

City of New Bern

# DEVELOPMENT SERVICES MAY 2015 MONTHLY REPORT

Planning & Inspections Departments



6/1/2015

# I. Building and Inspections

## Inspection Division Monthly Report

<b>Overview</b>	<b>April</b>	<b>May</b>	<b>% Change</b>	<b>May 2014</b>
Construction in Progress	72	77	6.49%	160
Commercial Permits - New Construction	14	15	6.67%	19
Residential Permits - New Single Family	5	2	-150%	7
Residential Permits - Additions, Remodels	21	15	-40%	15
Mobile Homes	1	3	66.67%	0
Signs	5	6	16.67%	2
<b>Certificates of Occupancy Issued</b>				
Residential	10	6	-66.67%	2
Commercial	3	2	-50%	2
<b>Total Permit Valuation:</b>	<b>\$6,643,844</b>	<b>\$1,529,610</b>	<b>-334.35%</b>	<b>\$2,546,760</b>
<b>Inspectors Stats</b>				
Total Inspections	453	860	47.33%	
Total Phone Calls Logged	244	316	22.78%	
<b>Weeds &amp; Debris</b>				
Complaints Received	91	219	58.45%	
Verified by Inspection	81	219	63.01%	
Letters Mailed in Town	73	214	65.89%	
Letters Mailed Out of Town	7	4	-75.00%	
Previous Month Follow Up	38	81	53.09%	
Final Notices	3	1	-200%	
Flood Zone Inquiries	No data	3	0%	
Referrals to other Departments	No data	9	0%	
<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	2	3	33%	
<b>Minimum Housing</b>				
Letters Sent	2	2	0%	
Hearings Held	0	0	0%	
Orders Issued	0	0	0%	
Follow-up Letters	0	0	0%	
Orders Cancelled	0	0	0%	
Houses Demolished	0	3	100%	
Walk-Ins with Miscellaneous Problems	6	9	33%	
Agreements Issued	No data	2	0%	
Ordinance Requests	2	0	-200.00%	

Certificates of Compliance Issued	3	3	0%
<b>Minimum Housing Code</b>			
Total Reports for the Month	39	56	30.36%
Closed with \$38.00 charge added	9	26	65.38%
Closed with No Charge, Property Newer than 15 Yrs	6	13	53.85%
<b><u>Construction in Progress - 77</u></b>			

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

<b>Economic Development</b> Cindy Blot, Community & Economic Development Manager	
<b>Train Depot</b>	Two potential tenants. Obtaining clarification from the Rail Road Companies. NBHP raising funds to complete interior renovations.
<b>CNI (Choice Neighborhood Initiative):</b>	<ul style="list-style-type: none"> <li>• Staff led two Economic Development Work group meetings. Group meets every two weeks. Matrix complete.</li> <li>• Staff is working with community college and workforce development to bring a satellite campus to the area.</li> </ul>
<b>CDBG:</b>	<ul style="list-style-type: none"> <li>• 2015-2016 CDBG Annual Action Plan-Approved.</li> <li>• Community Development Advisory Committee formed.</li> <li>• Environmental assessment done. Phase 1 required for sidewalk projects on the following: <ul style="list-style-type: none"> <li>○ Liberty Street Approx. 450' From existing sidewalks to Queen St (East Side),</li> <li>○ Bryan Street Approx. 625' From Walt Bellamy Dr. to Queen St (East Side) and</li> <li>○ Norwood Street Approx. 440' From Walt Bellamy Dr. to Church Street (West Side)</li> </ul> </li> <li>• Two sub-recipients to receive CDBG funds for affordable housing units. Environment assessments in process.</li> <li>• One sub-recipient to receive CDBG funds to assist the homeless.</li> </ul>
<b>Broad Street Corridor:</b>	Two new businesses in development/construction. Façade improvements delayed until interior construction complete.
<b>Entrepreneur Center</b>	<ul style="list-style-type: none"> <li>• Implementation funding: Interviews complete with Golden Leaf and The Bate Foundation.</li> <li>• Implementation funding and corporate sponsorship marketing efforts underway.</li> <li>• A marketing team has been assembled to promote the center and attract sponsors/supporters.</li> </ul>
<b>Social Media /Marketing</b>	Staff updates webpage and Facebook regularly. Over 650 reached via FB weekly.
<b>MISC</b>	<ul style="list-style-type: none"> <li>• Staff met with several developers and business owners regarding both new businesses and expansion plans.</li> </ul>

	<ul style="list-style-type: none"> <li>• Received designation as North Carolina Certified Retirement Community</li> <li>• Staff has received numerous calls about city owned property. Possible development in the CNI area.</li> <li>• Staff has reached out to local business owners for expansion and retention efforts. Discussions continue.</li> <li>• Staff is working on various grants to assist Parks &amp; Rec., Economic Development, and Community Development.</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 75% complete, while construction of the house on Clark Avenue is approximately 10% complete.</p> <p>The environmental review for the green infrastructure project at Henderson Park is underway.</p>
<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> <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 is available on the City’s website. 16 applications have been received. Environmental Review Reports are being prepared on the eligible houses. Six (6) 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.</p> <p>Locations for installation of assessable sidewalks have been identified and staff is working on the required environmental review.</p>

<b>15/16</b>	<p>The anticipated allotment is \$259,784.</p> <p>The draft Annual Action Plan has been submitted for HUD review.</p>
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**OTHER GRANTS**

<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 is underway. The walking paths have been constructed.</p>
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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>• Thirty-four land use approvals were issued during the month.</li> <li>• Staff met with 56 citizens (walk-ins, site visits, and appointments) and received 165 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 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; <ul style="list-style-type: none"> <li>○ 414 Pollock, 233-235 Craven Street, 722 Pollock Street, 502 Craven Street, 215 King Street, 1312 National Avenue, &amp; 309 New Street.</li> </ul> </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 Department Review Committee; <ul style="list-style-type: none"> <li>○ May 1, - a proposed solar farm on twenty five acres located at 1185 NC Highway 55 West,</li> <li>○ May 15, - new construction for Craven County Animal located at 4603 Old Cherry Point Road,</li> <li>○ New construction for Realo Discount Drug Store located at 502 West Thurman Road,</li> <li>○ A preliminary review of a proposed plan for a new church located at 1732 Racetrack Road,</li> <li>○ May 29, – new construction for Get The Pointe Dance Studio located 3723 Trent Road.</li> </ul> </li> <li>• Staff attended and assisted with Planning and Zoning Board meeting on May 13: <ul style="list-style-type: none"> <li>○ a rezoning request from I-1 Light Industrial District to C-3 Commercial District for 3540 Dr. Martin Luther King Jr. Boulevard;</li> <li>○ consideration of a General Plan for 313 East Front Street.</li> </ul> </li> <li>• Staff attended Board of Aldermen meetings on May 12, &amp; 26 for department related projects.</li> <li>• Staff worked with developers and property owners for annexations located at 502 West Thurman Road and 121 Bernhurst Road.</li> </ul>
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**Zoning  
Permits**

- Ms. Garfield-3017 Madison Avenue-Home Occupation Permit
- M&W Signs-2117 S. Glenburnie Road-Sign Permit.
- Joe Signs-1900 South Glenburnie Road-Sign Permit.
- Links Mortgage-2915 Brunswick Avenue-Certificate of Zoning Compliance.
- Avolis Engineering-4603 Old Cherry Point Road-Board of Aldermen.
- C. R. Francis Architecture-414 Pollock Street-HPC.
- Tarheel Builders-233-235 Craven Street-HPC.
- Ms. Friedman/Mr. Milner-722 Pollock Street-HPC.
- Mr. Holland-502 Craven Street-HPC.
- Mr. & Ms. Henson-215 Street-HPC.
- Mr. Clay-1312 National Avenue-HPC
- Centenary Church-309 New Street-HPC.
- Mr. & Ms. Frelier-919 Broad Street-Bldg/Zoning Permit.
- Down East Dance-2201 Trent Road-Sign Permit.
- City of New Bern-606 Fort Totten Drive-Sign Permit.
- Joe Signs-908 George Street-Sign Permit.
- Mr. Tolson-415&417 South Front Street.
- Wade Fuller-121 Bernhurst Road-Board of Aldermen.
- Marc Jessup-3540 Dr. Martin Luther King Jr. Boulevard-Board of Aldermen.
- East Front LLC-313 East Front- Board of Aldermen.
- East Front LLC-313 East Front-Planning & Zoning Board.
- Marc Jessup-3540 Dr. Martin Luther King Jr. Boulevard- Planning & Zoning Board.
- Davies Construction-3029 Dr. Martin Luther King Jr. Boulevard-Bldg. /Zoning Permit.
- Seaquel Investments-Lot 17A & 17B part of lot 18 Sunnyside-minor subdivision.
- Mr. Straight-237 Craven Street-Zoning Permit.
- Bender Signs-2905 Brunswick Avenue-Sign Permit.
- K&L Signs- 3334 Dr. Martin Luther King Jr. Boulevard-Sign Permit.
- World Wireless-2686 Dr. Martin Luther King Jr. Boulevard-Bldg. /Zoning Permit.
- Tarheel Builders-3515 Dr. Martin Luther King Jr. Boulevard-Bldg. /Zoning Permit.
- Mr. Hawkins-2117 South Glenburnie Road-Bldg. /Zoning Permit.
- Proposed solar farm located at 1185 NC Highway 55 West-DRC.
- New construction for a dance studio located at 3723 Trent Road-DRC.
- New construction for Craven County Animal located at 4603 Old Cherry Point Road-DRC.
- New construction for Realo Discount Drug Store located at 502 West Thurman Road-DRC.

## IV. PLANNING

J. Kevin Robinson, City Planner  
Bradleigh Sceviour, Planner

<p><b>City Planner</b></p>	<ul style="list-style-type: none"> <li>• <u>CAMA Riverfront Walkway</u> – Met with contractors and inspected progress of installation</li> <li>• <u>Gaston Dependency</u> – Met with City Staff and Garden Club....did not reach agreement on move</li> <li>• <u>CHOICE Neighborhoods</u>- Attended Economic Development and Housing group meetings, identified off-site properties, facilitated the Rec and Open Space Meetings, prepared materials for open house</li> <li>• <u>New Board Member</u> –Orientation for Barry Evans on P&amp;Z</li> <li>• <u>Millennial Game Plan</u> – Worked with Cindy, Craven Co, Mount Olive and Craven Comm. to begin organizing a workshop on attraction/retention of millennial work force</li> <li>• <u>Eden St. Docks at History Museum</u>-Revisited the dock project with Susan Moffitt Thomas and others</li> <li>• <u>Ordinance Amendments</u> – Reorganized draft with new sections for July review by P&amp;Z</li> <li>• <u>Dryborough Historic District Expansion Grant</u> – reviewed contractor’s for the preparation of nomination to SHPO</li> </ul>
<p><b>Planner</b></p>	<ul style="list-style-type: none"> <li>• <u>CNI</u> – Attended Health &amp; Wellness, transportation &amp; housing committee meetings</li> <li>• <u>NCCDA &amp;PHRANC Spring Conference</u> – Attended NCCDA spring conference for professional development and training</li> <li>• <u>Solar Ordinance</u> – Research into model solar ordinance and surrounding jurisdictions.</li> <li>• <u>Ordinance Edits</u> – More table of permissible use edits and changes to definitions section. Multifamily housing, general plan approval process.</li> </ul>
<p><b>Board Support</b></p>	<p><b>Historic Preservation</b></p> <ul style="list-style-type: none"> <li>• Conducted <b>HPC design review</b> on <b>May 6th</b> for the following projects:             <ol style="list-style-type: none"> <li>502 Craven St. (Maurice D. Howland) - to include extension of existing driveway and construction of a shed in the secondary AVC.</li> <li>215 King St. (Ron and Ann Henson) – to include installation of gutters on front porch and railings on steps in the primary AVC.</li> <li>1312 National Ave. (George Clay) – to include storm door in primary AVC and new garage door in the tertiary AVC.</li> <li>213 New St. (GO Architecture – Bob Whitmore)- Amendment to previous approved CoA to move location of pool in the tertiary AVC. <b>APPROVED as Minor Amendment</b></li> <li>414 Pollock St. (C.R. Francis Architecture – New Bern Civic Theater) – renewal of and amendment to previously approved CoA for restoration/reconstruction of major portions of the building façade. Proposal includes a change in proposed materials.</li> <li>309 New St. (Centenary United Methodist Church) – to include replacement of 60+ metal windows in the education building in the secondary and tertiary AVC.</li> <li>233-235 Craven St. (Morgans) – amendment to previously approved CoA for enclosed dining area in the tertiary AVC. Proposal includes various changes to roof style and materials and the removal of the existing arched window.</li> <li>Liberty Street – Pollock St to Franks Drive (City of New Bern) – to include installation of 5 foot wide sidewalk. Staff would prefer to approve administratively. <b>APPROVED as Minor</b></li> </ol> </li> <li>• Provided staff support for Historic Preservation Commission’s <b>Regular Meeting on May 20th</b></li> </ul>

	<p>for the following new and old <b>Major CoA's</b>:</p> <ul style="list-style-type: none"> <li>A. <u>414 Pollock St. (C.R. Francis Architecture – New Bern Civic Theater)</u> – renewal of and amendment to previously approved CoA for restoration/reconstruction of major portions of the building façade. Proposal includes a change in proposed materials. <b>APPROVED</b></li> <li>B. <u>B. 233-235 Craven St. (Tarheel Associates - Morgans)</u> – amendment to previously approved CoA for enclosed dining area in the tertiary AVC. Proposal includes various changes to roof style and materials and covering the existing arched window. <b>APPROVED w. COND, roof</b></li> <li>C. <u>722 Pollock St. (Joanne Friedman - Robert Milner)</u> to include construction of shed in the tertiary AVC. <b>TABLED for more information</b></li> <li>D. <u>502 Craven St. (Maurice D. Howland)</u> - to include extension of existing driveway and construction of a shed in the secondary AVC. <b>DENIED</b></li> <li>E. <u>215 King St. (Ron and Ann Henson)</u> – to include installation of gutters on front porch and railings on steps in the primary AVC. <b>APPROVED</b></li> <li>F. <u>1312 National Ave. (George Clay)</u> – to include storm door in primary AVC and new garage door in the tertiary AVC. <b>APPROVED w. COND, garage door style</b></li> <li>G. <u>309 New St. (Centenary United Methodist Church)</u> – to include replacement of 60+ metal windows in the education building in the secondary and tertiary AVC. <b>DENIED</b></li> </ul> <ul style="list-style-type: none"> <li>• Issued the following <b>Minor CoA's</b>: <ul style="list-style-type: none"> <li>A. <u>Liberty Street</u> - City Sidewalk</li> <li>B. <u>615 Queen St.</u> – Metal Handrail</li> </ul> </li> </ul>
	<p><b>Planning and Zoning</b></p> <ul style="list-style-type: none"> <li>• Provided Staff Support at <b>P&amp;Z Regular Meeting on May 13<sup>th</sup></b> for the following projects: <ul style="list-style-type: none"> <li>A. Consideration of a request by <u>Marc Carlton Jessup</u> to rezone a 1.0+/- acre parcel from I-1 Light Industrial District to C-3 General Commercial. Located at <u>3540 Dr. Martin Luther King Jr. Blvd</u> and is further identified in Craven County Tax Book as 08-208-197. <b>APPROVED</b></li> <li>B. Consideration of a request by <u>East Front St. Townes</u> for General Plan approval of a Subdivision and Planned Unit Development. The property is located <u>313 E Front St.</u> and is further identified in Craven County Tax Book as 08-002-A-204. <b>APPROVED</b></li> </ul> </li> </ul> <p><b>Board of Adjustment</b></p> <p>No <b>Board of Adjustment Meeting</b> in May</p>
	<p><b>Board of Aldermen</b></p> <ul style="list-style-type: none"> <li>• Provided Staff Support at <b>Board of Aldermen Regular Meeting on May 26<sup>th</sup></b> for the following:</li> <li>• Consideration of a request by <u>Marc Carlton Jessup</u> to rezone a 1.0+/- acre parcel from I-1 Light Industrial District to C-3 General Commercial. Located at <u>3540 Dr. Martin Luther King Jr. Blvd</u> and is further identified in Craven County Tax Book as 08-208-197. <b>APPROVED</b></li> <li>A. Consideration of a request by <u>East Front St. Townes</u> for General Plan approval of a Subdivision and Planned Unit Development. The property is located <u>313 E Front St.</u> and is further identified in Craven County Tax Book as 08-002-A-204. <b>APPROVED</b></li> </ul>

# V. GIS

Alice Wilson, GIS Coordinator

## GIS Report

- Updated data on GIS server
  - Building Permits
  - Addresses
  - Services/Premises
  - City Owned Lots
  - Roads
  - Roads Annotation
  - Zoning
  - City Limits
- Produced or reproduced maps:
  - 88 total
- Created a GIS oriented web site listing and showing available city lots for sale.
- Install ArcGIS software on multiple computers in Fire and Police.
- Attended the Local Government Committee to discuss GIS related issues across the state that impact Local Governments.
- Worked to fix base map issues with City's online GIS data including for Control and Electric.
- Created wards and roads list by addresses for the Board of Elections.
- Various Annexation and Rezoning Context Maps.
- Maps for CNI and CDBG projects.
- 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.
- Energov Map service for Public Works assets management program.
- Attended NC Arc Users Group Symposium in Greenville.
- Georeferenced all completed AMI points for use in software.
- Drive time maps and analysis for Fire Station 2.

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

Maurizia Chapman, Administrator  
Kim Maxey, MPO Planner

### **NBAMPO**

- Finalized Vision and Goal Planning with approval at TAC meeting May 28
- Finalized FY 2016 meeting schedule with approval at TAC meeting May 28
- Finalized Socio-Economic Forecast & Methodology for the 2040 MTP with approval at TAC meeting May 28
- Continued work on MTP
- Continued updates to NBAMPO website
- Continued updates to NBAMPO Facebook social media page
- Staff attended regional open house meeting for the Mountains to Sea Trail Master Plan – May 4
- Staff process and submitted quarterly report to NCDOT for reimbursement of 104 f Planning Funds – May 5
- Staff participated in the A. H. Bangert Elementary School “Bike To School Day” in Trent Woods – May 6
- Staff met with CNI Transportation consultants and CARTS TDP consultants – May 6
- Staff facilitated CNI Transportation meeting – May 7
- Staff held first official Citizen Advisory Committee meeting – May 14
- Staff held regularly scheduled TCC meeting – May 14
- Staff met with Stantec Consultant – May 15
- Staff completed and submitted the application for Section 5303 FTA Planning funds – May 19
- Staff met with James City project consultants – May 19
- Staff attended Highway 70 Corridor Commission Meeting – May 21
- Staff attended DERPO TCC meeting – May 26
- Staff held regularly scheduled TAC meeting – May 28
- Staff participated in a 5310 Funds webinar – May 29