

City of New Bern

# DEVELOPMENT SERVICES JULY 2015 MONTHLY REPORT

Planning & Inspections Departments



8/4/2015



# I. Building and Inspections

## Inspection Division Monthly Report

<b>Overview</b>	<b>June</b>	<b>July</b>	<b>% Change</b>	<b>July 2014</b>
Construction in Progress	85	97	12%	180
Commercial Permits - New Construction	15	26	42%	22
Residential Permits - New Single Family	16	5	-220%	8
Residential Permits - Additions, Remodels	16	18	11%	22
Mobile Homes	0	2	100%	2
Signs	3	1	-200%	6
<b>Certificates of Occupancy Issued</b>				
Residential	13	17	24%	15
Commercial	1	1	0%	0
<b>Total Permit Valuation:</b>	<b>\$5,399,502</b>	<b>\$8,029,918</b>	<b>32.76%</b>	<b>\$3,231,543</b>
<b>Inspectors Stats</b>				
Total Inspections	<b>1105</b>	<b>1118</b>	1%	
Total Phone Calls Logged	<b>328</b>	<b>363</b>	10%	
<b>Weeds &amp; Debris</b>				
Complaints Received	90	98	8%	
Verified by Inspection	90	94	4%	
Letters Mailed in Town	214	91	-135%	
Letters Mailed Out of Town	3	3	0%	
Previous Month Follow Up	219	90	-143%	
Final Notices	3	2	-50%	
Flood Zone Inquiries	6	8	25%	
Referrals to other Departments	10	11	9%	
Extensions	4	5	20%	
<b>Abandoned Vehicles</b>				
Complaints	2	0	-200%	
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	5	6	17%	
Hearings Held	3	0	-300%	
Orders Issued	1	3	67%	
Follow-up Letters	0	4	100%	
Complaints Filed	3	1	-200%	

Orders Cancelled	1	1	0%
Houses Demolished	0	1	100%
Walk-Ins with Miscellaneous Problems	5	7	29%
Agreements Issued	0	1	100%
Ordinance Requests	0	0	0%
Certificates of Compliance Issued	3	4	25.00%
<b>Minimum Housing Code</b>			
Total Reports for the Month	58	50	-16%
Closed with \$38.00 charge added	26	33	21%
Closed with No Charge, Property Newer than 15 Yrs	7	3	-133%
<b><u>Construction in Progress - 97</u></b>			

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

### **Economic Development**

Cindy Blot, Community & Economic Development Manager

- **Gigabit Broadband efforts continue. Working with NC State for Pilot Grant Program.**
- **Client Management system implementation**
- **Staff preparing grant applications for the following:**
  - ❖ **Our City**
  - ❖ **Smart Growth through local food initiatives**
  - ❖ **Innovate NC**

<b>Farmers Market</b>	Staff is assisting the Farmer's Market in applying for a grant to promote SNAP. The FM will begin accepting SNAP in October, opening up healthier food options for local residence.
<b>Train Depot</b>	<ul style="list-style-type: none"> <li>• NBHP raising funds to complete interior renovations. Plans provided.</li> <li>• Waiting on RR to instruct on permissible use/rental.</li> </ul>
<b>CNI (Choice Neighborhood Initiative):</b>	<ul style="list-style-type: none"> <li>• Staff led two Economic Development Work group meetings-finalized Matrix for EJP consulting use in implementation grant.</li> <li>• Staff participated at CNI Community Day as Economic Development lead, as well as advisor to residence of CDBG housing repair program guidelines.</li> <li>• Working with resident councils to develop and implement branding/marketing campaign for the Five Point/Duffy Field community.</li> <li>• Implementing Transformational Redevelopment for Broad, Pollock and Queen street with key stakeholders in the community.</li> </ul>
<b>CDBG:</b>	<ul style="list-style-type: none"> <li>• 2015-2016 CDBG Annual Action Plan-Approved.</li> <li>• Request made to HUD of release of funds.</li> </ul>

<b>CCC-WFD:</b>	<ul style="list-style-type: none"> <li>• Staff is working with CCC to develop programs consistent with the needs of CNI.</li> <li>• Possible satellite campus to the area.</li> <li>• Implementation of food service/restaurant program.</li> </ul>
<b>Broad Street Corridor:</b>	<ul style="list-style-type: none"> <li>• Business development/construction continues.</li> <li>• Staff is working with current owners to improve appearance of business owners-Façade Grant opportunities.</li> </ul>
<b>Entrepreneur Center</b>	<ul style="list-style-type: none"> <li>• Staff organized event for interested entrepreneurs/inventors</li> <li>• Grant funds being sought. Construction grant application complete</li> </ul>
<b>Social Media /Marketing</b>	<ul style="list-style-type: none"> <li>• Staff updates webpage and Facebook regularly. Over 800 reached via FB weekly.</li> </ul>
<b>Veterans Supportive Housing project:</b>	<ul style="list-style-type: none"> <li>• Planning and development-working with Veteran’s Organic Garden, NC Works, and DAV</li> </ul>
<b>COMMUNITY DEVELOPMENT BLOCK GRANTS</b> Sue Steinhauser, Community Development Coordinator	
<b>2012 CDBG NC Catalyst Grant</b>	<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>Three (3) houses (613 First Avenue, 936 Main Street, and 827 Clark Avenue) are under reconstruction. The first two houses are approximately 95% complete, while construction of the house on Clark Avenue is approximately 80% complete.</p> <p>The environmental review for the green infrastructure project at Henderson Park is in progress.</p>

**CDBG Entitlement Cities Program Consolidated Plan/Annual Action Plan**

<b>14/15</b>	<p>For 2014 – 2015, the City’s allotment is \$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>Housing Minor Rehabilitation program information is available on the City’s website. 17 applications have been received. Environmental Review Reports are being prepared on the eligible houses. Seven (7) houses have been inspected and work write-ups are being prepared.</p> <p>Sub recipients for the new housing construction projects have been identified and contracts are being finalized. Environmental reviews for the proposed sites are underway. Environmental review for one site is in the comment period prior to requesting release of funds. Phase 1 Environmental Site Review for First Avenue has been completed.</p> <p>Locations for installation of assessable sidewalks have been identified. The environmental review for the project is in the comment period prior to requesting release of funds.</p> <p>Environmental Review for project to install sunshades at the children’s playground at Henderson Park is in comment period prior to requesting release of funds.</p>
<b>15/16</b>	<p>The City’s allotment is \$259,784.</p> <p>Annual Action Plan was adopted by the Board of Aldermen. Funding agreement has been received.</p>
<b>OTHER GRANTS</b>	
<b>2013 Public Beach and Coastal Waterfront Access Grant</b>	<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>Construction of the boardwalk and pathways has been completed. Staff is working on close out paperwork.</p>

### **III. LAND AND COMMUNITY DEVELOPMENT**

Greg McCoy, Land and Community Development Administrator

<b>Land</b>	<ul style="list-style-type: none"> <li>• Twenty-five land use approvals were issued during the month.</li> <li>• Staff met with 59 citizens (walk-ins, site visits, and appointments) and received 147 phone calls to</li> <li>• 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 the several residential and commercial properties for zoning compliance.</li> <li>• Staff reviewed and signed off on the following projects in the Historic/Riverside Districts;</li> <li>• 237-243 Craven Street, 722 Pollock Street, 207 Broad Street, and 1400 N. Pasteur Street.</li> <li>• Staff met with sign contractors and business owners to discuss compliance guidelines.</li> <li>• Staff worked with Inspections to address compliance concerns and approved permits.</li> <li>• Staff met with the developers for the following projects that went before the Department Review Committee (DRC); July 17, - a. Planet Fitness located at 2662 Dr. M.L. King, Jr, Boulevard - b.</li> <li>• CarolinaEast Health Systems front parking lot reconfiguration – 2000 Neuse Boulevard;</li> <li>• July 31, - a. Change in use from a from a retail business to a church located at 4140 Dr. M.L. King, Jr. Boulevard.</li> <li>• Staff held a work session on Board of Adjustment procedures, special use permits, appeals, and variances. In addition, staff had a presentation on receiving and using Board of Adjustment agenda items in electronic format via email &amp; Dropbox.</li> </ul>
<b>Zoning Permits</b>	<ul style="list-style-type: none"> <li>• Bender Signs-Berne Square-Sign Permit.</li> <li>• Chiles Engineering-2000 Neuse Boulevard-DRC.</li> <li>• Vital Signs-2686 Dr. Martin L. King, Jr Boulevard-Sign Permit.</li> <li>• Ramsey Development-1450 Racetrack Road- Building/Zoning Permit.</li> <li>• B&amp;C Zoning-1210 South Glenburnie Road-Certificate of Zoning Compliance.</li> <li>• Burchette Sign-3182 Dr. Martin L. King, Jr Boulevard-Sign Permit.</li> <li>• Blanco Tackabery-7-104-C-006-Certificate of Zoning Compliance.</li> <li>• Mr. Straight-237-243 Craven Street-HPC.</li> <li>• Mr. Milner &amp; Ms. Friedman-722 Pollock Street-HPC.</li> <li>• Mr. &amp; Mrs. Milller-207 Broad Street-HPC.</li> <li>• Mr. Cox-1400 N. Pasteur Street-HPC.</li> <li>• C4 New Bern PLX, LLC-2000, 2002, 2004 S. Glenburnie Road-Sign Permit.</li> <li>• Popeye’s Chicken-2508 Dr. Martin L. King, Jr Boulevard-Building/Zoning Permit.</li> <li>• C4 Developers-2000, 2002, &amp; 2004 South Glenburnie Road-Sign Permit.</li> <li>• CarolinaEast Health Systems-2620 Dr. Martin L. King, Jr Boulevard-Building/Zoning Permit.</li> <li>• Tarheel Builders-405 Middle Street- Building/Zoning Permit.</li> <li>• Alex Frelier-919 Broad Street-Building/Zoning Permit.</li> <li>• Ms. Wachter-4140 Dr. Martin L. King, Jr Boulevard-DRC.</li> <li>• Planet Fitness-2662 Dr. Martin L. King, Jr Boulevard-DRC.</li> <li>• CarolinaEast Health Systems-2000 Neuse Boulevard-DRC.</li> <li>• Zaytoun Raines-317 &amp;319 E. Front Street-final C/O.</li> <li>• City of New Bern-420 Broad Street-Building/Zoning Permit.</li> </ul>

	<ul style="list-style-type: none"> <li>• M&amp;W-960 Newman Road-Building/Zoning Permit.</li> <li>• Bender Signs-2662 Dr. Martin L. King, Jr. Boulevard-Sign Permit.</li> <li>• D&amp;E Development-3540, 3542, &amp; 3544 Dr. Martin L. King, Jr Boulevard.</li> </ul>
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## IV. PLANNING

J. Kevin Robinson, City Planner  
Bradleigh Sceviour, Planner

<b>City Planner</b>	<ul style="list-style-type: none"> <li>• <u>CAMA Riverfront Walk Dedication</u>- July 1st</li> <li>• <u>RCS Soup Kitchen Proposal</u> – Toured Phoenix House with potential tenants</li> <li>• <u>NCDPR Trails Grant</u> – Submitted pre-app for “Parrott Trail” near West New Bern Rec Center</li> <li>• <u>Draft Ordinance Amendments</u> - Finished Sidewalk, Cross Access, Height Ordinance and re-organized</li> <li>• <u>HPC Commissioner Training in Greenville</u> –Attended with three Commissioners on July 30<sup>th</sup></li> <li>• <u>Food Trucks</u>- Draft application and ordinance amendments related to mobile food units</li> <li>• <u>Choice Neighborhoods</u> - Monthly phone conference and review of design strategies.</li> <li>• <u>Dryborough Nomination</u> – Reviewed draft nomination application &amp; survey.</li> </ul>
<b>Planner</b>	<ul style="list-style-type: none"> <li>• <u>Ordinance Edits</u> – General editing and formatting. Height, parking, soup kitchens &amp; screening requirements.</li> <li>• <u>Documentation Processes</u> - New documentation processes for Planning &amp; Zoning Board.</li> <li>• <u>Phoenix House</u> - Toured Phoenix house with city and RCS representatives to review rehabilitation options. Researched funding possibilities for related projects.</li> <li>• <u>CARTS</u> – Attended public input meeting for CARTS and NBAMPO.</li> <li>• <u>Board of Adjustment</u> – Staff held training session for board members on use of DropBox.</li> </ul>
<b>Board Support</b>	<b>Historic Preservation</b>
	<ul style="list-style-type: none"> <li>• Conducted <b>HPC design review</b> on <b>July 1st</b> for the following projects: <ul style="list-style-type: none"> <li>A. <u>1409 N Pasteur St.</u> (James Cox) – to include replacement of metal roof with shingles.</li> <li>B. <u>207 Broad St.</u> (Jonathan &amp; Michele Miller) – to include removal or movement of several doors and the replacement of two windows with French doors.</li> <li>C. <u>722 Pollock St.</u> (Joanne Friedman – Robert Milner) – to include construction of shed in the tertiary AVC.</li> <li>D. <u>237-243 Craven St.</u> (Chris Straight) - Amendment to previously approved CoA for 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.</li> </ul> </li> <li>• Provided staff support for Historic Preservation Commission’s <b>Regular Meeting</b> on <b>July 15th</b> for the following new and old <b>Major CoA’s</b>: <ul style="list-style-type: none"> <li>A. <u>1409 N Pasteur St.</u> (James Cox) – to include replacement of metal roof with shingles. <b>APPROVED</b></li> <li>B. <u>207 Broad St.</u> (Jonathan &amp; Michele Miller) – to include removal or movement of</li> </ul> </li> </ul>

	<p>doors and the replacement of two windows with French doors in the tertiary AVC. <b>APPROVED</b></p> <p>C. <u>722 Pollock St.</u> (Joanne Friedman – Robert Milner) – to include construction of shed in the tertiary AVC. <b>APPROVED w. CONDITIONS</b></p> <p>D. <u>D. 237-243 Craven St.</u> (Chris Straight) - After-the-fact approval of amendments to previously approved CoA including changes to the handicapped ramp and accessory structure in the secondary AVC. <b>APPROVED</b></p> <ul style="list-style-type: none"> <li>• Conducted <b>Special Called HPC design review</b> on <b>July 15th</b> and <b>Special Called Meeting</b> on <b>July 22<sup>nd</sup></b> for the following projects: <ul style="list-style-type: none"> <li>A. <u>405 Middle St.</u> (WORB LLC) – to include changes to windows in the primary and secondary AVC as requested by the U.S. Dept. of the Interior. <b>APPROVED</b></li> </ul> </li> <li>• Issued the following <b>Minor CoA's</b>: <ul style="list-style-type: none"> <li>A. <u>220 E Front St</u> - Fence and Parking area in the tertiary AVC</li> <li>B. <u>315 Ave. C</u> – Tankless water heater in the secondary AVC</li> <li>C. <u>420 Broad St.</u> – Awnings in the secondary AVC.</li> </ul> </li> <li>• Issued the following <b>Violations</b>: <ul style="list-style-type: none"> <li>A. <u>520 S Front St.</u>- Unapproved concrete steps in the primary AVC.</li> </ul> </li> </ul>
	<p><b>Planning and Zoning</b></p>
	<ul style="list-style-type: none"> <li>• P&amp;Z did not conduct any business in July</li> </ul>
	<p><b>Board of Adjustment</b></p>
	<ul style="list-style-type: none"> <li>• Provided Staff support to <b>Board of Adjustment Workshop</b> on <b>July 27<sup>th</sup></b> including a presentation on using Dropbox for online file sharing.</li> </ul>
	<p><b>Board of Aldermen</b></p>
	<ul style="list-style-type: none"> <li>• Provided Staff Support at <b>Board of Aldermen/HPC Joint Workshop</b> on <b>July 21<sup>st</sup></b>.</li> <li>• Provided Staff Support at <b>Board of Aldermen Regular Meeting</b> on <b>July 28th</b> for the following: <ul style="list-style-type: none"> <li>A. Consideration of a request by <u>P&amp;J of New Bern LLC</u> to approve a final plat for <u>Craeberne Forest Phase Two, Section 3</u>. <b>APPROVED</b></li> </ul> </li> </ul>

# V. GIS

Alice Wilson, GIS Coordinator

## **GIS Report**

- Updated data on GIS server
  - Building Permits
  - Addresses
  - Services/Premises
  - City Owned Lots
  - Available Properties
  
- Produced or reproduced maps:
  - 61 total
  
- Worked with GTG and IT to move service maps to new GIS app server and republish, moved existing GIS data into new geo-database and set permissions and access with other departments. Working to re-establish new services for Energov software.
- Attended Statewide mapping Advisory Council. Eastern part of state to be re-flown for imagery 2016.
- Submitted applications to American Planning Association and NC Tech for city properties web site awards.
- Updated City Lot Maps for Streets and Public Works.
- Commercial data list for UNC SOG project and CNI.
- Energov for Public Works assessment software – created address service.
- MSD permits analysis for Swiss bear report.

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

Maurizia Chapman, Administrator  
Kim Maxey, MPO Planner

### **NBAMPO**

- Staff met with NCDOT and Active Routes to School Coordinator re: Walk to School day activities –July 6
- Staff met with local Convention Center Director and staff regarding hosting the NCAMPO Conference in 2017 – July 7
- Staff met with local RPO Planning Director regarding multiple concerns – July 7
- Attended “New Tools and Available Funds for Innovative and Emerging MPOs” webinar sponsored by Transportation For America – July 8
- Staff held regularly scheduled Citizen Advisory Committee meeting – July 9
- Staff held regularly scheduled Technical Coordinating Committee meeting - July 9
- Staff attended Craven County TEC meeting – July 13
- Staff held a public meeting in conjunction with CARTS at the Craven County Library – July 14
- Staff attended Region B Alternative Criteria SPOT meeting in Jacksonville – July 15
- Staff held a public meeting in conjunction with CARTS in Bridgeton – July 16
- Staff held a public meeting in conjunction with CARTS at Craven Community College – July 16
- Staff held a public meeting in conjunction with CARTS at Creekside Park in James City – July 17
- Staff attended the New Bern Housing Authority Family Day at New Bern Towers as part of their public involvement process – July 18
- Staff attended the DERPO TCC Meeting in Alliance – July 21
- Staff held a Transportation meeting with members of the Highway 17 Corridor Commission and DERPO – July 22
- Staff held regularly scheduled Transportation Advisory Committee meeting – July 23
- Staff held a P 4.0 Rail Process meeting with members of the NCDOT Rail Division, NCDOT Division 2 and local RPO – July 23
- Staff participated in TransCAD training in Raleigh – July 27-31
- Staff attended the DERPO RTAC meeting – July 28
- Staff attended NC Association of MPOs quarterly meeting I Greensboro – July 31
- Staff cooperated with NCDOT to prepare the fiscally constrained portion of the FY 2016-2025 Metropolitan Transportation Improvement Program and received approval of the MTIP by CAC, TCC and TAC
- Staff prepared final Title VI Policy and Procedures and Title VI Plan, and received approval by CAC, TCC and TAC
- Staff processed Amendment No. 2 to the FY 2012-2018 Metropolitan Transportation Plan to incorporate Transit needs
- Continued work on MTP
- Continued update of NBAMPO website and social media site