

## December 2009 Monthly Report

**FINANCIAL SUMMARY:** There were no budget deficiencies or anomalies. Permit revenue continues to be low as a result of the weak economy which is affecting development activity.

**BUDGET BALANCE:**

- Planning Division 57%
- Zoning Division 50%
- Community Development Division 55%
- Inspection Division 58%

**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
<b>TOTAL</b>	<b>\$195,072</b>	<b>\$19,342</b>	<b>\$68,682</b>	<b>\$52,206</b>	<b>\$5,000</b>

**PROJECTS:**

- Historic Preservation: Staff has continued amending the HDC Application and has begun work to create a New Homeowner/Realtor packet for trial distribution. Staff has started compiling information and website links in preparation for revamping the HDC section of the city's website.
- Planning Challenge Grant – The Statewide Planning Program has not funded the grant request for \$20,000 to assist with editing, formatting and publication of the future Comprehensive Plan. Statewide Planning cited the proposal's lack of consistency with the intent of forwarding Transportation Plan 2025.
- Newport Trolley Project: Staff met on December 8<sup>th</sup> 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.

- Historic District Ordinance Amendment: A public meeting to review the November 4, 2008 recommendations of the Task Force is scheduled for January 12, 2010 at 5pm.
- Island Transportation Study: Staff met with the project group on December 9<sup>th</sup>. Also, staff has been providing 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 Transportation Improvement Program (TIP) submittals.
- Comprehensive Land Use Plan Update (CLUP): The Planning Department presented findings to the Planning Board at the December 2009 Board meeting. The Department will work with the Comprehensive Land Use Plan Update Subcommittee to complete an outline and schedule a public meeting to discuss the project's near term goals.
- Broadway Streetscape Project: The Consultants grouped and analyzed the public comments that were received in October and early part of November. There will be a meeting in January to discuss these with City staff.
- Safe Routes to School (SR2S): With the exception of a few parents that will be drafted at the January PTO meeting, the Task Force membership was fully assembled. It is required that the school principal, and representatives from the police and public services departments serve on the Task Force, but broad based participation is desirable. On December 16<sup>th</sup>, staff attended an informational session on the grant application, led by representatives from Statewide Planning and RIDOT. Newport would appear to be in a competitive position for applying for funding due to the fact that we have already conducted a Request for Qualifications and have engineering consultants on board to recommend and design Broadway Streetscape improvements, some of which we hope to fund through this grant. SR2S funds may also be used to pay for the final engineering plans and specs to be put out to bid. Total grant funding available to Newport is assumed to be over \$200,000.
- Harbor Shuttle Landside Improvements: Shop drawings have been accepted and approved. Construction materials have been ordered and plans are ready for mobilization. Reagan was previously awarded to contract for this work to be completed this winter.
- Perrotti Park Dredging: Bids were received and funding identified for project completion. The lowest most responsible bidder was contracted and project commenced. Permitting deadline for project completion is January 31, 2010.
- MET School: Staff met with representatives from the Newport Housing Authority and the Rhode Island Department of Education to discuss steps required for the future construction of the 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 is reviewing newly created FIRM Maps and model floodplain ordinance. The proposed ordinance will be adapted for the community's use. The FEMA deadline is April, 2010. Local approval will need to occur prior to this date.

- Administrative Subdivision: The Planning Department approved an administrative subdivision and forwarded the results to the Board for inclusion into the record.
- Building/Inspection Division Number of Inspections:

❖ Building	39
❖ Electrical	71
❖ Plumbing/Mechanical	53
❖ Municipal/Minimum Housing	69

**Construction Activity:**

Renovations to 10 residential buildings (30 units) at Park Holm are underway.  
 Construction of 8 residential buildings (32 units) at 231 Maple Ave. are ongoing  
 Restoration/renovation of the Casino Theater on Freebody Street has begun

**BOARDS AND COMMISSIONS:**

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

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

Zoning Board of Review: One regular meeting was held in November. Fifteen 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 recommended approval of a Special Use Permit.

Building Board of Appeals: No meeting this month.

**ZONING**

Deputy Zoning Officers: In November, the DZO's responded to few noise calls as Salve was closed for the holidays.

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 3 individuals who will provide us 60 man-hours of community service. They will be used to scanned and labeled plans in the Building Inspection Office.

GIS: Arc Publisher was purchased and is still in the process of being installed. 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.

St Claire Home Expansion. Preliminary plans for the major expansion of the St. Claire Nursing home, located on Spring Street, were delivered to the department. This proposal calls for the demolition of two homes and the Garretson Memorial Building. Copies of the plans were submitted to the city staff for preliminary review and comments. Submittal to the Zoning Board of Review is anticipated in Feb/Mar.

**COMMUNITY DEVELOPMENT:**

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

CDBG Stimulus: Narragansett Improvement Company completed the Beacon Street/Hillside Avenue paving and sidewalk repairs on December 4. On December 9 staff attended a training on the use of the online ARRA Jobs reports to be submitted to the Rhode Island Office of Housing and Community Development.

Residential Rehabilitation Loans: Two disbursements totaling \$10,745 were made on home repair loans. No new loans were closed this month.

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