

**CITY OF NEW BERN
BOARD OF ALDERMEN MEETING
NOVEMBER 26, 2019 – 6:00 P.M.
CITY HALL COURTROOM
300 POLLOCK STREET**

1. Meeting opened by Mayor Dana E. Outlaw. Prayer Coordinated by Alderwoman Harris. Pledge of Allegiance.
2. Roll Call.

Consent Agenda

3. Consider Adopting a Resolution to Close the 300 Block of Pollock Street for Christ Episcopal Church's Community Christmas Caroling Event.
4. Considering Adopting a Resolution to Close Specific Streets for the Sudan Shriners' Annual Winter Ceremonial Parade.
5. Consider Adopting a Resolution to Call for a Public Hearing to Rezone 2403 Trent Road from C-4 Neighborhood Business District to C-3 Commercial District.
6. Consider Approving a Proclamation for GivingTuesday.
7. Approve Minutes.

8. Conduct a Public Hearing and Consider Adopting an Ordinance to Annex 310 South Street.
9. Conduct a Public Hearing and Consider Adopting an Ordinance to Annex 618 W. Thurman Road.
10. Appointment(s).
11. Attorney's Report.
12. City Manager's Report.
13. New Business.
14. Closed Session.
15. Adjourn.

INDIVIDUALS WITH DISABILITIES REQUIRING SPECIAL ASSISTANCE SHOULD CALL
639-7501 NO LATER THAN 3 P.M. THE DATE OF THE MEETING

Aldermen

Sabrina Bengel
Jameesha Harris
Robert V. Aster
Johnnie Ray Kinsey
Barbara J. Best
Jeffrey T. Odham



300 Pollock Street, P.O. Box 1129
New Bern, NC 28563-1129
(252) 636-4000

Dana E. Outlaw
Mayor
Mark A. Stephens
City Manager
Brenda E. Blanco
City Clerk

Memo to: Mayor and Board of Aldermen
From: Mark A. Stephens, City Manager
Date: November 22, 2019
Re: November 26, 2019 Agenda Explanations

1. Meeting opened by Mayor Dana E. Outlaw. Prayer Coordinated by Alderwoman Harris. Pledge of Allegiance.
2. Roll Call.

Consent Agenda

3. Consider Adopting a Resolution to Close the 300 Block of Pollock Street for Christ Episcopal Church's Community Christmas Caroling Event.

(Ward 1) John Haroldson, Event Coordinator, has requested the 300 block of Pollock Street be closed on December 19, 2019 from 5 p.m. to 7 p.m. for Christ Episcopal Church's community caroling event. A memo from Foster Hughes, Director of Parks and Recreation, is attached.

4. Considering Adopting a Resolution to Close Specific Streets for the Sudan Shriners' Annual Winter Ceremonial Parade.

On behalf of the Sudan Shriners, Sharon Evans has requested the 400-800 blocks of George Street, 400-600 blocks of Broad Street, and the 200-300 blocks of Middle Street be closed to vehicular traffic on January 25, 2020 from 10 a.m. until 2 p.m. for the Shriners' Annual Winter Ceremonial Parade. It was also requested that the south side lane of Broad Street be closed to parking from 12 a.m. until the conclusion of the parade. A memo from Mr. Hughes is attached.

5. Consider Adopting a Resolution to Call for a Public Hearing to Rezone 2403 Trent Road from C-4 Neighborhood Business District to C-3 Commercial District.

(Ward 3) M.W. Properties of Eastern North Carolina, LLC has submitted a request to rezone 1.31 acres located at 2403 Trent Road from C-4 Neighborhood Business District to C-3 Commercial District. The Planning and Zoning Board approved the request at their October 1, 2019 meeting. It is requested a public hearing be held on December 10, 2019 to receive public comment and consider the rezoning request. A memo from Jeff Ruggieri, Director of Development Services, is attached.

6. Consider Approving a Proclamation for GivingTuesday.

Theresa Lee has requested a proclamation observing the first Tuesday after Thanksgiving as GivingTuesday. GivingTuesday is a celebration of philanthropy and volunteerism and encourages citizens to serve during the holiday season and at other times of the year. The proclamation is perpetual.

7. Approve Minutes.

Draft minutes of the November 12, 2019 meeting are provided for review and approval.

8. Conduct a Public Hearing and Consider Adopting an Ordinance to Annex 310 South Street.

(Ward 1) John and Laura Lambert, property owners, petitioned the City to annex 0.733 acres of land located at 310 South Street. The property is located in Number Two (2) Township and is situated off Sandy Point Road in the Bridgeton area. This public hearing was called for at the Board's previous meeting. After conducting the hearing, the Board is asked to consider adopting an ordinance to annex the property. A memo from Mr. Ruggieri is attached along with a map of the property.

9. Conduct a Public Hearing and Consider Adopting an Ordinance to Annex 618 W. Thurman Road.

(Ward 3) Charles and Dana Riddick, property owners, have petitioned the City to annex 6.10 acres located at 618 W. Thurman Road. The property is further identified as Craven County Tax Parcel 7-109-15001. The Board called for this public hearing at its last meeting. After conducting the hearing, the Board is asked to consider adopting an ordinance to annex the property. As a reminder, this is the property for which a sewer-use agreement was approved at the Board's October 22nd meeting. A memo from Mr. Ruggieri is attached along with a map of the property.

10. Appointment(s).

Jerry Walker's first term on the Planning & Zoning Board expired June 30, 2019. Alderman Bengel made a motion to reappoint him for an additional term, but he has respectfully declined. Therefore, Alderman Bengel is asked to make a new appointment to serve a three-year term.

11. Attorney's Report.

12. City Manager's Report.

13. New Business.

14. Closed Session.

15. Adjourn.

AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider adopting a Resolution to close the 300 block of Pollock Street.

Date of Meeting: 11/26/2019	Ward # if applicable: Ward 1
Department: Parks & Recreation	Person Submitting Item: Foster Hughes, CPRE
Call for Public Hearing: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Public Hearing:

Explanation of Item:	John Haroldson with Christ Episcopal Church has requested to close the 300 block of Pollock Street to vehicle traffic for the Community Christmas Caroling event on Thursday, December 19, 2019 from 5:00 p.m. until 7:00 p.m.
Actions Needed by Board:	Adopt the Resolution
Backup Attached:	Resolution – Memo – Application - Map

Is item time sensitive? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will there be advocates/opponents at the meeting? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Cost of Agenda Item:
If this requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director? <input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes:

Aldermen

Sabrina Bengel
Jameesha Harris
Bobby Aster
Johnnie Ray Kinsey
Barbara J. Best
Jeffrey T. Odham



Foster Hughes, CPRE
Director of Parks & Recreation

Dana E. Outlaw
Mayor
Mark A. Stephens
City Manager
Brenda E. Blanco
City Clerk



Memo To: Mayor and Board of Aldermen

From: Foster Hughes, CPRE
Parks and Recreation Director

Re: Adopt Resolution to close the 300 block of Pollock Street to vehicle traffic for Christ Episcopal Church Community Christmas Caroling from 5:00 p.m. until 7:00 p.m. on Thursday, December 19, 2019.

Background Information:

John Haroldson with Christ Episcopal Church has requested to close the 300 block of Pollock Street to vehicle traffic for Community Christmas Caroling event on Thursday, December 19, 2019 from 5:00 p.m. until 7:00 p.m.

Recommendation:

The Parks and Recreation Department recommends approval and request the Board adopt a Resolution approving the request.

If you have any questions concerning this matter, please call.

1307 Country Club Rd
New Bern, NC 28562
Office 252 639-2901
Fax 252 636-4138

RESOLUTION

THAT WHEREAS, Christ Episcopal Church has scheduled their annual Community Christmas Caroling and has requested the 300 block of Pollock Street be closed to vehicular traffic from 5:00 p.m. until 7:00 p.m. on Thursday, December 19, 2019; and

WHEREAS, the Director of Parks and Recreation of the City of New Bern recommends the street be closed as requested.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN:

That the 300 block of Pollock Street be closed to vehicular traffic from 5:00 p.m. until 7:00 p.m. on Thursday, December 19, 2019 for the Christ Episcopal Church Community Christmas Caroling event.

ADOPTED THIS 26th DAY NOVEMBER 2019.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

Thursday
Dec. 19, 2019

CITY OF NEW BERN

APPLICATION FOR PUBLIC ASSEMBLY, PARADE & SPECIAL EVENTS IN CITY PARKS

This application is hereby made for a permit to hold a Public Assembly and/or Parade as described in the City of New Bern Code of Ordinances (Sec. 66-85; 66-86; and 66-87) – Public Assemblies and Parades. This application along with attachments must be presented at least 60 days prior to the event date.

Festival – A concert, fair, festival, exhibit, athletic event, promotion, community event, block party, or similar event.

Parade – A march, ceremony, pageant, procession or other similar activities consisting of persons, animals, vehicles or things, or any combination thereof, that disrupts the normal flow of traffic upon any public street.

Public Assembly – A festival or demonstration which is reasonably anticipated to obstruct the normal flow of traffic upon any public street and that is collected together in one place; or a festival in any city-controlled park.

Name of Event/Activity: Community Christmas Caroling

Organization Name: Christ Episcopal Church

Responsible Contact: John Haroldson

Address: P. O. Box 1169

City: New Bern State: NC Zip code: 28563-1169

Phone: 252-638-8300 Alternate Phone: 252-514-7392

Email: joharoldson@me.com

Type of Event: ☐ Demonstration ☐ Festival ☐ Parade

Date of Event: 12/19/19 Proposed Rain Date: NA

Event Set up time: 5pm Event Tear Down Completed Time: 7pm

Event Start Time: 6pm Event End Time: 7pm

What is the specific location and/or route of the proposed event? (Attach additional information if needed)
300 block of Pollock Street

Note: A detailed map of the proposed route as well as a specific list of streets is required. The specific location of the Public Assembly must include the aerial overview with location marked. *Festivals/Events require detailed aerial map with complete layout.*

What is the purpose of this event? Please be detailed in your description - (Attach additional information if needed)
Singing of Christmas carols for all interested persons

Estimated attendance: 150; Attendance not to exceed: 500

**Note: If more than 1,000 in attendance is expected 1) Proof of Crowd Manager Training Certification is required. Training is available at the following link: http://www.newbernnc.gov/departments/fire_department/crowd_manager_training.php 2) Public Safety Plan is required. Information must be submitted with application. For additional info, please contact the Fire Marshall at 252-639-2931.*

Tents # NA Sizes _____ Provide additional info as needed (Note: Tents 700 sq. ft. or bigger must be inspected by Fire Marshall.)

How will you handle trash generated from the event?

We are requesting # 0 trash cans.

☒ We will provide our own bags & dispose of any trash generated ourselves.

☐ We request that City Staff dispose of all trash generated. We understand additional fees will be charged for this service, including the cost of labor, and materials (bags, etc.) used.

Are you requesting any City of New Bern Street Closures?

☒ Yes*

☐ No

*Any street closures require approval of the Board of Aldermen. Street closures must be received **at least 60 days in advance** for consideration. Street closures require barricades. A fee of \$5.00 per barricade must be paid 48 business hours prior to the event.

*What Street(s) are you requesting to close? Be specific: 300 block of Pollock Street

Are you requesting any State Road or Bridge closures?

☐ Yes*

☒ No

*If yes, a 90 day notice and application is required by the NCDOT for in order to consider state roads or bridges. For additional information, please call NCDOT Office at 252-439-2816. The State Road/Bridge Closure permit must be attached to this application.

If this event includes the use of floats, vehicles, placards, loud speakers, or mechanical devices of any type, please provide a detailed explanation of their use, purpose and number.

Will Inflatables or other Play features be part of this event?

☐ Yes

☒ No (Additional insurance may be required)

Will Food Vendors or Commercial/Non-Profit vendors be part of this event?

☐ Yes

☒ No

(If you answered YES, Additional Fees apply. A detailed list of all vendors is required.)

The following items are required and must be attached at the time of Application:

☒ A detailed map – including the location, route with beginning and ending point and street names included.

☐ Petition of Signatures – of business/residents affected – If roads are closed.

The following items are required within **two (2) business days of the event or event shall be cancelled:**

☐ Certificate of Insurance – Listing the City of New Bern, PO Box 1129, New Bern, NC as "Additional Insured".

☐ List of all food/commercial/non-profit vendors.

☐ Payment in full of applicable fees and charges.

I attest that I am authorized on behalf of this group/organization to request the permit for the activities prescribed herein. I understand that this application must be submitted with full details and attachments. I understand that additional fees and charges may be incurred. Those charges include set-up tear down time for staff, rental of barricades, Public Safety, Trash collection, damages, etc. I further understand that failure to provide the requested information within the specified timelines shall result in application being denied. I agree to indemnify and hold harmless the City of New Bern, its departments, agents, employees, officials and volunteers for any injury, illness or damage to person or property during this activity.

The following items must be submitted with Application:

☐ Completed & Signed Application

☒ Detailed maps of parade route and/or festival layout

☐ Petition of signatures (if road closure is requested)

☐ Proof of Crowd Manager training & Public Safety Plan (if attendance is 1,000 or more)

Authorized Signature

11/7/19

Date

All documents have been provided and this application is recommended for approval

Veronica E. Mittels

Administrative Support Supervisor

Date

This application has been approved.

Director of Parks & Recreation

Date

Total Anticipated Charges

Barricades: # 4
\$ _____

Trash Collection:
\$ _____

City Staff: # _____
\$ _____

Vendor Fees # _____
\$ _____

Park/Facility Rental:
\$ _____

Total Due: \$ 20.00

- ☐ Have HOA's been notified? ☐ Yes ☐ No Spoke with: _____
- ☐ Approved by Department Date: _____ Staff Initials: _____
- ☐ Submitted for Board Approval Date: _____ Staff Initials: _____
- ☐ All Paperwork collected Date: _____ Staff Initials: _____
- ☐ All fees collected \$ _____ Date: _____ Staff Initials: _____

City Sponsored Event

☐ Yes ☐ No

Updated 6-3-2019

AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider adopting a Resolution to close streets for Sudan Shriners Annual Winter Ceremonial Parade.

Date of Meeting: 11/26/2019	Ward # if applicable: Ward 1
Department: Parks & Recreation	Person Submitting Item: Foster Hughes, CPRE
Call for Public Hearing: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Public Hearing: Click or tap to enter a date.

Explanation of Item:	Sharon Evans with the Sudan Shriners has requested to close the 400-800 blocks of George Street, 400-600 blocks of Broad Street, and the 200-300 blocks of Middle Street to vehicle traffic for Sudan Shriners Annual Winter Ceremonial Parade from 10:00 a.m. until 2:00 p.m., along with the south side (east bound lane) of Broad Street closed to parking from 12:00 a.m. until the conclusion of the parade on Saturday, January 25, 2020.
Actions Needed by Board:	Adopt the Resolution
Backup Attached:	Resolution – Memo – Application - Map

Is item time sensitive? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will there be advocates/opponents at the meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No

Cost of Agenda Item:
If this requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director? <input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes:

Aldermen

Sabrina Bengel
Jameesha Harris
Bobby Aster
Johnnie Ray Kinsey
Barbara J. Best
Jeffrey T. Odham



Foster Hughes, CPRE
Director of Parks & Recreation

Dana E. Outlaw
Mayor
Mark A. Stephens
City Manager
Brenda E. Blanco
City Clerk



Memo To: Mayor and Board of Aldermen

From: Foster Hughes, CPRE
Director of Parks & Recreation

Re: Street Closures for Sudan Shriners Annual Winter Ceremonial Parade

Background Information:

Sharon Evans with the Sudan Shriners has requested to close the 400-800 blocks of George Street, 400-600 blocks of Broad Street, and the 200-300 blocks of Middle Street to vehicle traffic for Sudan Shriners Annual Winter Ceremonial Parade from 10:00 a.m. until 2:00 p.m., along with the south side (east bound lane) of Broad Street closed to parking from 12:00 a.m. until the conclusion of the parade on January 25, 2020.

Recommendation:

The Parks and Recreation Department recommends approval and request the Board adopt a Resolution approving the request.

If you have any questions concerning this matter, please call.

1307 Country Club Rd
New Bern, NC 28562
Office 252 639-2901
Fax 252 636-4138

RESOLUTION

THAT WHEREAS, the Sudan Shriners have scheduled their Annual Winter Ceremonial Parade and has requested that specific streets be closed to vehicular traffic from 10:00 a.m. to 2:00 p.m. on Saturday, January 25, 2020, for line-up of the parade. The streets to be closed are the 400-800 blocks of George Street, 400-600 blocks of Broad Street, and 200-300 blocks of Middle Street. It has also been requested that the south side (eastbound lane) of Broad Street be closed to parking from 12:00 a.m. until the conclusion of the parade; and

WHEREAS, the Director of Parks and Recreation of the City of New Bern recommends the streets be closed as requested.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN:

1. That the 400-800 blocks of George Street, 400-600 blocks of Broad Street, and 200-300 blocks of Middle Street be closed to vehicular traffic from 10:00 a.m. until 2:00 p.m. on January 25, 2020 for the Sudan Shriners' Annual Winter Ceremonial Parade; and

2. That the south side (eastbound lane) of Broad Street be closed to parking on the same date from 12:00 a.m. until the conclusion of the parade.

ADOPTED THIS 26th DAY OF NOVEMBER 2019.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

Parade Map

Sat. 1/25/2020
City Sponsor

CITY OF NEW BERN

APPLICATION FOR PUBLIC ASSEMBLY, PARADE & SPECIAL EVENTS IN CITY PARKS

This application is hereby made for a permit to hold a Public Assembly and/or Parade as described in the City of New Bern Code of Ordinances (Sec. 66-85; 66-86; and 66-87) – Public Assemblies and Parades. This application along with attachments must be presented at least 60 days prior to the event date.

Festival – A concert, fair, festival, exhibit, athletic event, promotion, community event, block party, or similar event.

Parade – A march, ceremony, pageant, procession or other similar activities consisting of persons, animals, vehicles or things, or any combination thereof, that disrupts the normal flow of traffic upon any public street.

Public Assembly – A festival or demonstration which is reasonably anticipated to obstruct the normal flow of traffic upon any public street and that is collected together in one place; or a festival in any city-controlled park.

Name of Event/Activity: Shriners Parade

Organization Name: Sudan Shriners

Responsible Contact: Sharon A. Evans

Address: P. O. Box 12829

City: New Bern State: NC Zip code: 28561

Phone: 252-637-5197 Alternate Phone: _____

Email: sevens@sudaneshriners.com

line-up
11am
step off
12 noon

Type of Event: ☐ Demonstration ☐ Festival ☒ Parade

Date of Event: January 25, 2020 Proposed Rain Date: _____

Event Set up time: 10:00 Event Tear Down Completed Time: 2:00

Event Start Time: 11:00 Event End Time: 12:00

What is the specific location and/or route of the proposed event? (Attach additional information if needed)

The route will follow along George Street to Broad Street, onto Middle Street and disband on
S. Front St. near BB&T and the DoubleTree

Note: A detailed map of the proposed route as well as a specific list of streets is required. The specific location of the Public Assembly must include the aerial overview with location marked. Festivals/Events require detailed aerial map with complete layout.

What is the purpose of this event? Please be detailed in your description - (Attach additional information if needed)

Winter Ceremonial parade - annual event, 4th Sat. in January. Positive exposure and public relations
for the Shriners and for the citizens of New Bern

Estimated attendance: 700; Attendance not to exceed: 800.

*Note: If more than 1,000 in attendance is expected 1) Proof of Crowd Manager Training Certification is required. Training is available at the following link: http://www.newbernnc.gov/departments/fire_department/crowd_manager_training.php 2) Public Safety Plan is required. Information must be submitted with application. For additional info, please contact the Fire Marshal at 252-639-2931.

Tents # _____ Sizes _____ Provide additional info as needed (Note: Tents 700 sq. ft. or bigger must be inspected by Fire Marshal.)

How will you handle trash generated from the event?

We are requesting # _____ trash cans.

☐ We will provide our own bags & dispose of any trash generated ourselves.

☐ We request that City Staff dispose of all trash generated. We understand additional fees will be charged for this service, including the cost of labor, and materials (bags, etc.) used.

Are you requesting any City of New Bern Street Closures?

☒ Yes*

☐ No

*Any street closures require approval of the Board of Aldermen. Street closures must be received at least 60 days in advance for consideration. Street closures require barricades. A fee of \$5.00 per barricade must be paid 48 business hours prior to the event.

*What Street(s) are you requesting to close? Be specific: George St., Broad St. and Middle Street

Are you requesting any State Road or Bridge closures?

☐ Yes*

☒ No

*If yes, a 90 day notice and application is required by the NCDOT for in order to consider state roads or bridges. For additional information, please call NCDOT Office at 252-439-2816. The State Road/Bridge Closure permit must be attached to this application.

If this event includes the use of floats, vehicles, placards, loud speakers, or mechanical devices of any type, please provide a detailed explanation of their use, purpose and number.

Will Inflatables or other Play features be part of this event? ☐ Yes ☒ No (Additional Insurance may be required)

Will Food Vendors or Commercial/Non-Profit vendors be part of this event? ☐ Yes ☒ No

(If you answered YES, Additional Fees apply. A detailed list of all vendors is required.)

The following items are required and must be attached at the time of Application:

☒ A detailed map – including the location, route with beginning and ending point and street names included.

☐ Petition of Signatures – of business/residents affected – if roads are closed.

The following items are required within two (2) business days of the event or event shall be cancelled:

☒ Certificate of Insurance – Listing the City of New Bern, PO Box 1129, New Bern, NC as "Additional Insured".

☐ List of all food/commercial/non-profit vendors.

☐ Payment in full of applicable fees and charges.

Can send
after Jan 1, 2020
(when new year takes over)

I attest that I am authorized on behalf of this group/organization to request the permit for the activities prescribed herein. I understand that this application must be submitted with full details and attachments. I understand that additional fees and charges may be incurred. Those charges include set-up tear down time for staff, rental of barricades, Public Safety, Trash collection, damages, etc. I further understand that failure to provide the requested information within the specified timelines shall result in application being denied. I agree to indemnify and hold harmless the City of New Bern, its departments, agents, employees, officials and volunteers for any injury, illness or damage to person or property during this activity.

The following items must be submitted with Application:

☒ Completed & Signed Application

☒ Detailed maps of parade route and/or festival layout

☐ Petition of signatures (if road closure is requested)

☐ Proof of Crowd Manager training & Public Safety Plan (if attendance is 1,000 or more)

Sharm Evans, Office Manager

Authorized Signature

10-11-19

Date

All documents have been provided and this application is recommended for approval

Veronica E. M. Attacks

Administrative Support Supervisor

11/7/19

Date

This application has been approved.

Director of Parks & Recreation

Date

Total Anticipated Charges

Barricades: # _____

\$ _____

Trash Collection: # _____

\$ _____

City Staff: # _____

\$ _____

Vendor Fees # _____

\$ _____

Park/Facility Rental: # _____

\$ _____

Total Due: \$

- ☐ Have HOA's been notified? ☐ Yes ☐ No Spoke with: _____
- ☐ Approved by Department Date: _____ Staff Initials: _____
- ☐ Submitted for Board Approval Date: _____ Staff Initials: _____
- ☐ All Paperwork collected Date: _____ Staff Initials: _____
- ☐ All fees collected \$ _____ Date: _____ Staff Initials: _____

City Sponsored Event

☐ Yes ☐ No

Updated 6-3-2019

AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider adopting a Resolution calling for a Public Hearing to Rezone Craven County PID# 8-043-007 located at 2403 Trent Road.

Date of Meeting: 11/26/2019	Ward # if applicable: Ward 3
Department: Development Services	Person Submitting Item: Jeff Ruggieri
Call for Public Hearing: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date of Public Hearing: 12/10/2019

Explanation of Item:	Consider adopting a Resolution calling for a Public Hearing to be held on 12/10/2019 for the rezoning of 1.31 acres located at 2403 Trent Road from C-4 Neighborhood Business District to C-3 Commercial District.
Actions Needed by Board:	Consider adopting a Resolution calling for a Public Hearing to Rezone Craven County Parcel 8-043-007.
Backup Attached:	Memo, Resolution, Map site information

Is item time sensitive? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will there be advocates/opponents at the meeting? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Cost of Agenda Item:
If this requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Additional Notes:



MEMORANDUM

TO: Mayor Dana Outlaw, City of New Bern Board of Aldermen

FROM: Jeff Ruggieri, Director Development Services

DATE: 11/15/19

SUBJECT: Consider Adopting a Resolution Calling for a Public Hearing to be held on 12/10/2019 to Rezone 2403 Trent Rd (Craven County PID# 8-043-007)

Background: The property owner is M W Properties of Eastern North Carolina LLC is requesting to rezone 1.31 acres located at 2403 Trent Road from C-4 Neighborhood Business District to C-3 Commercial District. The property is further identified as Craven County Parcel Identification Number 8-043-007 (Ward 3). The request was heard by the Planning and Zoning Board on 10/1/2019 and was approved.

Staff Recommendation: Consider Adopting a Resolution to Call for a Public Hearing to be held on 12/10/2019 for the rezoning request by applicant M W Properties of Eastern North Carolina LLC to rezone 1.31 acres located at 2403 Trent Road from C-4 Neighborhood Business District to C-3 Commercial District. The property is further identified as Craven County Parcel Identification Number 8-043-007.

Please contact Jeff Ruggieri at 252.639.7587 should you have questions or need additional information.

RESOLUTION BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN

WHEREAS, the Board of Aldermen of the City of New Bern desires to call for a public hearing to receive public comments on a request to rezone 1.31+/- acres located at 2403 Trent Road from C-4 Neighborhood Business District to C-3 Commercial District. The property is further identified as Craven County Parcel Identification Number 8-043-007.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN:

That a public hearing will be conducted by the Board of Aldermen of the City of New Bern at 6:00 PM on Tuesday, December 10, 2019 in the City Hall Courtroom, or as soon thereafter as the matter may be reached, in order that all interested parties may be given an opportunity to be heard on a request to rezone 1.31+/- acres located at 2403 Trent Road from C-4 Neighborhood Business District to C-3 Commercial District. The property is further identified as Craven County Parcel Identification Number 8-043-007.

ADOPTED THIS THE 26th DAY OF NOVEMBER, 2019.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK



Craven County GIS 2403 Trent Road Rezoning

Craven County does NOT warrant the information shown on this map and should be used ONLY for tax assessment purposes. Printed on September 26, 2019 at 5:44:06 PM



1 inch = 236 feet

AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider Approving a Proclamation for GivingTuesday

Date of Meeting: 11/26/2019	Ward # if applicable: N/A
Department: City Clerk	Person Submitting Item: Brenda Blanco
Call for Public Hearing: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Public Hearing: N/A

Explanation of Item:	Tharesa Lee has requested a proclamation for the observance of GivingTuesday
Actions Needed by Board:	Consider approving proclamation
Backup Attached:	Proclamation

Is item time sensitive? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will there be advocates/opponents at the meeting? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Cost of Agenda Item: \$0
If this requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director? <input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Notes:



MAYOR'S OFFICE P R O C L A M A T I O N

WHEREAS, GivingTuesday is a celebration of philanthropy and volunteerism where people give whatever they are able to give; and

WHEREAS, GivingTuesday is a day where citizens work together to share commitments, rally for favorite causes, build a stronger community, and think about other people; and

WHEREAS, it is fitting and proper on GivingTuesday and on every day to recognize the tremendous impact of philanthropy, volunteerism, and community service in the City of New Bern; and

WHEREAS, GivingTuesday is an opportunity to encourage citizens to serve others throughout this holiday season and during other times of the year.

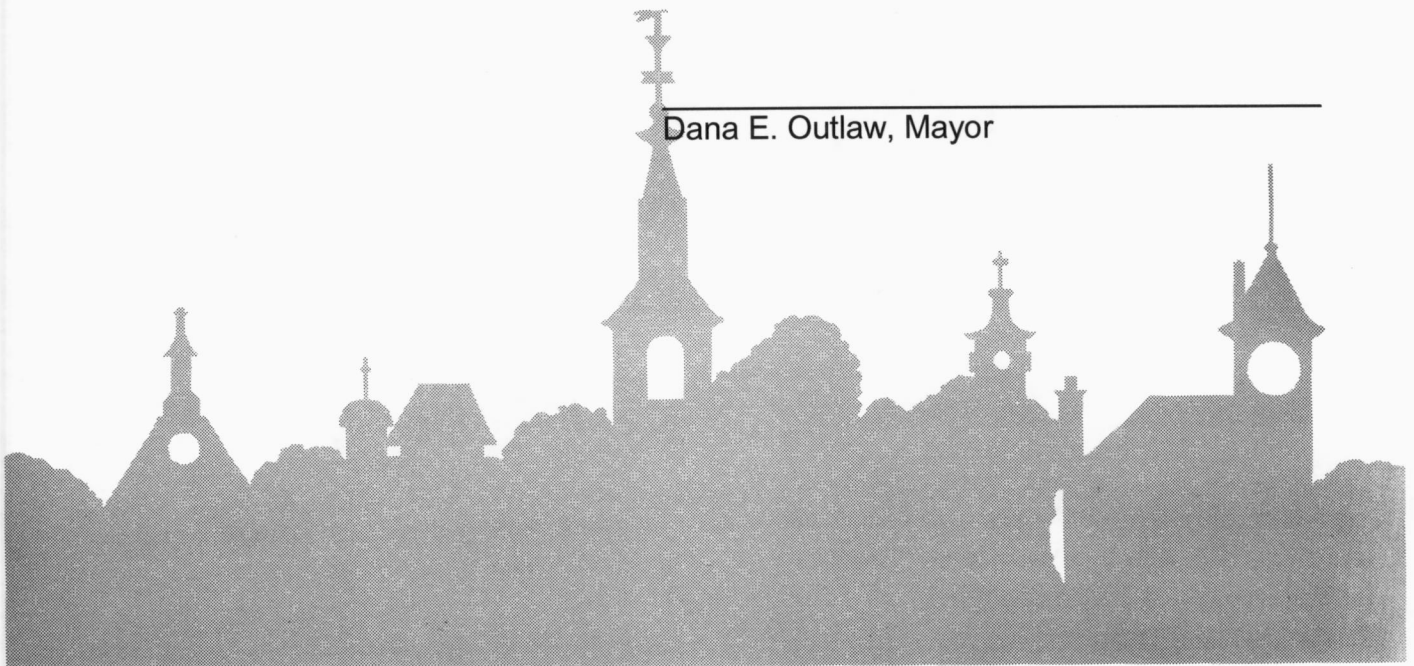
NOW, THEREFORE, I, Dana E. Outlaw, Mayor of the City of New Bern, North Carolina, on behalf of the New Bern Board of Aldermen, do hereby proclaim the firstTuesday following Thanksgiving as

GivingTuesday

in the City of New Bern and encourage all citizens to join together to give back to the community in any way that is personally meaningful.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the City of New Bern this the 26th day of November in the year of our Lord Two Thousand and Nineteen.

Dana E. Outlaw, Mayor



AGENDA ITEM COVER SHEET

Agenda Item Title:

Conduct a Public Hearing & Consider Adopting an Ordinance to Annex the property located at 310 South Street.

Date of Meeting: 11/26/2019	Ward # if applicable: Ward 1
Department: Development Services	Person Submitting Item: Jeff Ruggieri, Director of Development Services
Call for Public Hearing: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Public Hearing: 11/26/2019

Explanation of Item:	Property owners; John F. Lambert and wife, Laura H. Lambert requested to annex a parcel of land consisting of 0.733 acres. The said parcel is located at 310 South Street in Number 2 Township, Craven County Tax Parcel ID 2-037-007.
Actions Needed by Board:	Conduct a Public Hearing & Consider Adopting an Ordinance for the annexation of the property located at 310 South Street, further identified as Craven County Tax Parcel ID 2-037-007.
Backup Attached:	Memo, Ordinance, Annexation map

Is item time sensitive? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will there be advocates/opponents at the meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No

Cost of Agenda Item:
If this requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Additional Notes:



MEMORANDUM

TO: Mayor Dana Outlaw, City of New Bern Board of Aldermen

FROM: Jeff Ruggieri, Director Development Services

DATE: 11/15/2019

SUBJECT: Conduct a Public Hearing and Consider Adopting an Ordinance for the Annexation of 310 South Street.

Background

A Resolution calling for a Public Hearing was approved at the November 12, 2019 Board of Alderman Meeting. A Public Hearing will be held on November 26, 2019 at 6:00 p.m., or as soon thereafter as possible, to consider the request by property owners; John F. Lambert and wife, Laura H. Lambert to annex a parcel of land consisting of 0.733 acres, more or less into the City of New Bern. The said parcel is located at 310 South Street in Number Two (2) Township, Craven County Tax Parcel ID 2-037-007.

Recommendation

Conduct a Public Hearing and Consider Adopting an Ordinance for the annexation request by property owners; John F. Lambert and wife, Laura H. Lambert for their property located at 310 South Street in Number Two (2) Township, Craven County Tax Parcel ID 2-037-007.

Please contact Jeff Ruggieri at 639-7587 should you have any questions or need additional information.

Prepared by:

Michael Scott Davis
DAVIS HARTMAN WRIGHT PLLC
209 Pollock Street
New Bern, NC 28560

AN ORDINANCE ANNEXING TO THE CITY OF NEW BERN PROPERTY OF JOHN F. LAMBERT AND WIFE, LAURA H. LAMBERT, CONSISTING OF 0.733 ACRES, MORE OR LESS, LOCATED AT 310 SOUTH STREET IN NUMBER TWO (2) TOWNSHIP

THAT WHEREAS, John F. Lambert and wife, Laura H. Lambert filed a petition requesting the annexation to the City of New Bern of property they own, which is more particularly described on Exhibit A attached hereto and incorporated herein by reference, consisting of 0.733 acres, more or less, which said parcel is located at 310 South Street in Number Two (2) Township, Craven County, North Carolina, the boundaries of which are shown on a map prepared by City of New Bern Development Services staff, a copy of which is attached hereto as Exhibit B, and incorporated herein by reference; and

WHEREAS, said petition was referred to the City Clerk for an investigation as to the sufficiency thereof; and

WHEREAS, the City Clerk certified the sufficiency of the petition in writing to the Board of Aldermen; and

WHEREAS, the Board of Aldermen called for a public hearing on the question of annexation of said territory; and

WHEREAS, pursuant thereto, notice of a public hearing to be held at 6:00 p.m. on November 26, 2019, in the City Hall Courtroom was duly caused to be published as required by law in the *Sun Journal*, a newspaper having general circulation in the City; and

WHEREAS, on November 26, 2019, at 6:00 p.m., a public hearing on the question of annexation of the subject area was held by the Board of Aldermen of the City of New Bern, at which time all interested parties were given an opportunity to be heard; and

WHEREAS, it was then determined by the Board of Aldermen that the petition filed met the requirements of the General Statutes of North Carolina, and that the area described in the petition should be annexed; and

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN:

Section 1. That the subject petition meets the requirements of §160A-31 of the General Statutes of North Carolina.

Section 2. That the property owned by John F. Lambert and wife, Laura H. Lambert, more particularly described on Exhibit A attached hereto and incorporated herein by reference, consisting of 0.733 acres, more or less, which said parcel is located at 310 South Street in Number Two (2) Township, Craven County, North Carolina, the boundaries of which are as shown on a map prepared by City of New Bern Development Services staff, a copy of which is attached hereto and incorporated herein by reference as Exhibit B, be and the same is hereby annexed to the City of New Bern.

Section 3. That the effective date of annexation shall be midnight on November 26, 2019.

Section 4. That the area to be annexed be and the same is hereby made a part of Ward One of the City of New Bern.

Section 5. That this ordinance, together with a plat reflecting the area being annexed, shall be recorded forthwith in the Office of the Register of Deeds of Craven County.

ADOPTED THIS 26th DAY OF NOVEMBER, 2019.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

EXHIBIT A

All that certain tract or parcel of land lying and being situate in Number Two (2) Township, Craven County, North Carolina, and being more particularly described as follows:

TRACT ONE:

Being Lot No. 15 in Block "B" of that certain subdivision known as Riverview Park, a plat of which is recorded in the Office of the Register of Deeds of Craven County in Map Book 2 Page 69. Said lot measuring 50 x 200 feet and being the same conveyed by James T. Harris and wife, Frances Harris, to Gene Potter and wife, Jean Porter by deed bearing date November 25, 1959, and recorded in the Office of the Register of Deeds of Craven County at Deed Book 589 Page 577, to which reference is made for a more perfect description. This land is subject to restrictive and protective covenants recorded in the public records of Craven County in Book 421 Page 192.

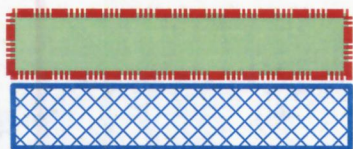
TRACT TWO:

BEGINNING at the point of intersection of the northern line of Third Avenue and the northeastern line of South Street as shown upon a plat recorded in Map Book 2, Page 130 in the Office of the Register of Deeds of Craven County. Thence from this point of beginning so located along and with the northeastern line of South Street N 9 degrees W 103.87 feet to a point; thence N 81 degrees E 200 feet to a point; then S 12 degrees W to a point in the northern line of Third Avenue which point lies S 78 degrees E 149.49 feet from the point of Beginning; thence along and with the northern line of Third Avenue N 78 degrees W 149.49 feet to the point of BEGINNING. Said lot is the same conveyed by Twin States Financial Corporation to Gene Autry Potter and wife, Jean Harris Potter by deed bearing dated April 3, 1975 and recorded in the Office of the Register of Deeds of Craven County at Deed Book 847 Page 327.

Both parcels being located at and properly known as 310 South Street, New Bern. North Carolina.



Proposed Annexation: 310 South Street: Lambert Property - 0.733 Acres. Tax ID - 2-087-007

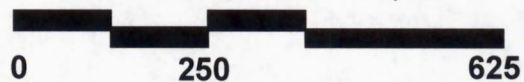


Existing New Bern Limits

Proposed Annexation Area



Scale: 1 = 250 ft or 1:3,000



AGENDA ITEM COVER SHEET

Agenda Item Title:

Conduct a Public Hearing and Consider Adopting an Ordinance to annex the property located at 618 West Thurman Road.

Date of Meeting: 11/26/2019	Ward # if applicable: Ward 3
Department: Development Services	Person Submitting Item: Jeff Ruggieri, Director of Development Services
Call for Public Hearing: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Public Hearing: 11/26/2019

Explanation of Item:	Property owners; Charles Patrick Riddick and wife Dana M. Riddick have requested to annex 6.10 acres, more or less into the City of New Bern. The said parcel is located at 618 W. Thurman Road in Number Seven (7) Township, Craven County Tax Parcel ID 7-109-15001.
Actions Needed by Board:	Conduct a Public Hearing and Consider Adopting an Ordinance for annexation of the property located at 618 West Thurman Road, further identified as Craven County Tax Parcel ID 7-109-15001.
Backup Attached:	Memo, Ordinance, Annexation map

Is item time sensitive? ☒Yes ☐No

Will there be advocates/opponents at the meeting? ☐Yes ☐No

Cost of Agenda Item:

If this requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director? ☐Yes ☒No

Additional Notes:



MEMORANDUM

TO: Mayor Dana Outlaw, City of New Bern Board of Aldermen

FROM: Jeff Ruggieri, Director Development Services

DATE: 11/15/2019

SUBJECT: Conduct a Public Hearing and Consider Adopting an Ordinance for an annexation request for 618 West Thurman Road.

Background

A Resolution calling for a Public Hearing was approved at the November 12, 2019 Board of Alderman Meeting. A Public Hearing will be held on November 26, 2019 at 6:00 p.m., or as soon thereafter as possible, to consider a request by property owners; Charles Patrick Riddick and wife Dana M. Riddick to annex 6.10 acres, more or less into the City of New Bern. The said parcel is located at 618 West Thurman Road in Number Seven (7) Township, Craven County Tax Parcel ID 7-109-15001.

Recommendation

Conduct a Public Hearing and Consider Adopting an Ordinance for the annexation request by property owners; Charles Patrick Riddick and wife Dana M. Riddick for their property located at 618 West Thurman Road in Number Seven (7) Township, Craven County Tax Parcel ID 7-109-15001.

Please contact Jeff Ruggieri at 639-7587 should you have any questions or need additional information.

Prepared by:

Michael Scott Davis
DAVIS HARTMAN WRIGHT PLLC
209 Pollock Street
New Bern, NC 28560

AN ORDINANCE ANNEXING TO THE CITY OF NEW BERN PROPERTY OF CHARLES PATRICK RIDDICK AND WIFE, DANA M. RIDDICK, CONSISTING OF 6.10 ACRES, MORE OR LESS, LOCATED AT 618 W. THURMAN ROAD IN NUMBER SEVEN (7) TOWNSHIP

THAT WHEREAS, Charles Patrick Riddick and wife, Dana M. Riddick filed a petition requesting the annexation to the City of New Bern of property they own, which is more particularly described on Exhibit A attached hereto and incorporated herein by reference, consisting of 6.10 acres, more or less, which said parcel is located at 618 W. Thurman Road in Number Seven (7) Township, Craven County, North Carolina, the boundaries of which are shown on a map prepared by City of New Bern Development Services Department, a copy of which is attached hereto as Exhibit B, and incorporated herein by reference; and

WHEREAS, said petition was referred to the City Clerk for an investigation as to the sufficiency thereof; and

WHEREAS, the City Clerk certified the sufficiency of the petition in writing to the Board of Aldermen; and

WHEREAS, the Board of Aldermen called for a public hearing on the question of annexation of said territory; and

WHEREAS, pursuant thereto, notice of a public hearing to be held at 6:00 p.m. on November 26, 2019, in the City Hall Courtroom was duly caused to be published as required by law in the *Sun Journal*, a newspaper having general circulation in the City; and

WHEREAS, on November 26, 2019, at 6:00 p.m., a public hearing on the question of annexation of the subject area was held by the Board of Aldermen of the City of New Bern, at which time all interested parties were given an opportunity to be heard; and

WHEREAS, it was then determined by the Board of Aldermen that the petition filed met the requirements of the General Statutes of North Carolina, and that the area described in the petition should be annexed; and

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN:

Section 1. That the subject petition meets the requirements of §160A-31 of the General Statutes of North Carolina.

Section 2. That the property owned by Charles Patrick Riddick and wife, Dana M. Riddick, more particularly described on Exhibit A attached hereto and incorporated herein by reference, consisting of 6.10 acres, more or less, which said parcel is located at 618 W. Thurman Road in Number Seven (7) Township, Craven County, North Carolina, the boundaries of which are as shown on a map prepared by City of New Bern Development Services Department, a copy of which is attached hereto and incorporated herein by reference as Exhibit B, be and the same is hereby annexed to the City of New Bern.

Section 3. That the effective date of annexation shall be midnight on November 26, 2019.

Section 4. That the area to be annexed be and the same is hereby made a part of Ward Three of the City of New Bern.

Section 5. That this ordinance, together with a plat reflecting the area being annexed, shall be recorded forthwith in the Office of the Register of Deeds of Craven County.

ADOPTED THIS 26th DAY OF NOVEMBER, 2019.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

EXHIBIT A

All that certain tract or parcel of land lying and being situate in Number Seven (7) Township, Craven County, North Carolina, and being more particularly described as follows:

Being all of Lot No. 3, containing 6.10 acres, more or less, as shown and delineated upon a plat entitled "Survey and Division for the Estate of Sandra S. Buick" which is recorded in Plat Cabinet H, Slide 181-F in the Office of the Register of Deeds of Craven County, reference to which is hereby made for a more perfect description of the aforesaid property.

Aldermen

Sabrina Bengel
Jameesha Harris
Robert V. Aster
Johnnie Ray Kinsey
Barbara J. Best
Jeffrey T. Odham



300 Pollock Street, P.O. Box 1129
New Bern, NC 28563-1129
(252) 636-4000

Dana E. Outlaw
Mayor
Mark A. Stephens
City Manager
Brenda E. Blanco
City Clerk

Memo to: Alderman Sabrina Bengel
From: Brenda Blanco, City Clerk *B. Blanco*
Date: September 29, 2019
Re: Appointment to Planning & Zoning Board

Jerry Walker's first term on the Planning & Zoning Board expired June 30, 2019. You made a motion to reappoint Mr. Walker for an additional term. It has just been brought to my attention that Mr. Walker declined the reappointment. Therefore, you are asked to make a new appointment to serve a three-year term.