

City of New Bern

# DEVELOPMENT SERVICES NOVEMBER 2015 MONTHLY REPORT

Planning & Inspections Departments



12/3/2015



# I. Building and Inspections

## Inspection Division Monthly Report

<b>Overview</b>	<b>October</b>	<b>November</b>	<b>% Change</b>	<b>Nov 2014</b>
Construction in Progress	120	115	-4%	145
Commercial Permits - New Construction	6	9	33%	9
Residential Permits - New Single Family	12	6	-100%	13
Residential Permits - Additions, Remodels	10	4	-150%	10
Mobile Homes	1	0	-100%	1
Signs	4	2	-100%	0
<b>Certificates of Occupancy Issued</b>				
Residential	10	4	-150%	11
Commercial	1	3	67%	0
<b>Total Permit Valuation:</b>	<b>\$2,779,013</b>	<b>\$2,332,706</b>	<b>-19.13%</b>	<b>\$6,067,708</b>
<b>Inspectors Stats</b>				
Total Inspections	<b>936</b>	<b>809</b>	-16%	
Total Phone Calls Logged	<b>275</b>	<b>368</b>	25%	
<b>Weeds &amp; Debris</b>				
Complaints Received	165	92	-79%	
Verified by Inspection	165	92	-79%	
Letters Mailed in Town	157	88	-78%	
Letters Mailed Out of Town	8	4	-100%	
Previous Month Follow Up	225	165	-36%	
Final Notices	6	2	-200%	
Flood Zone Inquiries	8	9	11%	
Referrals to other Departments	16	17	6%	
Extensions	5	5	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	0	0	0%	
<b>Minimum Housing</b>				
Letters Sent	0	0	0%	
Hearings Held	1	7	86%	
Orders Issued	0	0	0%	
Follow-up Letters	0	0	0%	
Complaints Filed	9	8	-13%	

Orders Cancelled	3	3	0%
Houses Demolished	5	1	-400%
Walk-Ins with Miscellaneous Problems	5	5	0%
Agreements Issued	0	0	0%
Ordinance Requests	0	0	0%
Certificates of Compliance Issued	7	4	-75.00%
<b>Minimum Housing Code</b>			
Total Reports for the Month	41	51	20%
Closed with \$38.00 charge added	22	25	12%
Closed with No Charge, Property Newer than 15 Yrs	1	8	88%
<b><u>Construction in Progress - 115</u></b>			

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

<b>Economic Development</b> Cindy Blot, Community & Economic Development Manager	
<ul style="list-style-type: none"> <li>• <b>Gigabit Broadband: Working with NC State for Pilot Grant Program and RFP.</b></li> <li>• <b>Staff assisted Greater Duffyfield Residents Council in \$25,000 grant application to the Bate Foundation for gateway reimagining.</b></li> <li>• <b>Staff assisted Greater Duffyfield Residents Council in \$25,000 grant application to the Bate Foundation for gateway reimagining.</b></li> <li>• <b>CARTS-Transportation Advisory Board</b> Staff attended board meeting to consider improvements to CARTS service.</li> <li>• <b>Real Estate Development and Reuse:</b> Staff attended conference in Chapel Hill for consideration of reuse project.</li> <li>• <b>Staff preparing grant applications for the following:</b> <ul style="list-style-type: none"> <li>❖ <b>Bate-CNI reimagining</b></li> <li>❖ <b>Z. Smith Reynolds-CNI reimagining</b></li> </ul> </li> </ul>	
<b>1st Street Corridor</b>	<ul style="list-style-type: none"> <li>• Prepared letter of Intent to the county for Golden Leaf grant</li> <li>• Preparing proposals for MakerSpace at warehouse location to various grantors</li> </ul>
<b>Habitat for Humanity</b>	<ul style="list-style-type: none"> <li>• Construction began at 920 Eubanks.</li> <li>• City awarded Habitat 2 parcels located on Howard St.</li> </ul>
<b>CNI (Choice Neighborhood Initiative)</b>	<ul style="list-style-type: none"> <li>• Staff held two Economic Development Work sessions with residents.</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 St. with key stakeholders in the community-possible collaboration with Swiss Bear.</li> </ul>

<b>Day Docks</b>	<ul style="list-style-type: none"> <li>Staff is collaborating with NC History Center and NC State University to develop a day dock and learning center, preserving the maritime history of the Neuse and Trent rivers, exploring the river through all major disciplines including Science, Technology, Engineering and Math (STEM).-Estimates received.</li> </ul>
<b>CCC-WFD:</b>	<ul style="list-style-type: none"> <li>Staff is collaborating with CCC, East Carolina Council and U.S. Economic Development Administration to develop programs consistent with the needs of CNI. Possible satellite, WFD campus to the area.</li> </ul>
<b>Entrepreneur Center</b>	<ul style="list-style-type: none"> <li>Staff organized event for interested entrepreneurs/inventors</li> <li>Grant applications submitted totaling \$750,000 for construction, program and operations.</li> </ul>
<b>Site Development</b>	<ul style="list-style-type: none"> <li>Developing proposals for Electricities-shovel ready program (S2).</li> </ul>
<b>Wash Away Unemployment</b>	<ul style="list-style-type: none"> <li>Developing resource center for re-entry program</li> </ul>
<b>Americorps: My Brothers Keeper</b>	<ul style="list-style-type: none"> <li>Seeking funding sources to begin programs in CNI area.</li> </ul>
<b>CDFA Brownfields</b>	<ul style="list-style-type: none"> <li>Staff invited to present at CDFA for possible financing initiatives. Preparing presentation</li> </ul>
<b>Paint Your Heart Out</b>	<ul style="list-style-type: none"> <li>Staff organizing community event for beautification of CNI area residence July 24-30<sup>th</sup></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 installation of a green infrastructure project at Henderson Park to help reduce flooding..</p> <p>Three (3) houses (613 First Avenue, 936 Main Street, and 827 Clark Avenue) have been completed. Contract for the reconstruction of the house at 911 Green Street was awarded by the Board of Aldermen.</p> <p>The environmental review for the green infrastructure project at Henderson Park is in progress.</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>Public Hearing regarding Consolidated Annual Performance and Evaluation Report (CAPER) was conducted and CAPER was submitted to HUD.</p> <p>Housing Minor Rehabilitation program information is available on the City’s website. More than applications have been received. Funds have been released for this project.</p> <p>Sub recipients for the new housing construction projects have been identified and contracts have been finalized. Habitat has begun working on the house at 920 Eubanks Street.</p>

	Funds have been released for installation of sidewalks along Bryan Street, Church Street and Liberty Street and they are being designed.
<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> <p>The Annual Action Plan has been revised to reflect Religious Community as the sub recipient for the Public Services funds. Contract has been forwarded to RCS for review and signature.</p>
<b>OTHER GRANTS</b>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Worked with Director of Parks and Recreation on submission of the application for 2015 Public Beach and Coastal Waterfront Access Grant.</li> <li>• Working with Rev. Dr. Martin Luther King, Jr. Scholarship Committee on Family Fun Day and other activities for the weekend of January 17, 2016.</li> <li>• Attended NC Housing Conference in Raleigh.</li> <li>• Met with Housing Task Force to discuss services offered by various organizations.</li> <li>• Attended Main Street Solutions Fund grant workshop.</li> </ul>

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

Greg McCoy, Land and Community Development Administrator

<b>Land</b>	<ul style="list-style-type: none"> <li>• Nineteen land use approvals were issued during the month.</li> <li>• Staff met with 132 citizens (walk-ins, site visits, and appointments) and received 173 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;</li> <li>• GO Architectural Design-229 Change Street, Mr. &amp; Mrs. Short-1218 National Avenue, and Coastal Craftsman-1009 North Craven 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 approve permits.</li> <li>• Staff met with Planning and Zoning members regarding Land Use Ordinance edits.</li> <li>• Staff assisted developer for a six parcel rezoning on Trent Road from R-10 Residential to C-3 Commercial Districts.</li> <li>• Staff attended Board of Aldermen meetings on October 13, 22, &amp; 27, 2015.</li> <li>• Staff attended Planning and Zoning meeting on October 6, 2015.</li> <li>• Staff inspected and approved buildings six and seven of the Reserve at Glenburnie.</li> <li>• Staff inspected and signed off on Realo Drugstore located at 502 West Thurman Road.</li> </ul>
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<b>Zoning Permits</b>	<ul style="list-style-type: none"> <li>• Carolina Colours-Cerise Phase 3-Subdivision final plan-Board of Aldermen.</li> <li>• Columbia Development Group, LLC-six parcel rezoning-Planning and Zoning.</li> <li>• Columbia Development Group, LLC-six parcel rezoning-Board of Aldermen.</li> <li>• Ms. Lol-309-C Middle street-ABC/Zoning Permit.</li> <li>• Avolis Engineering-8-003-241-A-Certificate of Zoning Compliance.</li> <li>• Chris Bass-402 S. Front Street-Sign Permit.</li> <li>• Ms. Prizen-105 Daughety Court-Home Occupation.</li> <li>• Ms. Janerico-105 Conner Grant Road- Home Occupation.</li> <li>• Ms. Lee-3210 Austin Avenue- Home Occupation.</li> <li>• Blue Ridge Construction-Building Six-Final C/O.</li> <li>• Blue Ridge Construction-Building Seven-Final C/O.</li> <li>• Mr. &amp; Mrs. Short-1218 National Avenue-HPC.</li> <li>• K&amp;L Sign-502 West Thurman Road-Sign Permit.</li> <li>• Coastal Craftsman-1009 North Craven Street-HPC.</li> <li>• GO Architectural Design-229 Change Street-HPC.</li> <li>• Mr. Midgett-804 Queen Street-ABC/Zoning Permit.</li> <li>• Ms. Allen-209 Glenburnie Drive-Lot Recombination.</li> <li>• Morton Construction-582 McCarthy Boulevard-Sign Permit.</li> <li>• Mr. McDaniel-214 New Street- Tree Removal Permit.</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>NCAPA Conference</u> – Continuing Education and NC Main St Award</li> <li>• <u>Historic Building Materials Workshop</u> – presented by SHPO at Tryon Palace</li> <li>• <u>Historic District Guidelines Update</u> – Met with SHPO to discuss possible reorganization and changes</li> <li>• <u>Craven Terrace Section 106 Mitigation Project</u> – Met with Dryborough and SHPO to discuss details</li> </ul>
<b>Planner</b>	<ul style="list-style-type: none"> <li>• <u>Ordinance amendments</u> – Formatting, townhouses, Organized Development Stakeholder Review</li> <li>• <u>Sidewalk Prioritization</u> – Sidewalk survey for new and existing sidewalk facilities</li> <li>• <u>NCAPA Conference</u> – Continuing Education</li> </ul>
<b>Board Support</b>	<p style="text-align: center;"><b>Historic Preservation</b></p> <ul style="list-style-type: none"> <li>• Conducted <b>HPC design review</b> on <b>October 7th</b> for the following projects: <ul style="list-style-type: none"> <li>A. <u>229 Change St.</u> (Barbara Thomas – GO Architecture) - to include new shed roof, landscaping and driveway in the primary AVC, new garage and sidewalks and in the tertiary AVC.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Provided staff support for Historic Preservation Commission’s <i>Regular Meeting</i> on <b>October 19th</b> for the following new and old <b>Major CoA’s</b>: <ul style="list-style-type: none"> <li>A. <u>229 Change St.</u> (Barbara Thomas – GO Architecture) shed roof, landscaping and driveway in the primary AVC, new garage and sidewalks in the tertiary AVC. <b>APPROVED w. CONDITIONS</b></li> <li>B. <u>1009 N Craven St.</u> (Joseph &amp; Sharon Bichaukas – Coastal Craftsmen LLC) - to include replacement steps and handrail in the primary AVC. <b>APPROVED</b></li> </ul> </li> <li>• Issued the following <b>Minor CoA’s</b>: <ul style="list-style-type: none"> <li>A. <u>519 Metcalf St.</u> (Bill &amp; Nancy Hollows) – Gutters and downspouts in secondary AVC</li> <li>B. <u>1218 National Ave.</u> (Amy &amp; Shaun Short) – Fence, deck, driveway and patio in tertiary AVC</li> </ul> </li> </ul>
<b>Planning and Zoning</b>	
	<ul style="list-style-type: none"> <li>• Provided Staff support for <b>P&amp;Z’s Regular Meeting</b> on <b>October 6th</b> for the following items: <ul style="list-style-type: none"> <li>A. <u>3612, 3700, 3702, 3704, 3706 and 3708 Trent Road</u> – to consider a request by Columbia Development Group, LLC to rezone property from R-10 to C-3. <b>RECOMMENDED APPROVAL</b></li> </ul> </li> </ul>
<b>Board of Aldermen</b>	
	<ul style="list-style-type: none"> <li>• Provided Staff Support at <b>Board of Aldermen Regular Meeting</b> on <b>October 13th</b> for the following <ul style="list-style-type: none"> <li>A. <u>Cerise Phase 3</u> - Final Plan approval of 11 lot subdivision in Carolina Colours. <b>APPROVED</b></li> </ul> </li> <li>• Provided Staff Support at <b>Board of Aldermen Regular Meeting</b> on <b>October 27th</b> for the following: <ul style="list-style-type: none"> <li>A. <u>3612, 3700, 3702, 3704, 3706 and 3708 Trent Road</u> – to consider a request by Columbia Development Group, LLC to rezone property from R-10 to C-3. <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
  - Zoning
- Produced or reproduced maps:
  - 32 total
- Setup editing for Electric Department - utilities
- Attended the NC-APA conference in Raleigh – and Board Meeting as a part of NC LG Committee duties.
- Attended ESRI GDB training for maintenance and setup of enterprise GIS server databases.
- Attended NC State-wide Mapping Advisor Council meeting (SMAC) as a Local Gov't Committee member and NC-APA representative to discuss GIS issues statewide.
- Worked with accounting to assign premise accounts to all city-parking downtown.
- Worked with Comptroller to work on automatic data entry for AMI accounts.
- Created a GIS layer of sidewalks city-wide.
- Maps of Habitat properties.
- Road maintenance map for streets department.

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

Maurizia Chapman, Administrator  
Kim Maxey, MPO Planner

## **NBAMPO**

- Staff held Project Prioritization Sub-committee meeting – October 6
- Staff participated in Best Practices of Online Public Engagement – October 6
- Staff participated in Walk to School Day at Benn D. Quinn Elementary – October 7
- Staff met with Trent Woods Staff regarding participation in board meetings – October 7
- Staff attended the NCDOT Board of Transportation Highway 17 Association Meeting in Raleigh – October 8
- Staff attended NCDOT Public Involvement meeting at Craven Community College – October 13
- Staff attended Corridor-wide public meeting regarding the James City Project – Oct. 13
- Staff held MTP Sub-committee meeting – October 14
- Staff attended Corridor-wide public meeting regarding the James City Project – Oct. 14
- Staff attended Corridor-wide public meeting regarding the James City Project – Oct. 15
- Staff participated in Walk at School Day at HJ MacDonald Middle School – October 16
- Staff attended CARTS Transit Advisory Board Meeting – October 21
- Staff held MTP Sub-committee meeting – October 23
- Staff participated in SPOT Online Training – October 27
- Staff met with CARTS staff regarding SPOT and UPWP for transit – October 28
- Staff attended NCAMPO Quarterly Meeting in Greensboro – October 30
- Staff continued work with consultants on ICE project
- Continued progress on creation of the MTP
- Continued efforts to update FY 2017 UPWP
- Continued update of NBAMPO website and social media site