

City of New Bern

DEVELOPMENT SERVICES JUNE 2016 MONTHLY REPORT

Planning & Inspections Departments



7/6/2016

I. Building and Inspections

Inspection Division Monthly Report

Overview	May	June	% Change	JUN 2015
Construction in Progress	112	97	-15%	85
Commercial Permits - New Construction	12	14	14%	15
Residential Permits - New Single Family	8	8	0%	16
Residential Permits - Additions, Remodels	21	25	16%	16
Mobile Homes	3	1	-200%	0
Signs	3	6	50%	3
Certificates of Occupancy Issued				
Residential	8	8	0%	13
Commercial	0	0	0%	1
Total Permit Valuation:	\$2,091,410	\$32,091,119	93.48%	\$5,399,502
Inspectors Stats				
Total Inspections	1044	964	-20%	
Total Phone Calls Logged	202	236	-28%	
Weeds & Debris				
Complaints Received	110	80	95%	
Verified by Inspection	110	75	83%	
Letters Mailed in Town	108	72	80%	
Letters Mailed Out of Town	2	3	200%	
Previous Month Follow Up	75	71	51%	
Final Notices	2	0	-100%	
Flood Zone Inquiries	7	6	20%	
Referrals to other Departments	18	15	7%	
Extensions	1	3	-25%	
Abandoned Vehicles				
Complaints	1	0	0%	
Vehicles Tagged	0	0	0%	
Vehicles Towed	0	0	0%	
Abated by Owner	1	0	0%	
Extensions	0	0	0%	
Minimum Housing				
Letters Sent	8	5	500%	
Hearings Held	5	5	400%	
Orders Issued	7	5	100%	
Follow-up Letters	0	1	250%	
Complaints Filed	6	6	0%	
Orders Cancelled	1	0	400%	
Houses Demolished	3	1	0%	

Walk-Ins with Miscellaneous Problems	11	13	18%
Agreements Issued	1	0	0%
Ordinance Requests	0	0	1400%
Certificates of Compliance Issued	3	1	-800.00%
Minimum Housing Code			
Total Reports for the Month	37	56	25%
Closed with \$38.00 charge added	12	24	42%
Closed with No Charge, Property Newer than 15 Yrs	9	8	0%
<u>Construction in Progress - 112</u>			

II. COMMUNITY AND ECONOMIC DEVELOPMENT

Economic Development

Cindy Blot, Community & Economic Development Manager

Real Estate Development and Reuse	Final Analysis and recommendations arrived from CDFA. Staff has been asked to serve on NC Brownfield Redevelopment Committee.
1st Street Corridor	City Market-Workforce Dev. Training Center: \$549,000 Grant received from Golden Leaf. EDA requested a complete application for \$1,428,000 grant. Staff will submit by July 15 th . Duke Energy-possible EV charging station location
Habitat for Humanity	Construction complete at 854 Howard.
Entrepreneur Center	Received grants from The Bate Foundation and Z. Smith Reynolds for implementation. Golden Leaf interview & site visit held April 26. Notification of grant decline received early June.
CNI (Choice Neighborhood Initiative)	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 reimagining \$10,000. Craven CC \$20,000 marketing/assistance grant. <ul style="list-style-type: none"> • Preparing Z. Smith Reynolds-CNI reimagining • Community meeting scheduled for April 2nd.
Site Development	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. Project is moving forward.
CDBG	2016-2017 \$250,955 allocated. Multiple sub-recipients are in the review process. Housing Repair:26 applicants being reviewed Sidewalks: Phase 2 complete Parks & Rec: Shade structures under construction.

BEAR	Staff assisting expansion-\$500,000 investment w/7 new jobs (manufacturing)-in progress Staff assisting in second location of franchise-20 new jobs in food retail-on hold
Paint Your Heart Out	Scheduled for July 24-30. Partnering with NRDC, Greater Duffyfield Residents Council, East Carolina Council and CNI to leverage funding opportunities. Homes notified-50 homes identified for assistance. Staff is organizing volunteer effort.
Committees	IEDC: Public Policy Advisory Committee CNI Economic Dev. Work Group-Lead REVIVE 5-Implementation Committee 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 Tryon Civitan Club Coastal Women's Forum New Bern Breakfast Rotary-Fundraising Committee
COMMUNITY DEVELOPMENT BLOCK GRANTS Landa Gaskins, Community Development Coordinator	
2012 CDBG NC Catalyst Grant	The grant is funded with \$500,000 of CDBG funds and \$105,000 local match. <ul style="list-style-type: none"> • Closeout for 2012 CDBG NC Catalyst Grant has been initiated. Construction on 911 is complete and homeowner has moved in. • Final funds have been requisitioned from Commerce in the amount of \$108,331.68. • Green drainage for Stanley White has been contracted out to Hardy Construction Co. Filtera drains will be placed at the site at the cost of \$54,900 including labor and materials.
<i>CDBG Entitlement Cities Program Consolidated Plan/Annual Action Plan</i>	
14/15	For 2014 – 2015, the City's allotment is \$263,375. <ul style="list-style-type: none"> • Rehab on 4 homes for '14 year have been set to complete by July 31st by Holland Construction Company. • Pavilion project has started on at Stanley White. 50% draw request has been initiated by J.E. Dillahunt & Associates. • Funds have been given to Public Service recipient RCS for rent and utility assistance. Public meeting for check disbursement has been scheduled for 7/6/16 at the Neuse-Trent Housing Alliance meeting at United Way of Coastal Carolina at 8:00pm • 2014-2015 sidewalk project in Lawson Creek is complete as of 6/23/16.

15/16	<p>The City's allotment is \$259,784.</p> <ul style="list-style-type: none"> • Rehab on 6 homes for '15 year have been set to complete by July 31st by J.E. Dillahunt & Associates. • Sunshades project has been authorized to begin at Henderson Park.
OTHER	
	<ul style="list-style-type: none"> • 2016-2017 Annual Action Plan Draft has been submitted to HUD for review. • Applications for Housing Minor Rehab for 2016-2017 are being gathered for review. • Group Cares/ Paint Your Heart Out New Bern volunteer recruitment is still underway. • Staff is networking with various agencies, individuals, and groups community engagement and collaboration. • Staff completed CDBG public listening sessions on 4/6/16.

III. LAND AND COMMUNITY DEVELOPMENT

Greg McCoy, Land and Community Development Administrator

Land	<ul style="list-style-type: none"> • Twenty-three land use approvals were issued during the month. • Staff met with 103 citizens (walk-ins, site visits, and appointments) and received 254 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 worked with the owners of several residential and commercial properties for zoning compliance. • Staff reviewed and signed off on the following projects in the Historic/Riverside Districts; A. <u>223 Craven Street.</u> (Walker Group)– To include demolition of parts of existing structure, installation of new doors and windows in the primary AVC. Installation of new wood storefront and windows in the secondary AVC. Also to include removal of windows and construction of a new three story addition and a carriage house style garage in the tertiary AVC. B. <u>210 Craven Street.</u> (Gary Stilley) – To include conversion of a door in the tertiary AVC to a double door Staff met with sign contractors and business owners to discuss compliance guidelines. • Staff worked closely with the Inspections Division to address compliance concerns and approve permits for all major projects. • Staff prepared documents for a new HPC Commissioner. • Staff attended HPC Design Review meeting. • Staff attended HPC meeting for the following projects; 210 & 223 Craven Streets. • Staff worked closely with HPC Chair for reappointments and replacements. • Staff worked on ordinance amendments. • Staff attended Planning & Zoning meeting on June 7, 2016. • Staff worked closely with Planning Zoning Board for reappointments and replacements. • Staff worked closely with Board of Adjustment for reappointments and replacements. • Staff attended MPO open house. • Staff attended land use ordinance edits open house.
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	<ul style="list-style-type: none"> Staff held department review for the following projects; site plan for a change in use from a residential to a commercial use for a proposed business named Little Guys Mulch & More located at 3713 Trent Road, site plan for a proposed Hardee's Restaurant located at 3820 M.L. King, Jr. Blvd <p><u>Subdivision plans</u> Proposed subdivision review for Wade Cary Enterprises, Inc. located at 3820 M. L. King, Jr. Blvd, a proposed subdivision review for DDR Xenia and New Bern, LLC, Rivertown Square (Walmart) Lots 1A & 1B located at 3005 M. L. King, Jr. Blvd.</p>
Zoning Permits	<ul style="list-style-type: none"> TNT Fireworks-3105 MLK-Zoning Permit. The Enterprise Ctr.-509 Broad Street-minor COA. Ark Consulting-2000, 2002, 2004 S. Glenburnie Road-Master Sign Permit. Mr. Coboun-1195 S. Glenburnie Road-Zoning Permit. Mr. Vaughn-513 Middle Street-minor COA. Mr. Miller-511 Broad Street-Tree Removal Permit. CBRE-101 Howell Road-Certificate of Zoning Compliance. Hilton Displays-2004 S. Glenburnie-Sign Permit. Brite Signs-3711 MLK-Sign Permit. Mr. Stilley-210 Craven Street-HPC. Walker Group-223 Craven Street-HPC. Ashland Construction-2032 Waterscape Way-Sign Permit. Three Guys Signs-1319 S. Glenburnie Road-Sign Permit. Ms. Lee-713 Pollock Street-ABC/Zoning Permit. Ms. Lee-713 Pollock Street Zoning Permit. Mr. Auditet-1616 Spencer Ave.-Tree Removal Permit. Ms. Coble-517 Craven Street-Tree Removal Permit. Mr. Wheeler-202 Craven Street-ABC/Zoning Permit. Mr. Rosemond-420 Craven Street- Tree Removal Permit. Mr. Stephens-502 Pollock- Tree Removal Permit Little Guys Mulch & More- 3713 Trent Road-Dept. Review. Hardee's Restaurant-3820 M.L. King, Jr. Blvd. - Dept. Review. Wade Cary Enterprises, Inc.-3820 M. L. King, Jr. Blvd,-Subdivision Review. DDR Xenia and New Bern, LLC, - Rivertown Square (Walmart) Lots 1A & 1B-3005 M. L. King, Jr. Blvd. - Subdivision Review.
<u>IV. PLANNING</u>	
Morgan Jethro, City Planner Bradleigh Sceviour, Planner	
City Planner	Morgan Jethro began her position as City Planner on June 27th

<p>Planner</p>	<ul style="list-style-type: none"> • Subdivisions - Met with developers and community about subdivision on Old Airport Road. Two meetings with developers and potential buyers about Lake Tyler subdivision • HPC – Answered miscellaneous questions from public with regards to HPC applications and design guidelines. • Ordinance Edits – Open house for proposed ordinance edits. Meeting with downtown historic interest groups about various concerns with proposed edits. • Paint Your Heart Out New Bern – Property inventory & documentation.
<p>Board Support</p>	<p>Historic Preservation</p> <ul style="list-style-type: none"> • Conducted design review on June 1st for the following projects: <ul style="list-style-type: none"> A. 516 Hancock Street. (John Green – St John’s Lodge #3) - to include replacement of seven deteriorated early 20th century window sash with custom-made replacement sash. B. 223 Craven Street. (Jerry Walker – the Walker Group) – to include demolition of parts of existing structure, installation of new doors and windows in the primary AVC. Installation of new wood storefront and windows in the secondary AVC. Also to include removal of windows and construction of a new three story addition and a carriage house style garage in the tertiary AVC. C. 210 Craven Street. (Gary Stilley) – to include conversion of a door in the tertiary AVC to a double door. • Provided staff support for Historical Preservation Commission’s Regular Meeting on June 15th for the following projects. <ul style="list-style-type: none"> A. 223 Craven Street. (Jerry Walker – the Walker Group) – to include demolition of parts of existing structure, installation of new doors and windows in the primary AVC. Installation of new wood storefront and windows in the secondary AVC. Also to include removal of windows and construction of a new three story addition and a carriage house style garage in the tertiary AVC. Approved B. 210 Craven Street. (Gary Stilley) – to include conversion of a door in the tertiary AVC to a double door. Approved • Minors <u>420 Craven St.</u> – Fence. <p>Planning and Zoning</p> <ul style="list-style-type: none"> • Conducted Regular Meeting on June 7th for the following project: Consideration of a major subdivision for Fenwick Isle at Bluewater Rise, the proposed 40 lot planned unit development is located on the western side of Old Airport Road at its southern most extremity. The property is further identified in Craven County Tax Book as 7-106-001. (Ward 3) (Item continued from May 17 Special Called Meeting) <p>Board of Adjustment</p> <p>No Board of Adjustment meeting in June.</p>

V. GIS

Alice Wilson, GIS Coordinator

GIS Report

- Updated data on GIS server
 - Building Permits
 - Addresses
 - Services/Premises
 - City Owned Lots
 - Available Properties
 - Roads
- Produced or reproduced maps:
33 total
- Online Map for Adopt A Street Program for Public Works.
- Metadata standards for municipal boundaries for the Statewide Mapping Committee work group.
- Hydrant map and data for Fire Dept.
- Leaf and Limb and City Property maps for Public Work crews.
- Demographic projections for grant applications.
- Proposed Flood maps and data for the property and buildings that potential will be effected with new FIRM maps and areas.
- Submitted application for Excellence in GIS to National GIS agency.

V. New Bern Area Metropolitan Planning Organization (NBAMPO)

Maurizia Chapman, Administrator
Kim Maxey, MPO Planner

NBAMPO

- Staff attended NCDOT Board meeting in Raleigh – 6/2
- Staff participated in local television production regarding the MPO – 6/3
- Staff participated in monthly James City Project team meeting update – 6/6
- Staff attended Highway 17/64 Association meeting in Edenton – 6/15
- Staff held James City Project design meeting – 6/22
- Staff held MLK Jr. Traffic study stakeholders meeting – 6/28
- Staff held P4.0 public involvement meeting – 6/29
- Staff participated in multiple media interviews promoting projects and the public meeting
- Staff received project scores and began the prioritization process
- Continued update of NBAMPO website and social media site