

City of New Bern

# DEVELOPMENT SERVICES MARCH 2016 MONTHLY REPORT

Planning & Inspections Departments



4/5/2016

# I. Building and Inspections

## Inspection Division Monthly Report

<b>Overview</b>	<b>February</b>	<b>March</b>	<b>% Change</b>	<b>Mar 2015</b>
Construction in Progress	132	120	-9%	60
Commercial Permits - New Construction	16	21	31%	12
Residential Permits - New Single Family	9	5	-44%	8
Residential Permits - Additions, Remodels	16	21	31%	15
Mobile Homes	3	3	0%	2
Signs	3	7	133%	5
<b>Certificates of Occupancy Issued</b>				
Residential	5	7	40%	1
Commercial	1	1	100%	3
<b>Total Permit Valuation:</b>	<b>\$6,853,715</b>	<b>\$8,989,179</b>	<b>31.16%</b>	<b>\$5,258,612</b>
<b>Inspectors Stats</b>				
Total Inspections	<b>864</b>	<b>1198</b>	39%	
Total Phone Calls Logged	<b>258</b>	<b>327</b>	27%	
<b>Weeds &amp; Debris</b>				
Complaints Received	34	41	21%	
Verified by Inspection	27	41	52%	
Letters Mailed in Town	24	40	67%	
Letters Mailed Out of Town	4	1	-75%	
Previous Month Follow Up	88	47	-47%	
Final Notices	3	1	-67%	
Flood Zone Inquiries	4	5	25%	
Referrals to other Departments	16	14	-13%	
Extensions	3	4	33%	
<b>Abandoned Vehicles</b>				
Complaints	0	0	0%	
Vehicles Tagged	0	0	0%	
Vehicles Towed	0	0	0%	
Abated by Owner	0	0	0%	
Extensions	0	0	0%	
<b>Minimum Housing</b>				
Letters Sent	16	0	-100%	
Hearings Held	2	1	-50%	
Orders Issued	1	0	100%	
Follow-up Letters	250	7	250%	
Complaints Filed	1	6	500%	
Orders Cancelled	4	3	400%	
Houses Demolished	0	0	0%	

Walk-Ins with Miscellaneous Problems	12	11	-8%
Agreements Issued	0	0	0%
Ordinance Requests	0	14	1400%
Certificates of Compliance Issued	0	0	-800.00%
<b>Minimum Housing Code</b>			
Total Reports for the Month	34	42	19%
Closed with \$38.00 charge added	22	14	-57%
Closed with No Charge, Property Newer than 15 Yrs	4	8	50%
<b><u>Construction in Progress - 120</u></b>			

## **II. COMMUNITY AND ECONOMIC DEVELOPMENT**

### **Economic Development**

Cindy Blot, Community & Economic Development Manager

<b>Real Estate Development and Reuse</b>	Brownfield Technical Assistance Team visited New Bern Feb. 9-11 to discuss Brownfield redevelopment financial opportunities. Final Analysis will be available in late March.
<b>1st Street Corridor</b>	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 <sup>th</sup> .
<b>Habitat for Humanity</b>	Construction continues at 920 Eubanks. <b>Habitat has requested 10 lots-BOA will review</b>
<b>Entrepreneur Center</b>	Received grants from The Bate Foundation and Z. Smith Reynolds for implementation. Golden Leaf submission complete due March 11th
<b>CNI (Choice Neighborhood Initiative)</b>	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 reimaging \$10,000. Craven CC \$20,000 marketing/assistance grant. <ul style="list-style-type: none"> <li>• Preparing Z. Smith Reynolds-CNI reimaging</li> <li>• Community meeting scheduled for April 2nd.</li> </ul>
<b>Site Development</b>	Received technical assistance grant from Electricities for shovel ready program (S2) 25.3 acre Craven Regional Airport property expansion. Staff met with consultant and airport management
<b>CDBG</b>	CDAC meeting Feb 23. Multiple sub-recipients are in the review process : <b>Coastal Women's Shelter, Neuse River Development Corporation, Coastal Carolina Action.</b> <b>Housing Repair:26 applicants being reviewed</b> <b>Sidewalks: Bid open for Lawson Creek Sidewalk Project</b>

	<b>Parks &amp; Rec: Shade structures-waiting for release of funds.</b>
<b>Paint Your Heart Out</b>	Scheduled for July 24-30. Partnering with NRCDC, Greater Duffyfield Residents Council, East Carolina Council and CNI to leverage funding opportunities. Applications being review.
<b>Committees</b>	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
<b>COMMUNITY DEVELOPMENT BLOCK GRANTS</b> Landa Gaskins, Community Development Coordinator	
<b>2012 CDBG NC Catalyst Grant</b>	<ul style="list-style-type: none"> <li>• 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).</li> <li>• 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 &amp; Association, W. A. Powell Construction, and Enviro Assessments for the total amount of \$18,971.63.</li> <li>• Construction of the green infrastructure project at Henderson Park should begin as soon as the weather permits in 2016.</li> <li>• To date \$381,505.82 has been expended leaving a balance of \$ 69,489.27</li> </ul>
<b><i>CDBG Entitlement Cities Program Consolidated Plan/Annual Action Plan</i></b>	
<b>14/15</b>	<p>For 2014 – 2015, the City’s allotment is \$263,375.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Funds have been released for the 2015 Sidewalk Project. Bids have been submitted and J.E. Dillahunt &amp; Associates has been contracted to complete work on Liberty, Walt Bellamy, Bryan, and Norwood Streets. Work is projected to begin March 7, 2016.</li> <li>• Applications for Public Service and CBGO’s have been submitted to CDAC for review</li> </ul>

<b>15/16</b>	<p>The City's allotment is \$259,784.</p> <ul style="list-style-type: none"> <li>• Annual Action Plan was adopted by the Board of Aldermen. Funding agreement has been received.</li> <li>• Applications for Public Service and CBGO's have been submitted to CDAC for review</li> </ul>
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### **III. LAND AND COMMUNITY DEVELOPMENT**

Greg McCoy, Land and Community Development Administrator

<b>Land</b>	<ul style="list-style-type: none"> <li>• Twenty land use approvals were issued during the month.</li> <li>• Staff met with 73 citizens (walk-ins, site visits, and appointments) and received 190 phone calls to discuss various land use, development plans, and zoning issues.</li> <li>• Worked with city officials to assist in resolving zoning and other compliance issues.</li> <li>• Staff worked with the owners of several residential and commercial properties for zoning compliance.</li> <li>• Staff reviewed and signed off on the following project in the Historic/Riverside Districts; Peacock Plume-248 Craven Street, Mr. Lear 207 King Street, HGT Holdings-304 Queen Street, City-420 Broad Street, A. Tydall-215 Pollock Street, &amp; GO Architecture 517 Johnson Street.</li> <li>• Staff met with sign contractors and business owners to discuss compliance guidelines.</li> <li>• Staff worked closely with the Inspections Division to address compliance concerns and approve permits.</li> <li>• Staff worked on ordinance amendments.</li> <li>• Staff held a Department Review (DRC) meeting on March 18, 2016 for the following projects; General Plan for Fenwick Isle at Bluewater Rise located on Old Airport and County Line, Site plan for Veneziano Climate Controlled Storage located at 1112 S. Glenburnie Road, Site plan for Veneziano Flex Space located at 2908 Neuse Boulevard, and Gaston Boulevard Senior Apartments located on Gaston Boulevard and further identified as Craven County Parcel 8-012-095.</li> </ul>
<b>Zoning Permits</b>	<ul style="list-style-type: none"> <li>• A. Tydall-215 Pollock Street-HPC.</li> <li>• Peacocks Plume-239 Middle Street-HPC.</li> <li>• Mr. Lear 207 King Street -HPC.</li> <li>• GO Architecture-517 Johnson Street-HPC.</li> <li>• City of New Bern-420 Broad Street-HPC.</li> <li>• HGT Holdings-304 Queen Street-HPC.</li> <li>• Harbor Point Construction-3964 MLK-Sign Permit.</li> <li>• Hanes Centre-3542 MLK-C/O.</li> <li>• Advanced Signs-3000 MLK-Sign Permit.</li> <li>• Mark Jessup-3542 MLK-Sign Permit.</li> <li>• MS. DeGiosio-2922 Trent Rd. - Sign Permit.</li> <li>• M&amp;W Signs-3323 Trent Rd.-Sign Permit.</li> </ul>

	<ul style="list-style-type: none"> <li>• N. Todd-233 Middle Street-Sign Permit.</li> <li>• Joe Buck-2700 Trent Road-Sign Permit.</li> <li>• Ralph’s Sign Shop-3120 Wellons Blvd.-Sign Permit.</li> <li>• Mr. Santiago-2705 Neuse Blvd. –Bldg. /Zoning Permit.</li> <li>• General Plan for Fenwick Isle at Bluewater Rise located on Old Airport and County Line Rds-DRC.</li> <li>• Site plan for Veneziano Climate Controlled Storage located at 1112 S. Glenburnie Road-DRC.</li> <li>• Site plan for Veneziano Flex Space located at 2908 Neuse Boulevard-DRC.</li> <li>• Gaston Boulevard Senior Apartments located on Gaston Boulevard and further identified as</li> <li>• Craven County Parcel 8-012-095-DRC.</li> </ul>
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## IV. PLANNING

Vacant, City Planner  
Bradleigh Sceviour, Planner

<b>City Planner</b>	
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<b>Planner</b>	<ul style="list-style-type: none"> <li>• <u>Ordinance amendments</u> – Changes to height, definitions, miscellaneous edits.</li> <li>• <u>Subdivisions</u> - Met with developers about subdivisions on Pinetree Drive and Old Airport Road.</li> <li>• <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.</li> <li>• <u>CDFA Response Team</u> – Met with CDFA consultants.</li> </ul>
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	<b>Historic Preservation</b>
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<b>Board Support</b>	<ul style="list-style-type: none"> <li>• Conducted <b>HPC design review</b> on <b>January 6th</b> for the following projects:             <ol style="list-style-type: none"> <li>A. <u>319 Bern St.</u> (Cilantro’s Mexican Grill – Richard Mora) - to construct concrete patio and handrail in the primary AVC.</li> <li>B. <u>304 Queen St.</u> (GO Architecture - HGT Holdings ) - to include infill construction of a single family home.</li> <li>C. <u>415-417 S Front St.</u> (GO Architecture – HGT Holdings) – to include amendements to previously approved alterations and a requested change in status of the structures</li> <li>D. <u>223 Pollock St.</u> (GO Architecture – City of New Bern) - to include amendements to previously approved Welcome Center.</li> <li>E. <u>235 Middle St.</u> (First Baptist Church- Gary Petersen) - to include replacement materials on steeple louvers</li> <li>F. <u>605 Hancock St.</u> (TAB Homes - Andy Bayliss) – amendements to approved CoA including bay window in tertiary AVC</li> <li>G. <u>228 Linden St.</u> (Stuart Smith) – to include painting unpainted brick on NC structure.</li> </ol> </li> <li>• Provided staff support for Historic Preservation Commission’s <b>Regular Meeting</b> on <b>December 16th</b> for the following new and old <b>Major CoA’s</b>:</li> </ul>
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- A. 319 Bern St. (Cilantro’s Mexican Grill – Richard Mora) - to construct concrete patio and handrail in the primary AVC. **NO SHOW-TABLED**
- B. 223 Pollock St. (GO Architecture – City of New Bern) - to include amendments to previously approved Welcome Center. **APPROVED w. CONDITIONS**
- C. 304 Queen St. (GO Architecture - HGT Holdings ) - to include infill construction of a single family home. **APPROVED**
- D. 415-417 S Front St. (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**:
  - A. 420 Craven St. – Landscaping, walkway and brick wall in tertiary AVC
  - B. 239 Middle St. – Steeple flat roof replacement and general maintenance
  - C. 237 Craven St. – Kitchen exhaust vent and ductwork in the tertiary AVC
  - D. 317 Pollock St. – Awnings and brickwork and metal coping on flat roof

**Planning and Zoning**

- Provided staff support for Planning & Zoning Board’s **Regular Meeting** on **February 2<sup>nd</sup>** for the following projects.
  - 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**

- Provided staff support for Board of Aldermen’s **Regular Meeting** on **February 23<sup>rd</sup>** for the following projects.
  - A. **Old Airport Road** (A Sydes Construction) – Rezoning from A-5F Agricultural Forestry District to R-8 Residential District. **Approved**
  - B. **595 Washington Post Road** (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
  - Zoning
- Produced or reproduced maps:
  - 33 total
- Updated fire hydrant maps for station 4, and list and grid maps/atlas.
- Worked on Story maps for Economic Development Projects.
- Attended online webinar – Getting Started with ArcGIS Earth (3d modeling tool)
- Completed online maps for the Adopt – A – Street program in Public Works.
- Updated lots to sell on the available city properties site.
- Provide data to consultants for downtown projects.
- Held a GIS Technical Users Group (GTUG) meeting.
- Converted some online maps for electric department – adding many more tools and widgets for use by electric dept. staff.
- Presentation to the Board of Aldermen of status of the City's GIS.
- Update city roads.

## **V. New Bern Area Metropolitan Planning Organization (NBAMPO)**

Maurizia Chapman, Administrator  
Kim Maxey, MPO Planner

### **NBAMPO**

- Staff attended PEV Stakeholders Meeting – 3/4
- Staff held CAC meeting – 3/10
- Staff held TCC meeting – 3/10
- Staff attended Highway 70 Corridor Commission Meeting in LaGrange – 3/17
- Staff participated in 5307 Small Urban Funding webinar – 3/18
- Staff attended DERPO TCC meeting in Beaufort – 3/22
- Staff attended Cherry Point JLUS Presentation in Beaufort – 3/22
- Staff held TAC meeting – 3/24
- Staff attended FHWA Transportation Planning Training in Greensboro – 3/28 thru 3/30
- Staff participated in US 70 James City Project monthly team meeting – 3/28
- Staff attended DERPO RTAC Meeting – 3/29
- Staff attended Future Interstate Sign Unveiling in Goldsboro – 3/30
- Staff participated in Transportation Alternatives Program Performance Management webinar – 3/31
- Staff finalized work with consultants on ICE project
- Staff successfully received approval of the first Metropolitan Transportation Plan
- Staff finalized and submitted to NCDOT FY 2017 Unified Planning Work Program
- Continued update of NBAMPO website and social media site