

January 2010 Monthly Report

FINANCIAL SUMMARY: There were no budget deficiencies or anomalies. Permit revenue improved for the month of January compared to the two previous months.

BUDGET BALANCE:

- Planning Division 49%
- Zoning Division 43%
- Community Development Division 48%
- Inspection Division 48%

PERMIT REVENUE:

<i>MONTH</i>	<i>Building</i>	<i>Plumbing</i>	<i>Mechanical</i>	<i>Electrical</i>	<i>Late filing/ Re-inspection</i>
July	\$15,213	\$1,934	\$4,604	\$12,373	\$500
August	\$37,776	\$2,783	\$8,995	\$4,679	\$500
September	\$54,285	\$1,864	\$13,566	\$5,606	\$500
October	\$54,358	\$6,700	\$12,144	\$10,941	-
November	\$15,258	\$4,077	\$15,553	\$9,520	-
December	\$18,182	\$1,984	\$13,820	\$9,087	\$3,500
January	\$56,271	\$5,495	\$5,840	\$6,988	\$1,000
TOTAL	\$251,343	\$24,837	\$74,522	\$59,194	\$6,000

PROJECTS:

- Coastal Extreme Brewing and BankNewport Projects: Coastal Extreme Brewing made its quarterly lease payment to the City of \$6,250.00. BankNewport made an annual payment to the City of \$72,562.00.
- Historic Preservation: Staff has upgraded the website and will continue to do so as new information becomes available. The HDC application packet amendments are complete and the new packet is available for pick-up and on the website. Staff continues edits on the HDC brochure. Weekly property transfer updates are completed for the “New Homeowner” mailings that will be sent out in the coming weeks. The mailings will consist of a welcome letter, blank application packet, and the brochure.
- Historic District Ordinance Amendment: A public meeting was held on January 12, 2010 to review the recommendations of the Historic District Task Force. Suggestions from the Task Force are to be provided to the Assistant City Solicitor.

- Island Transportation Study: Staff continues to provide data to VHB pertaining to projected land development to be used in calculating future transportation needs. This project is being funded by the State and will eventually lead to priority projects to be funded in future TIP submittals.
- Comprehensive Land Use Plan Update (CLUP): The Update Subcommittee met to discuss the working meeting summary and outline. The Subcommittee met January 21, 2010 to begin editing the current Comprehensive Land Use Plan elements. The next Subcommittee meeting to discuss tenets of the work on Economic Development is scheduled for February 18, 2010.
- Broadway Streetscape Project: Staff met with the consultant team to review and discuss the 94 public comments received in October. Each comment was considered and overall the comments had a substantive effect upon the selection of design options for further refinement. The consultants agreed to prepare preliminary cost estimates for improvements to be included in the Safe Routes to School grant, which, it is hoped, will contribute between \$200,000-\$250,000 towards final engineering and construction costs.
- Safe Routes to School (SR2S): The SRTS Task Force met three times in January with the objective of outlining a SRTS program and activities for the coming school year, to form the basis for the SRTS grant application. Estimated costs for each item were identified. The grant budget will be finalized in early February when the infrastructure cost estimates are received from the Broadway consultant. To collect baseline data required for the grant application, a SRTS survey was sent to Thompson Middle School parents. A total of 174 questionnaires were completed. Staff will write the grant application, which is due on February 24.
- Harbor Shuttle Landside Improvements: Tear sheets and submittals have been approved by the contract engineers. The landside structures are scheduled for February construction.
- Perrotti Park Dredging: Dredging continued throughout the month of January and the project was completed on time and within budget.
- Newport Trolley Project: Staff met on January 12th with the Chamber of Commerce and the Newport Convention and Visitor's Bureau and Pare Engineering to developing plans for a shuttle type service that would serve America's Cup and Memorial Boulevard (Easton's Beach to Visitor's Center). The Chamber has paid for a consulting study that would provide options, types of vehicle, and route alternatives.
- MET School: Staff provided written guidance to the Rhode Island Department of Education regarding the suggested approval process for the proposed new MET School. This new school will be located on property to be purchased from the Housing Authority next to the Florence Gray Center. Staff is providing direction to the project as to requirements for local review and approval.
- Community Rating System (CRS): The Building Official and Alternate Building Official are working with the Rhode Island Emergency Management Agency (RIEMA) to develop and submit paperwork to reach the first level (Level 9) of the CRS program. This will eventually lead to a 5% savings in flood insurance policies. There are only three other Rhode Island communities that are currently participating in the program with the highest discount being 10% of the cost of a flood insurance policy.
- FEMA Flood Plain Ordinance: The Planning Department has created a draft floodplain ordinance. Local ordinance approval must occur prior to April 2010.

- RIDEM Trails Grant: The Planning Department is preparing a DEM Trails Grant application for completion of work to Miantonomi Tower and the restoration of eastern steps to the tower. Once complete the grant application will be reviewed by the Miantonomi Park Commission and sent to Council. The grant must have a 20% match that the City achieves in-kind.
- Building/Inspection Division Number of Inspections:

❖ Building	48
❖ Electrical	66
❖ Plumbing/Mechanical	72
❖ Municipal/Minimum Housing	66

Construction Activity:

- Eastern Resorts has begun renovations to 70 rooms at The Inn on Long Wharf and
- Wyndham at 5 Washington Street
- Demolition of 6 buildings on Cowie Street is underway in preparation for Phase 5 of Newport Heights

BOARDS AND COMMISSIONS:

Historic Preservation and Historic District Commission: Twelve new applications were received in January. One full hearing and one meeting of the Design Review Subcommittee were held.

Critical Area Review Board: No meeting was held in January.

Zoning Board of Review: Two regular meetings were held in January. Three new petitions were received. All new applications are digitized for filing, distribution and posting on our website.

Planning Board: One regular Planning Board meeting was held. The Planning Board continued review of an application to demolish a single-family structure. The Board continued the review of a CRMC permit application for Easton’s Moat rehab.

Building Board of Appeals: No meeting this month.

ZONING

Deputy Zoning Officers: In January, the DZO’s responded to twenty noise calls. Three noise citations were issued.

Snow Removal: The Municipal and Minimum Housing Inspectors canvassed the area from Broadway at the Post Office south to Morton Avenue, providing literature and guidance for the required removal of snow and ice from sidewalks after a snowstorm. The Municipal Inspector also inspected the area of Bellevue Avenue from Narragansett Avenue south to Coggeshall Avenue. Letters were sent or delivered to offending properties. In addition, the Director conducted a public workshop with the City Manager, Police Chief and Public Services Director pertaining to efforts to address snow removal within the City.

Municipal Court: 4 complaints were issued in the month of January. 1 for the owner of property where the tenants were convicted of a noise complaint, 2 for trash and 1 for unregistered vehicles.

Scanning & Document Retrieval: The scanning project has resumed as MIS installed Adobe on the linked computer so that records can appropriately be edited. We currently have 4 individuals who will provide us

70 man-hours of community service. They will be used to scan and label plans in the Building Inspection Office.

GIS: Arc Publisher is still in the process of being installed. There is a problem with the license that is being addressed by MIS. This will enable us to publish interactive plat maps on the City's web site. We hope to have this accomplished by the end of the year. Assistance was provided to Teresa Crean, URI, regarding a waterfront study being conducted by Coastal Resources Center / RI Sea Grant. In house assistance was provided to the Senior Economic Planner in a grant application.

St Claire Home Expansion. Preliminary plans for the major expansion of the St. Claire Nursing home, located on Spring Street, were reviewed by the department. This proposal calls for the demolition of two homes and the Garretson Memorial Building. Comments were received from various departments. Submittal to the Zoning Board of Review is anticipated in Feb/Mar.

COMMUNITY DEVELOPMENT:

2010 CDBG Grant Application: On January 16, 2010 staff attended the grant application workshop and received information regarding this year's application. The deadline for delivering the application to the State of R.I. is April 13 but the grant application must be completed by March 13 for review by the Planning Board and City Council at their regularly scheduled meetings. Application packages were sent to area non-profits and other interested parties and a public hearing was held on January 26 to explain the program and collect information regarding community needs.

Activity in open grants: Operating assistance payments have been ongoing at various non-profits receiving CDBG assistance in the 09-10 year.

CDBG Stimulus: This project is complete and an application to draw down expended funds has been forwarded to OHCD.

Residential Rehabilitation Loans: No activity.

CDBG Grant Activities: Grant Closeout materials have been submitted to the State for FY 2003 grant and are being prepared for FY 2004, which is fully disbursed.

Respectfully submitted: Paige R. Bronk, AICP, Director