

November 2009 Monthly Report

FINANCIAL SUMMARY: There were no budget deficiencies or anomalies.

BUDGET BALANCE:

- Planning Division 64%
- Zoning Division 57%
- Community Development Division 62%
- Inspection Division 65%

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	-
TOTAL	\$161,632	\$13,281	\$39,309	\$33,599	\$1,500

PROJECTS:

- Historic Preservation Planner: Staff has been working to update and simplify the HDC Application. In addition, staff has been working to build connections within the community including meetings with homeowners, contractors and architects. The Director and Planner were invited and attended a meeting at the Preservation Society of Newport County.
- Standard and Poor Bond Rating: Staff participated in a half day meeting with S&P and prepared materials for their visit. Materials provided documented recent, ongoing and future development projects. In addition, S&P was provided a tour of the city by PZD&I and Finance Department staff.
- RIPTA Street Benches: Eight (8) RIPTA benches that could not be used in Portsmouth were transported to Newport for use. Five benches replaced older ones on Memorial Boulevard. One was added to the corner of East Bowery and Bellevue. The two remaining benches will be added in the future to the corner of Thames and Howard Wharf. PZD&I has coordinated closely with Scott Wheeler for implementation on this project.
- Plumbing/Mechanical Inspector: Joseph Francis was selected as the top candidate for the "Plumbing and Mechanical Inspector." As a result, he was offered the position and he accepted. His start date

was Monday November 23rd. The department and city will benefit greatly from Joseph's experience, education, professionalism, and customer service skills.

- Planning Challenge Grant – Staff is still awaiting a decision from the RI Statewide Planning Program pertaining to a submitted grant proposal. We anticipate an award no later than December 2009. We had requested nearly \$20,000 to assist with editing, formatting and publication of the future Comprehensive Plan. Local CIP Comprehensive Plan funds were used as a grant match.
- Newport Heights Phase IV: Two PZD&I staff members attended the ribbon cutting event for the completed Phase IV project on November 16th.
- Newport Trolley Project: Staff continues to work 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: Staff met with the City Solicitor's Office and was briefed on their findings. A memo was being developed to be forwarded to the City Council regarding the legal analysis.
- Former U.S. Navy Hospital: Navy personnel conducted a facility tour with the AIPC, members of the City Council, City Manager, and PZD&I Department staff on November 20, 2009.
- Island Transportation Study: Staff attended a meeting with the Steering Committee and consultant on November 10th. The results of the public meeting conducted in October were discussed as well as project goals, existing conditions and potential future development scenarios. 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 Comprehensive Land Use Plan Update Subcommittee is working to compile the results of the summer/fall meetings. Once the compilation is complete, the subcommittee will reconvene, possibly mid-December, to discuss the findings and plan a public meeting early 2010.
- Broadway Streetscape Project: The Consultants grouped and analyzed the public comments and will meet in December to discuss these with City staff.
- Safe Routes to School (SR2S): Staff met with Eric Thomas, who is enthusiastic about establishing a SR2S program at Thompson Middle School. Various City staff have been contacted to participate on the (mandatory) SR2S Task Force which will oversee the project. 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. The grant RFP was received from Statewide Planning and the deadline to submit an application for grant funding is February 24, 2010. The Director is scheduled to make a presentation on the program at the Thompson PTO meeting on December 1.
- Carey School: Facility Maintenance staff has continued to maintain the property.
- Sheffield School: Discussions regarding future development at the school are ongoing.

- 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/>
- SAMP Plan (West Side): On November 17th, staff attended a meeting with CRMC and island staff on identification of development and environmental parcels along the western side of the island. Natural resource data was presented by CRMC and URI/CRC in helping to make land use determinations.
- Harbor Shuttle Landside Improvements: The contract documents have been executed and shop drawings created for floating docks. The contractor has ordered materials for piles on the gazebo structure. Construction mobilization awaiting arrival of materials on-site.
- Perrotti Park Dredging: PZD&I Department staff provided support to the Harbormaster in issuing the RFP for a dredging contractor through the Purchasing Department. Bids are due in early December.
- 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.
- Building/Inspection Division Number of Inspections:

❖ Building	43
❖ Electrical	77
❖ Plumbing/Mechanical	32
❖ Municipal/Minimum Housing	100

BOARDS AND COMMISSIONS:

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

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

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 approved the demolition of a single-family structure. Also, the Board approved a minor subdivision.

Building Board of Appeals: No meeting this month.

ZONING

Deputy Zoning Officers: In November, the DZOs responded to 19 Noise calls, 8 Citations, 3 Short-term rental registration violations, and 1 assist.

Scanning & Document Retrieval: The scanning project was suspended until MIS could install Adobe on the linked computer so that records can appropriately be linked. Such software is anticipated in December.

GIS: Arc Publisher was purchased and is 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.

COMMUNITY DEVELOPMENT:

Activity in open grants: The EBCAP Head Start drainage improvements were completed. Playground improvements were completed at the Sullivan School Family Center. Operating assistance payments have been initiated at various non-profits receiving CDBG assistance in the 09-10 year.

CDBG Stimulus: Narragansett Improvement Company worked off-and-on during the month, weather permitting, on sidewalk repairs and paving on Beacon Street and Hillside Avenue. Staff has attended 2 mandatory trainings on the use of the online Federal Reporting system.

Residential Rehabilitation Loans: Three disbursements totaling \$6,542 were made on home repairs. 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