

## September 2009 Monthly Report

### FINANCIAL SUMMARY:

There were no budget deficiencies or anomalies.

### BUDGET BALANCE:

- Planning Division 72%
- Zoning Division 74%
- Community Development Division 92%
- Inspection Division 88%

### 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
<b>TOTAL</b>	<b>\$107,274</b>	<b>\$6,581</b>	<b>\$27,165</b>	<b>\$22,658</b>	<b>\$1,500</b>

### PROJECTS:

- Historic Preservation Planner: Second interviews were conducted for two excellent finalists. Ms. Dana Titcomb was selected and was offered the position. Dana has gained significant experience and education in the field of historic preservation. She will be a significant contribution to the staff and is eager to work with the HDC and the general public. Her start date is October 13, 2009.
- Plumbing/Mechanical Inspector: Several candidates applied for the position and five short-listed applications were interviewed. Additional interviews will be conducted with the finalists prior to selecting the preferred, top candidate for hire. It is anticipated that this candidate will be selected in October.
- Planning Challenge Grant – The Planning Department has prepared and submitted a Statewide Planning Program – Planning Challenge grant application for the physical preparation and editing of the Comprehensive Land Use Plan. The City's capital funds and personnel hours are utilized as a requisite match.
- Comprehensive Land Use Plan Update (CLUP): Working meetings of the Comprehensive Land Use Plan Subcommittee continued at City Hall. On September 15, 2009, the subcommittee met to discuss Community Facilities and Services. The meeting was attended by six members of the public. The subcommittee discussed Newport's educational and utilities infrastructure. The meeting also plumbed demographic trends for opportunities to encourage families to live and work in Newport. Economic

development and quality job opportunities were identified as key components to promoting a viable community going forward.

At the September 24, 2009 meeting the subcommittee discussed land use and the implications on other interrelated Comprehensive Land Use Plan elements. The meeting at City Hall was attended by five members of the public. Much of the meeting laid ground work for further discussion of appropriate land uses for specific geographic areas. The meeting sought to emphasize the community's dynamism without sacrificing the Comprehensive Land Use Plan's protections.

The next working meeting to address "Waterfront" is scheduled for Monday, October 5, 2009 at City Hall.

- Broadway Streetscape Project: The Advisory Committee met on September 11, 2009 to review the latest alternatives and prepare for the future public meeting. A public informational meeting has been scheduled for October 1 from 4:00 to 7:00 p.m. in the Council Chambers to display the work completed to date, make a short presentation, obtain public input, and answer any questions the public may have regarding the project. In an attempt to attract participants from the community, publicity for the event was handled in a variety of ways. An 11 x 17" poster and a color brochure describing the project and advertising the event were designed by the consultants. Members of the Advisory Committee disbursed the posters and over 500 brochures throughout the community. An effort was made by Catherine Petrie of the Broadway Improvement Organization to personally contact each Broadway business to discuss/promote the project. Display ads were placed in the Newport Daily News and Newport This Week. Staff met with reporters from these papers and articles appeared in the papers on September 29 and 30. Information was also posted on the City's website. Staff also met directly with School Superintendant Jack Ambrogi regarding the project, design alternatives and requested the School Department's involvement since there are two schools within this study corridor.
- Carey School: Additional planning and inspections for the property were conducted with Facility Maintenance Staff. The basement, in particular, is the focus of attention in light of the presence of moisture and remaining school items in the building. Equipment is being ordered and staff is being prepared for the official take over of the property from the School Department on October 1, 2009. Cleanup of the interior will begin within days of assuming control of the property.
- Sheffield School: Discussions regarding future development at the school are ongoing.
- Historic District Zoning Ordinance Amendment: Staff provided additional correspondence clarifying its position and recommendations pertaining to the proposed HDC ordinance. The City Council discussed these and other recommendations at their September 23<sup>rd</sup> meeting. The City Solicitor will be reviewing the ordinance next.
- SAMP Plan (Ocean): Staff continues to participate at ongoing meetings at URI for the CRMC Ocean Special Area Management Plan that will address aquaculture, fishing, boating, and alternative energy including wind farms. For more information, visit the SAMP web site at <http://seagrant.gso.uri.edu/oceansamp/>
- J.T. Connell Development Parcel: The Coastal Extreme Brewing is still under construction, but work is nearly completed. CEB has moved out of its facility in Middletown.
- Harbor Shuttle Landside Improvements: The RIDOT and Solicitor's Office have approved the contract documents for Reagan Construction of Newport, Rhode Island. The lead time for acquiring floats is running 10-14 weeks. Final discussions with the contractor are ongoing in preparation for this work to be completed in the off season months.

- Perrotti Park Dredging: The CRMC/RIDEM Water Quality have scheduled a public review period for the submitted application. The application will be before Planning Board, Waterfront Commission and City Council in October/November. Dredging must take place between November 2009 and March 2010 so as to utilize the CAD cells of the Providence River.
- Building/Inspection Division Number of Inspections:

❖ Building	24
❖ Electrical	58
❖ Plumbing/Mechanical	30
❖ Municipal/Minimum Housing	69

New Construction Projects Underway

Major interior and exterior renovations are underway on 10 buildings at Park Holm. Also, Stop and Shop on Bellevue is beginning a large renovation project.

**BOARDS AND COMMISSIONS:**

Historic Preservation and Historic District Commission: Thirteen new applications were received in August. One regular meeting was held. Two Design Review Subcommittee meetings were held. Second interviews for the vacant Historic Preservation Planner position were conducted in August.

Critical Area Review Board: No meeting was held.

Zoning Board of Review: One regular meeting was held in August. Ten 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 agenda included the review and approval of the demolition of a single-family structure at 2-4 Halidon Terr.. The structure will be replaced in kind and on-site hazards mitigated prior to, and during, demolition.

Building Board of Appeals: No meeting this month.

**ZONING**

Deputy Zoning Officers: In September, the DZOs responded to 34 Noise calls, 10 Citations, 2 Trash Violations, 7 Short-term rental registration violations, 1 overcrowding violations, 1 weekly rental violation and 1 illegal sign..

Zoning Violations: Seven zoning complaints for owners of properties with noise violations and property nuisance complaints were filed in municipal court. The arraignment dates for these violations were set for October 19<sup>th</sup>.

Scanning & Document Retrieval: Scanning was continued through the month of September, but it is a long process that will require continued months of effort to complete the digital archiving of paper documents. Building permit scanning slowed as there was but one person from the Municipal Court sent to provide assistance through the community service program. We are dependent upon the MIS department to obtain and install a central storage drive to hold the digitized information before we can link the information to the Vision Appraisal, Opal and GIS software.

GIS: Plat map updates and corrections were made. We are preparing land maps for the upcoming Comprehensive Land Use Plan update. We are still awaiting the installation of GIS software to allow us the posting of maps to our website. A sticker parking map was prepared for the city council.

Pictometry: This aerial photography software is now being utilized for zoning investigations and as a presentation aide before the Zoning Board of Review.

Sidewalk Café Permits: The office continues to monitor the many sidewalk cafes to insure compliance.

**COMMUNITY DEVELOPMENT:**

CDBG 2009 Grant Award: Staff completed the required Environmental Reviews and submitted the required paperwork to the State OHCD on September 4. Subgrantees have been notified that they cannot proceed with projects until the City is notified by OHCD that the environmental reviews have been completed at the state level.

CDBG Stimulus: The City has completed all required actions and is now waiting for the State to provide a contract for this activity. No further action can be taken to repave Beacon Street and northern portions of Hillside Avenue until the contract with the State is executed. Staff attended a mandatory training session to learn the reporting system for these grants. Mike Tondra of OHCD has said that he will make site visits to each CDBG Stimulus recipient to oversee the filing of the reports, to insure that all the forms are completed correctly. Still no contract from the State. This is expected in October.

Residential Rehabilitation Loans: Three loans totaling \$38,462 were approved. \$3,058 was disbursed for invoices submitted for ongoing projects.

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.

Paving work was completed on Hillside and Girard Avenues.

The improvements for the Sullivan School playground have been identified and a vendor has been selected, through the US Communities procurement service. The improvements consist of protective surfacing and new play equipment, and upgrades to existing swing sets.

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Respectfully submitted: Paige R. Bronk, AICP, Director