with GTG to discuss setup of GIS Server to add SDE piece. Contact with various software agencies to begin data mining piece. |
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V. New Bern Area Metropolitan Planning Organization (NBAMPO)

Maurizia Chapman, Administrator
Kim Maxey, MPO Planner

NBAMPO

- Staff began working on application for TIGER grant funds for 43 Connector
- Continued work on Vision and Goal Planning
- Continued work on MTP
- Continued work on PWP
- Continued updates to NBAMPO website
- Continued updates to NBAMPO Facebook social media page
- Staff met with NCDOT Division Engineer re: potential grant project – April 7
- Staff held scheduled CNI Transportation Meeting – April 7
- Staff participated in a TMIP webinar re: data driven analysis – April 9
- Staff participated in a Planning Emphasis webinar – April 14
- Staff presented to the Board of Aldermen – April 14
- Staff attended the CARTS quarterly TAB meeting – April 15
- Staff met with TDP consultants – April 15
- Staff participated in a future funding webinar – April 15
- Staff participated in a webinar re: aging communities and transformation – April 20
- Staff met with private business investor re: TIGER Grant project – April 21
- Staff held first Citizen Advisory Committee Meeting – April 21
- Staff held scheduled CNI Transportation Meeting – April 21
- Staff attended 4-day NCAMPO conference – April 28-May 1