

**CITY OF NEW BERN
BOARD OF ALDERMEN MEETING
AUGUST 28, 2018 – 6:00 P.M.
CITY HALL COURTROOM
300 POLLOCK STREET**

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

Consent Agenda

3. Consider Approving a Proclamation for Friends of the Library Week.
4. Consider Adopting a Resolution Closing the 600 Block of South Front Street for a Dedication Ceremony.
5. Approve Minutes.

6. Discussion of Part-Time Animal Control Officer.
7. Conduct a Public Hearing and Consider Adopting an Ordinance Amending Article II “Definitions” and Article XIV “Streets and Sidewalks” of Appendix A “Land Use” of the Code of Ordinances.
8. Conduct a Public Hearing and Consider Adopting an Ordinance Amending Article II, Section 15-15 “Basic Definitions and Interpretations” of the Code of Ordinances.
9. Consider Adopting a Resolution Approving a Revision to the Street Design Standards.
10. Consider Adopting a Resolution Approving Rules and Regulations for Lease of Parking Spaces.
11. Consider Adopting a Resolution to Approve the Submission of an Application for the North Carolina Public Beach and Waterfront Access Grant.
12. Consider Adopting a Resolution Approving a Memorandum of Understanding with Craven County for the 2018 Byrne Justice Assistance Grant (“JAG”) Program Award.
13. Consider Adopting a Resolution Approving a School Resource Officer Contract with Craven County Board of Education.

14. Consider Adopting a Resolution Approving a School Resource Officer Contract with Craven County Board of Education for Additional Officers in Elementary Schools.
15. Consider Adopting a Budget Ordinance Amendment for FY2018-19 for Additional School Resource Officers.
16. Consider Adopting a Budget Ordinance Amendment for FY2018-19.
17. Appointment(s).
18. Attorney's Report.
19. City Manager's Report.
20. New Business.
21. Closed Session.
22. Adjourn.

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

Memo to: Mayor and Board of Aldermen
From: Mark Stephens, City Manager
Date: August 24, 2018
Re: August 28, 2018 Agenda Explanations

A handwritten signature in black ink, appearing to read "M. Stephens", is written over the "From:" line of the memo.

1. **Meeting opened by Mayor Dana E. Outlaw. Prayer Coordinated by Alderman Bengel. Pledge of Allegiance.**
2. **Roll Call.**

Consent Agenda

3. **Consider Approving a Proclamation for Friends of the Library Week.**

Joanne Straight, Vice President of Friends of the New Bern-Craven County Public Library, has requested a proclamation recognizing October 21-27, 2018 as National Friends of Libraries Week.

4. **Consider Adopting a Resolution Closing the 600 Block of South Front Street for a Dedication Ceremony.**

(Ward 1) Rose Williams, a New Bern resident, has requested to have the 600 block of South Front Street closed from 4 p.m. to 6 p.m. on October 6, 2018 for the dedication of a bear statute honoring Elinor Hawkins. Ms. Hawkins has been a strong advocate for local libraries and for numerous years held a weekly reading hour for children.

5. **Approve Minutes.**

Minutes from the August 14, 2018 regular meeting are provided for review and approval.

6. Discussion of Part-Time Animal Control Officer.

At the August 14, 2018 Board meeting, Alderman Odham requested an update on the \$25,000 funding that was appropriated in the FY2018-19 budget for animal control. Police Chief Summers will report on the progress made toward hiring a part-time animal control officer. A memo from Chief Summers is provided.

7. Conduct a Public Hearing and Consider Adopting an Ordinance Amending Article II “Definitions” and Article XIV “Streets and Sidewalks” of Appendix A “Land Use” of the Code of Ordinances.

This public hearing has been duly noticed for today’s meeting to consider amendments to the land-use ordinance. The proposed amendments will delete duplicate residential definitions in Article II, Section 15-15. Additionally, changes are desired for Article II, Section 15-15 and Article XIV, Sections 15-210, 15-214 and 15-215 relative to street classifications, development connectivity, and subdivision requirements for street width, sidewalks and drainage. At its May 1, 2018 meeting, the Planning and Zoning Board voted unanimously to recommend approval of the changes. A memo from Brad Sceviour, Planner II, is attached.

8. Conduct a Public Hearing and Consider Adopting an Ordinance Amending Article II, Section 15-15 “Basic Definitions and Interpretations” of the Code of Ordinances.

This public hearing was called to consider amending Article II, Section 15-15 “Basic Definitions and Interpretations”. The changes will clean up residential definitions found in the basic definitions and interpretations section. Older, redundant definitions will be eliminated. At its June 5, 2018 meeting, the Planning and Zoning Board voted unanimously to recommend approval of the changes. A memo from Mr. Sceviour is attached.

9. Consider Adopting a Resolution Approving a Revision to the Street Design Standards.

In 2011, staff worked with local engineers and developers to develop design standards for new streets constructed within the city limits. At that time, the oversight of design requirements and inspections was assigned to the City Engineer since the position of Director of Public Works was vacant. The proposed revision will reassign those duties back to the Director of Public Works and will also incorporate changes that have been made to the Land Use Ordinance with respect to street and right-of-way widths. A memo from Matt Montanye, Director of Public Works, is attached.

10. Consider Adopting a Resolution Approving Rules and Regulations for Lease of Parking Spaces.

At the August 14, 2018 Board meeting, rules and regulations were adopted with respect to the City-owned leased parking lots. Revisions have been made with

respect to commercial trash dumpsters and the location of those dumpsters. These revisions are identified on the redline version of the rules and regulations. A memo from J.R. Sabatelli, Director of Finance, is attached.

11. Consider Adopting a Resolution to Approve the Submission of an Application for the North Carolina Public Beach and Waterfront Access Grant.

(Ward 5) Staff is seeking approval to submit an application for the NC Public Beach and Coastal Waterfront Access Grant. If received, the funding will be utilized for amenities at Martin Marietta Park to include a canoe/kayak access and a shelter with restrooms. The anticipated cost of the project is \$130,000. Grant funds in the amount of \$97,500 are sought. If awarded, the grant will require a 25% match of the total project cost, which equates to \$32,500. A memo from Foster Hughes, Director of Parks and Recreation, is attached.

12. Consider Adopting a Resolution Approving a Memorandum of Understanding with Craven County for the 2018 Byrne Justice Assistance Grant ("JAG") Program Award.

The New Bern Police Department applied for and received grant funds from the FY2018 Edward Byrne Memorial Justice Assistance Grant ("JAG"). The funds will be utilized to purchase equipment and materials for personnel workstations for the Coastal Narcotics Enforcement Team, which is shared with the Craven County Sheriff's Office. Because the Police Department is a disparate jurisdiction with Craven County under the grant, a Memorandum of Understanding ("MOU") is required. The MOU states the City and County agree to the use of \$11,334 in grant funds for the purchase described above. No matching funds are required. A memo from Chief Summers is attached.

13. Consider Adopting a Resolution Approving a School Resource Officer Contract with Craven County Board of Education.

The Craven County Board of Education desires to contract with the City for the New Bern Police Department to provide school resource officers at New Bern High School, Grover C. Fields Middle School, and H.J. MacDonald Middle School for the 2018/19 school year. The contract provides, in part, for the Board of Education to pay \$38,975.00 per school resource officer to offset the cost of salaries and benefits. A brief memo from Chief Summers is attached.

14. Consider Adopting a Resolution Approving a School Resource Officer Contract with Craven County Board of Education for Additional Officers in Elementary Schools.

Craven County Board of Education has been approved for additional funding to place School Resource ("SRO") officers in four of its elementary schools. Two of the schools are located within the city limits, JT Barber and Oaks Road Academy/Aspire. These are two of the City's most disadvantaged elementary schools. Funding is available at the rate of \$49,500 per officer. If the contract with the Board of Education is approved, the Police Department will need to increase its

number of sworn officers by two. A memo from Chief Summers is attached and includes the budgetary impact of approving this contract. Chief Summers and Mr. Mr. Sabatelli will be available to address budgetary questions.

15. Consider Adopting a Budget Ordinance Amendment for FY2018-19 for Additional School Resource Officers.

This budget ordinance amendment relates to the previous item. If the contract is approved for two additional SROs to be placed at elementary schools, \$109,000 will be appropriated to cover the additional expense to the Police Department. The amendment also recognizes \$99,000 from the Board of Education and a transfer of \$10,000 from contingency. A memo from Mr. Sabatelli is attached.

16. Consider Adopting a Budget Ordinance Amendment for FY2018-19.

This budget ordinance amendment rolls outstanding purchase orders (POs) from Fiscal Year 2017/18 into the current fiscal year. The reflected amounts represent unspent funds encumbered by the outstanding POs.

17. Appointment(s).

Kristen Culler, Assistant City Manager, has resigned from her appointment to Allices for Cherry Point's Tomorrow. The Board is asked to make a new appointment to replace Ms. Culler.

18. Attorney's Report.

19. City Manager's Report.

20. New Business.

21. Closed Session.

22. Adjourn.

AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider Approving a Proclamation for Friends of Library Week

Date of Meeting 08/24/18

Ward # if applicable N/A

Department City Clerk



Person Submitting Item: Brenda Blanco

Call for Public Hearing ☐ Yes ☒ No

Date of Public Hearing

Explanation of Item:

Joanne Straight, Vice President of Friends of the New Bern-Craven County Public Library, has requested a proclamation recognizing October 21-27, 2018 as National Friends of Libraries Week.

Actions Needed by Board:

Consider approving the proclamation.

Is item time sensitive? ☐ Yes ☒ No

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

Backup Attached:

Proclamation and email request

Cost of Agenda Item: \$0

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

Additional notes:



Proclamation

WHEREAS, Friends of the New Bern-Craven County Public Library raise money to enable our library to move from good to great – providing the resources for additional programming, much-needed equipment, to fund the annual summer reading programs for children, teens and adults, and other special events throughout the year; and

WHEREAS, the work of the Friends highlights on an on-going basis the fact that our library is the cornerstone of the community, providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present; and

WHEREAS, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages, including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services; and

WHEREAS, the Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community.

NOW, THEREFORE, I, Dana E. Outlaw, Mayor of the City of New Bern, North Carolina, on behalf of the Board of Aldermen, do hereby proclaim October 21-27, 2018, as

NATIONAL FRIENDS OF LIBRARIES WEEK

in New Bern, NC and urge everyone to support the Friends of the New Bern – Craven County Public Library and join them as they work to make a great library even better.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the City of New Bern this the 28th day of August in the year of our Lord Two Thousand and Eighteen.

Dana E. Outlaw, Mayor

Brenda Blanco

From: Joanne <friendsnewbern@gmail.com>
Sent: Saturday, August 11, 2018 2:15 AM
To: Brenda Blanco
Subject: Proclamation Request
Attachments: FOL week proclamation.doc

Dear Ms. Blanco:

My name is Joanne Straight and I am the vice – president of the Friends of the New Bern-Craven County Public Library. Attached is a proclamation recognizing our organization during National Friends of Libraries Week, October 21-27, 2018.

We request that this proclamation be presented to Mayor Outlaw and the Board of Aldermen for their support and recognition. It will then be on display at the library for the week of October 21-27.

I will be out of town for several weeks in September and October. The signed proclamation may either be mailed to:
Friends of the Library
PO Box 808
New Bern, NC 28563

Or contact board member Judy Hills when it is ready at jahnbnc@gmail.com.
You may reach me at 252-259-3078 with any questions.

Thank you.

Joanne Straight

Sent from Mail for Windows 10

If you are not the intended recipient, you must destroy this message and inform the sender immediately. This electronic mail message and any attachments, as well as any electronic mail message(s) sent in response to it may be considered public record and as such subject to request and review by anyone at any time. It also may contain information which is confidential within the meaning of applicable federal and state laws.

AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider Adopting Resolution to close the 600 block of South Front Street from 4:00 p.m. until 6:00 p.m. Saturday, October 6, 2018 for a bear dedication honoring Elinor Hawkins.

Date of Meeting **Ward # if applicable** Ward 1**If multiple, list:****Department** Parks & Recreation**Person Submitting Item:** **Call for Public Hearing** No**Date of Public Hearing** **Explanation of Item:**

Rose Williams, organizer, has requested to close the 600 block of South Front Street for a bear dedication honoring Elinor Hawkins.

Actions Needed by Board:

Adopt the Resolution.

Is item time sensitive? No**Will there be advocates/opponents at the meeting?** Select...**Backup Attached:**

Resolution
Memos
Event application
Map

Cost of Agenda Item:

If this item requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director : Select...

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

Memo To: Mayor and Board of Aldermen

From: Foster Hughes, CPRE, Director of Parks & Recreation

Re: Adopt the Resolution to close to vehicular traffic the 600 block of South Front Street on October 6, 2018 from 4:00 p.m. until 6:00 p.m. for a bear dedication honoring Elinor Hawkins.

Background Information:

Rose Williams, organizer, has requested to close to vehicular traffic the 600 block of South Front Street at the intersection of the 500 and 700 blocks of South Front Street on October 6, 2018 from 4:00 p.m. until 6:00 p.m. for a bear dedication honoring Elinor Hawkins.

Recommendation:

The Parks and Recreation Department recommends approval and requests the Board adopt a Resolution approving the closure of the 600 block of South Front Street at the intersection of the 500 and 700 blocks of South Front Street for a bear dedication honoring Elinor Hawkins on October 6, 2018 from 4:00 p.m. until 6:00 p.m.

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

WHEREAS, Rose Williams, a resident of Metcalf Street has requested the 600 block of South Front Street be closed to vehicular traffic on October 6, 2018 from 4:00 p.m. to 6:00 p.m. for a bear dedication honoring Elinor Hawkins; 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 600 block of South Front Street be closed to vehicular traffic from 4:00 p.m. until 6:00 p.m. on Saturday, October 6, 2018 for a bear dedication honoring Elinor Hawkins.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK



1 inch = 100 feet

0 50 100 200 Feet





New Bern Parks, Recreation, & Cultural Resources
Pre-Event or Permit Questionnaire

Oct 6 sat



Thank you for choosing New Bern Parks & Recreation for your event or permit. The purpose of this form is to obtain information before the application or permit process is requested. All requests are to be returned to Parks & Recreation Administration; requests include, but not limited to parks, open spaces, ball fields, streets, festivals, parades, road races and rallies.

If requesting the use of a recreation center, complete and return to the facility of choice (contact facility at bottom of page); approval of application is at the discretion of the Center Supervisor.

Please note: When requesting the use of City facilities for event purposes, allow for a minimum of 60 days prior to the requested event date for consideration; for permits, allow for a minimum of 30 days prior to the requested permit date for consideration. Completing a pre-event or permit questionnaire does not guarantee approval.

Name: ROSE WILLIAMS Today's Date: 8-13-18
Address: PO BOX 3224 City: NEW BERN
State: NC Zip: 28564 Telephone: 633-2051 Cell: _____
E-mail address: ROSEWILLIAMS@GMAIL.COM

Facility Requested (check one): ☐ Stanley White Rec. Center ☐ West New Bern Rec. Center
☐ George St. Park Spray Ground ☐ New Bern Aquatics Center ☐ Athletic Field ☐ City Park
☐ Other (example: Open Space/Ball Field/Street): _____

Date of Event: Oct. 6, 2018 Hours: From: 4 PM To: 6 PM

Purpose of Event: DEDICATION OF BEAR Elinor Hawkins Street Closing

Is this an ongoing event? ☐ Yes ☒ No (if yes, please explain, include dates & times: _____)

Are you requesting closure and/or use of State-owned streets/bridges in the City limits of New Bern? ☒ Y* ☐ N

*If yes, a 90-day notice is required by DOT regulation to gain permission to use/close State roads/bridges. A Special Event Form must be completed and returned to NCDOT. If you require this form, please let our office know and we will supply one for you. Once the NCDOT Special Events Form is complete, attached the following: a map of the route: along with a certificate of insurance naming the City of New Bern and NCDOT as an additional insured.

Is event for fundraising purposes? ☐ Yes ☒ No (If yes, please provide non-profit or not-for-profit organization name and tax I.D. _____)

Number) Organization Name: _____ ID #: _____

Projected Attendance: 100-200 Will you be charging admission? ☐ Yes ☒ No (If yes, state how much \$ _____)

Note: Security may be required at the organizers expense, given the attendance and projected nature of the event.

Recreation Center: _____ please check the area(s) you are requesting
☐ Meeting Room ☐ Kitchen ☐ Multi-purpose Room ☐ Game Room ☐ Fitness Room ☐ Gymnasium

Park Name: _____ Please check the area(s) you are requesting.
☐ Shelter ☐ Open Space ☐ Stage ☐ Gazebo ☐ Other: _____

Electricity? ☐ Yes ☐ No (Check one) Water? ☐ Yes ☐ No (Check one)

Williams
Signature

Title (if applicable)

8-13-18
(Date)

AGENDA ITEM COVER SHEET

Agenda Item Title:

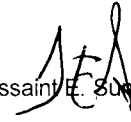
Discuss the hiring of a part-time Animal Control Officer.

Date of Meeting August 28, 2018

Ward # if applicable N/A

Department Police

Person Submitting Item: Toussaint E. Summers, Jr.



Call for Public Hearing ☐ Yes ☒ No

Date of Public Hearing

Explanation of Item:

Discuss the progress made toward hiring a part-time Animal Control Officer.

Actions Needed by Board:

None.

Is item time sensitive? ☐ Yes ☒ No

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

Backup Attached:

Memorandum from the Chief of Police.

Cost of Agenda Item:

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

Additional notes:



Founded 1797

NEW BERN

NEW BERN POLICE DEPARTMENT

P.O. Box 1129, New Bern, NC 28563-1129
(252) 672-4100

Police and Community come together here.



Toussaint E. Summers, Jr.
Chief of Police

TO: Mayor Outlaw and the Board of Alderman
FROM: Toussaint E. Summers, Jr., Chief of Police
SUBJECT: Progress Made Toward Hiring Part-time Animal Control Officer
DATE: August 16, 2018

Greatest Need for Animal Control Assistance

After a decision was made to put funding towards part-time assistance with Animal Control, staff researched animal-related call data for the last year and compiled statistics for animal calls handled by police officers when the Animal Control Officer (ACO) was not available. The results were as follows:

- The highest 4-hour block where an ACO was needed, but was not available was Monday through Friday 4:00 p.m.-8:00 p.m.
- The second highest 4 hour block where an ACO was needed, but was not available was Monday through Friday 8:00 a.m.-12:00 p.m. This is likely due to the fact that ACO Bryant was off during these times due to training, having to work Saturday or was busy on another call.
- 75 of the 506 (15%) calls handled by police officers were on the weekend.

Based on the research, it was determined that the best use of a part time ACO would be to have him work some week nights from 4:00 p.m. to 8:00 p.m. (or similar hours) and to be placed into an on-call rotation with ACO Bryant so that there would always be an ACO available for call outs for situations that require an ACO's expertise and/or equipment.

Were a part-time ACO hired and an on-call rotation were established, an ACO could be called out for emergency situations to include:

- Life threatening injury to an animal that is stray or the its owner is not present;
- Animal posing an immediate threat to public safety, or
- Any situation where the Police Department requires Animal Control to respond.



A Nationally Accredited Agency

Attempts to Find Qualified ACO for Part-Time Work

Staff has attempted to find experienced animal control officers who were possibly willing to accept the part-time animal control officer position. A couple of candidates were identified, but ultimately decided to decline, mainly due to their current job schedule conflicting with the proposed New Bern part-time ACO schedule. Staff has found it very difficult to find a candidate with animal control experience. While we can potentially post the position and see if we get any other candidates, it is highly unlikely since we have contacted most if not all of the qualified ACOs in the area.

Discussion on Potentially Outsourcing the Work

On June 4, 2018, Aldermen Bengel and Aster called a meeting to discuss the possibility of outsourcing the part-time animal control position to the Colonial Capital Humane Society, who had expressed interest in doing so. Captain Jones attended the meeting on behalf of the Police Department. Representing the Humane Society were Ms. Lisa Lee and Tyker Gonzalez. During the meeting, Captain Jones expressed concerns over utilizing the Humane Society to enforce animal control laws. The current city ordinance only permits city employees, specifically the animal control officer and police officers to conduct enforcement. Other issues identified included who would oversee their activities and what liability the city held for their actions.

Ms. Lee and Ms. Gonzales said that there were other jurisdictions throughout North Carolina that were utilizing their local Humane Society to handle animal control matters; however, Ms. Gonzales was unable to identify any jurisdictions in North Carolina where the local Humane Society handled animal control matters. She did provide a list of jurisdictions where the Humane Society provided shelter services for the jurisdiction.

On August 2, 2018, Alderman Aster forward a copy of the agreement proposed by the Colonial Capital Humane Society for after-hours animal control services. The document was reviewed and several potential issues identified in addition to those expressed during the initial meeting:

- The agreement did not provide a clear indication of how much after-hours coverage they would actually provide;
- The type of animal control related training and equipment that would be required was not addressed; and
- There was no language in the agreement to address how calls handled by Humane Society staff would be passed onto Police Department staff to ensure a coordinated effort in animal control matters.

City Attorney Scott Davis reviewed the proposed agreement and determined that an extensive amount of legal time and research would be necessary as this would be the first of its kind in the

state. He also questioned whether current statutes provide any support for a model like this. Based on the unfeasibility of outsourcing to the Human Society, Human Resources was contacted to have the part-time ACO position advertised publicly to hopefully identify a good candidate for the position.

Other Considerations

During the process of evaluating the Police Department's procedures for handling animal control matters, staff identified some obstacles to providing adequate care for animals encountered during calls for service. Currently, there are very limited resources available to the Police Department to provide immediate care to an animal who is either injured or severely neglected. Essentially, the only resource available to the Police Department is the Craven/Pamlico Animal Shelter. If the incident occurs during shelter business hours (Monday through Friday 8:30 a.m. through 5:30 p.m. and Saturday, 10:00 a.m. through 3:00 p.m.), the animal can be transported to the shelter and shelter personnel will coordinate emergency care for the animal. If an incident occurs after those hours, the only option for Police Department personnel is to transport the animal to the shelter and place it in a garage until shelter personnel arrive the next morning. This would not be appropriate for situations where an animal requires emergency care.

Staff is in the process of locating an emergency veterinarian facility where personnel can transport animals requiring emergency care when the shelter is closed. The Police Department will have to bear the cost of the emergency care, but can potentially recoup it through restitution for animal neglect/cruelty cases.

AGENDA ITEM COVER SHEET

Agenda Item Title:

To holding a Public Hearing to consider amending Article II "Definitions" and Article XIV: "Streets and Sidewalks" of Appendix A "Land Use" of the City of New Bern Land Use Ordinance

Date of Meeting August 28, 2018

Ward # if applicable N/A

Department Development Services

Person Submitting Item: Bradleigh Sceviour

Call for Public Hearing ☒ Yes ☐ No

Date of Public Hearing 8/28/2018

Explanation of Item:

State statute and local ordinance requires the governing body to hold a public hearing prior to amending the Land Use Ordinance.

City staff is requesting the Board of Aldermento consider amending Article II: Section 15-15 of the City of New Bern Land Use Ordinance; "Basic definitions and interpretations" and Article XIV: Sections 15-210, 15-214 15-216 and 15-217 of the City of New Bern Land Use Ordinance; "Street classifications". "Development connectivity." and "Street width, sidewalk and drainage requirements in subdivisions." "General layout of streets."

Actions Needed by Board:

To hold a public hearing and consider approval or denial of the requested Land Use Ordinance Amendment.

Is item time sensitive? ☒ Yes ☐ No

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

Backup Attached:

Staff memo, Proposed revisions and Ordinance.

Cost of Agenda Item: 0

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

Additional notes:

The Planning & Zoning Board reviewed these requests at its May 1st regular meeting and voted unanimously (7-0) in favor of recommending approval for the proposed amendment.



MEMORANDUM

TO: Mayor Outlaw and Board of Aldermen

FROM: Bradleigh Sceviour
Planner II

DATE: August 17, 2018

SUBJECT: Hold a Public Hearing to consider adoption of the proposed amendments to Sections 15-15 15-210, 15-214 and 15-216 of Appendix A of the City of New Bern Land Use Ordinance; "Basic definitions and interpretations" "Street classifications" "Development connectivity" and "Street width, sidewalk and drainage requirements in subdivisions".

Background

The Board of Aldermen is requested to hold a public hearing on August 28, 2018 at 6:00 p.m., or as soon thereafter as possible, to consider a request by the City of New Bern to consider adoption of proposed amendments to Sections 15-15 15-210, 15-214 and 15-216 of the City of New Bern Land Use Ordinance; "Definitions" "Street classifications" "Development connectivity" and "Street width, sidewalk and drainage requirements in subdivisions".

Over many years our street design standards have fallen out of line with best planning practices and with the standards required to properly operate the fire equipment in use in modern times by the city. These changes will bring our standards up to date and help to ensure safe and effective operation of city equipment.

At their May 1st, 2018 regular meeting the Planning and Zoning Board voted unanimously (7-0) to recommend approval to the Board of Aldermen.

Recommendation

To adopt proposed amendments to Sections 15-15, 15-210, 15-214 and 15-216 of the City of New Bern Land Use Ordinance; "Basic definitions and interpretations" "Street classifications" "Development connectivity" and "Street width, sidewalk and drainage requirements in subdivisions".

Please contact me at 639-7582 should you have questions or need additional information.

AN ORDINANCE TO AMEND APPENDIX A “LAND USE” OF THE CODE OF ORDINANCES OF THE CITY OF NEW BERN

THAT WHEREAS, the Planning and Zoning Board of the City of New Bern recommends that certain amendments be made to Appendix A “Land Use” of the Code of Ordinances of the City of New Bern; and

WHEREAS, the City’s development services staff further recommends approval of said proposed amendments; and

WHEREAS, the Board of Alderman of the City of New Bern deems it advisable and in the public interest to effect said revisions to Appendix A “Land Use” of the Code of Ordinances of the City of New Bern.

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

SECTION 1. That Section 15-210. “Street classification.” of Article XIV. “Streets and Sidewalks” of Appendix A “Land Use” of the Code of Ordinance of the City of New Bern be and the same is hereby amended by deleting Section 15-210 in its entirety and inserting in its stead the following:

“Section 15-210. - Street classification.

(a) *Minor.* A street whose sole function is to provide access to abutting properties. It serves or is designed to serve not more than nine dwelling units and is expected to or does handle up to 100 trips per day with-a minimum street width of 27 feet back of curb to back of curb.

(b) *Local.* A street whose sole function is to provide access to abutting properties. It serves or is designed to serve at least 10 but not more than 99 dwelling units and is expected to or does handle up to 1,000 trips per day with a minimum street width of 31 feet back of curb to back of curb.

(c) *Cul-de-sac.* A street that terminates in a vehicular turnaround with a minimum street width of 31 feet back of curb to back of curb and not over 750 feet in total length. All cul-de-sacs shall have a minimum width of 31 feet back of curb to back of curb, and a cul-de-sac terminus diameter of 88 feet unless a smaller diameter is authorized pursuant to subsection (1) below. Longer cul-de-sac lengths may be authorized provided the director development services, or their respective designee determines that there is no practical option for providing street connectivity due to existing documented environmental features such as wetlands, natural water bodies, topographical features, environmental conditions or physical conditions such as property shape, property accessibility, or land use relationships. If the subdivision meets or exceeds the requirements of an A-5, R-15, or R-10 residential zone and the cul-de-sac has a total length not in excess of 150 feet, cul-de-sacs may have a minimum street width of 27 feet back of curb to back of curb, and a terminus diameter of 63 feet.

(1) Cul-de-sac terminus diameter may be reduced to no less than 80 feet in the discretion of a developer when:

(i) Parking is prohibited within the cul-de-sac area as evidenced by the prohibition being identified and noted on the final recorded plat and incorporated in the recorded restrictive and protective covenants for the lots located on the cul-de-sac; and

(ii) All lots deriving access from the cul-de-sac provide a vehicle accommodation area consisting of 4 spaces which conform to the dimensional requirements found in section 15-344(a). Garages, parking pads and driveways may be used to satisfy this requirement. Vehicle accommodation areas shall be identified on the final recorded plat.

(d) *Subcollector*. A street whose principal function is to provide access to abutting properties but is also designed to be used or is used to connect minor and local streets with collector or arterial streets, including residences indirectly served through connecting streets. It serves or is designed to serve at least 100 but not more than 499 dwelling units and is expected to or does handle between 1,000 and 5,000 trips per day with a minimum street width of 31 feet back of curb to back of curb.

(e) *Collector*. A street whose principal function is to carry traffic between minor, local, and subcollector streets and arterial streets but that may also provide direct access to abutting properties. It serves or is designed to serve, directly or indirectly, 500 or more dwelling units and is designed to be used or is used to carry more than 5,000 trips per day with a minimum street width of 35 feet back of curb to back of curb. If a collector street has curb-cuts or driveway cuts, the street shall have two lanes divided or three lanes with a center lane.

(f) *Arterial*. A major street in the city street system that serves as an avenue for the circulation of traffic into, out of, or around the city, carries high volumes of traffic, and generally serves to connect multiple connector streets. All state-maintained streets within the city and their extensions into the extraterritorial area are arterial streets with a minimum street width of 44 feet back of curb to back of curb.

(g) *Marginal access (service) street*. A street that is parallel to and adjacent to an arterial street and that is designed to provide access to abutting properties so that these properties are somewhat sheltered from the effects of the through traffic on the arterial street and so that the flow of traffic on the arterial street is not impeded by direct driveway access from a large number of abutting properties with a minimum street width of 27 feet back of curb to back of curb.

(h) The number of dwelling units to be served by the street may be used as an indicator of the number of trips but is not conclusive.

(i) Whenever a street within a subdivision continues an existing street that formerly terminated outside the subdivision, or it is expected that a street within a subdivision will be continued beyond the subdivision at some future time, the classification of the street will be based upon the street in its entirety, both within and outside of the subdivision.

(j) A developer may provide a traffic impact assessment conducted by a licensed professional engineer in order to reclassify roads on the basis of lower trip generation. The trips per day generation may also be determined by consulting the projections set out in the Institute of

Traffic Engineer's *Trip Generation Manual* (9th ed.) as amended from time to time. In either case, such determination shall be conclusive."

SECTION 2. That Section 15-214. "Development connectivity." of Article XIV. "Streets and Sidewalks" of Appendix A "Land Use" of the Code of Ordinance of the City of New Bern be and the same is hereby amended by deleting Section 15-214 in its entirety and inserting in its stead the following:

"Section 15-214. – Development connectivity.

(a) *Residential connectivity standards*

(1) The street system of a subdivision shall be coordinated with existing, proposed, and to the extent possible, anticipated streets outside the subdivision or outside the portion of a single tract that is being divided into lots (hereinafter, "surrounding street") as provided in this section.

(2) Collector streets shall intersect with surrounding collector or arterial streets at safe and convenient locations.

(3) Subcollector, local, and minor residential streets shall connect with surrounding streets where necessary to permit the convenient movement of traffic between residential neighborhoods or to facilitate access to neighborhoods by emergency service vehicles or for other sufficient reasons, but connections shall not be permitted where the effect would be to encourage the use of such streets by substantial through traffic.

(4) Wherever connections to anticipated or proposed surrounding streets are required by this section, the street right-of-way shall be extended to the property line of the subdivided property (or to the edge of the remaining undeveloped portion of a single tract) at the point where the connection to the anticipated or proposed street is expected. In addition, the department of public works may require temporary turnarounds to be constructed at the end of such streets pending their extension when such turnarounds appear necessary to facilitate the flow of traffic or to accommodate emergency vehicles. Notwithstanding the other provisions of this subsection, no temporary dead-end street in excess of 750 feet may be created unless no other practical alternative is available as determined by the director of development services or their designee.

(5) All residential developments requiring a departmental review by city staff and containing 150 lots or more shall provide a second point of street access from such development onto a surfaced public street. The second point of street access shall be a minimum of 1,000 feet from the first point of access as measured along the project boundary line.

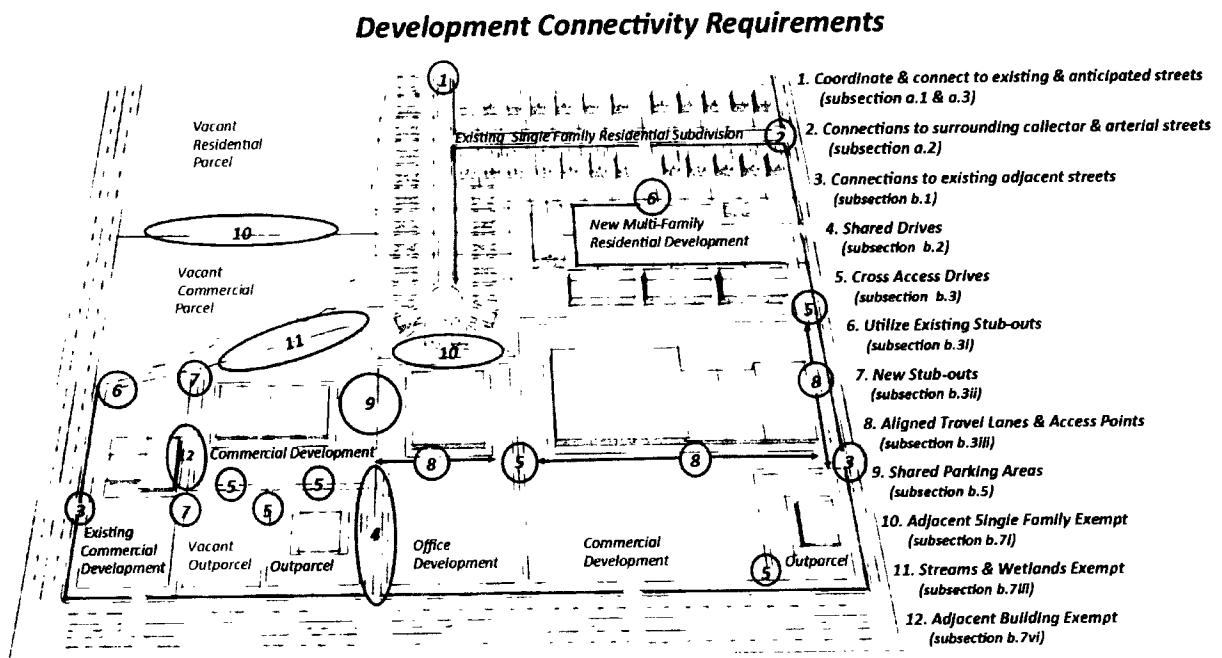
(b) *Non-residential connectivity standards:* In order to prevent added congestion along major roads from trips starting and ending in close proximity to each other, and in order to increase commerce and the ease of access to amenities for customers and residents alike, new development shall provide a high degree of connectivity to adjacent properties and streets. All

development requiring departmental review shall be designed to allow for cross-access to adjacent compatible development in accordance with the following standards:

(1) **Connectivity to Adjacent Streets and Drives.** All new development on parcels adjacent to two or more existing streets or drives shall provide for access to each to the greatest extent possible with existing City and State traffic requirements.

(2) **Shared Drives.** Shared driveway access between new developments or through agreement with existing development is encouraged to reduce the need for curb cuts and changes to medians and traffic signalization on major roads. When such drives are provided no additional cross access points shall be necessary between subject properties.

(3) **Cross Access Drives.** Cross access points shall be provided between all new developments and adjacent properties in order to provide traffic circulation parallel to adjacent arterial and collector roads. The following shall apply in development of cross access points:



Development Connectivity Requirements

i. New development shall utilize, whenever possible, all existing stub outs or internal drives abutting property lines on adjacent properties to create cross access between parcels.

ii. At least one (1) cross access point shall be required on each side of the new development, except those found to be applicable to subsection 8 below. When there are no existing cross access points on adjacent properties, whether developed or undeveloped, new drives and/or stub outs shall be created abutting the property lines of those adjacent properties.

iii. To the greatest extent possible, cross access points on opposite sides of a development shall be aligned with each other, parking lot travel lanes, internal drives and other cross access points on non-adjacent parcels on the same block so as to provide for a consistent lane of travel between parcels on a block.

(4) Design and Dimensional Requirements. All stub outs, shared drives and other cross access features shall be developed according to all applicable parking standards with the exception of sections abutting undeveloped property lines, which do not require curbing. All cross access features shall be constructed with a minimum width of 24 feet, curb-to-curb, or two separate 12foot lanes to accommodate 2 lanes of traffic.

(5) Parking Requirement Reductions. For each parcel they serve, each shared drive, stub-out or connected cross-access drive shall equate to a reduction of 3 required parking spaces each. All undivided, shared parking areas designated and reserved on plans shall equate to a reduction of 8 parking spaces, which may be applied in any fashion over the subject parcels. The total reduction in required parking spaces per this section shall not equal more than 25 percent of the required spaces per parcel. Nothing in this section shall prohibit additional parking exceeding the requirements of this ordinance.

(6) Landscape Buffer Relief. All paved areas within cross access points and shared drives shall be exempt from landscape buffer requirements.

(7) Alterations and Exemptions. When environmental and development constraints exist on or adjacent to one or more areas of a new development site preventing the reasonable application of this section the director of development services, or his or her designated representative, at their discretion, may allow the relocation of one or more required cross access points. In extreme circumstances they may also allow the reduction in the required number of cross access points. The following circumstances may represent the need for an alteration to the required design or location of or exemption of one or more cross access points:

- (c) Adjacent properties in zoning districts which prohibit multi-family or non-residential development or existing adjacent single family residential development.
- ii. Existing heavy industrial or other development that poses a safety or security issue.
- iii. Significant natural features such as streams and wetlands, which would be harmful to disturb or pose an unreasonable economic hardship.
- iv. Existing topographic features with slopes of greater than fifteen (15) percent.
- v. Existing utility or other infrastructure obstructions which make future access unreasonable.

vi. Where adjacent multi-family or non-residential structures are located closer to property lines than would allow for adequate two-way traffic circulation around such structures.

vii. Other existing features determined by the Development Services Director to make connectivity requirements unreasonable.

(8) Maintaining Connectivity. Unconnected stub outs may be used for parking or other permissible uses prior to cross access with new adjacent development. All open cross access points shall be kept clear to permit unimpeded two way traffic for the duration of the use of the development.

(9) Recorded Easements. All developments with shared drives and cross access points shall document all recorded shared access easements on final plats prior to final approval.”

SECTION 3. That Section 15-216. “Street width, sidewalk, and drainage requirements in subdivisions.” of Article XIV. “Streets and Sidewalks” of Appendix A “Land Use” of the Code of Ordinance of the City of New Bern be and the same is hereby amended by deleting Section 15-216 in its entirety and inserting in its stead the following:

“Section 15-216. – Street width, sidewalk, and drainage requirements in subdivisions.

(a) Street rights-of-way are designed and developed to serve several functions: (i) to carry motor vehicle traffic and, in some cases, allow on-street parking, (ii) to provide a safe and convenient passageway for pedestrian traffic; and (iii) to serve as an important link in the city’s drainage system. The board of aldermen finds that arterial streets and other major streets with no driveway access from abutting properties may be constructed without curb and gutter. Where curbs and gutters are not provided, the paving widths shall not be less than the following:

1. Arterial streets: 33 feet.
2. Collector streets: 27 feet.

Such streets as defined in this subsection shall have a minimum shoulder of ~~six~~6 feet on either side with drainage swales on either side, constructed in accordance with the specifications referenced in section 15-219.

(b) Streets platted before March 5, 1968 may be constructed without curbs and gutters if they would be in keeping with streets previously constructed in that subdivision and, in the opinion of the director of public works and the city engineer, such streets can be constructed without causing significant safety, maintenance, or drainage problems. All cross sections of streets and drainage shall be shown on plats. All streets which are constructed without curb and gutter shall meet the city’s standards for curbed and guttered streets as contained the City of New Bern Street Design Standards. Notwithstanding any other provision of this ordinance, all driveways

and driveway culverts must be installed to city standards by the developer or owner of the lot at his/her expense.

(c) Streets not constructed according to the requirements of subsections (a) and (b) shall conform to the requirements of the City of New Bern Streets Design Standards. Sidewalks, when installed, shall be at least 5 feet in width and be separated a minimum of two feet from the back of the curb. Typical street sections illustrating streets with utility installation and with and without sidewalks are contained in the City of New Bern Street Design Standards.

Street Type	Minimum Pavement Width B/C to B/C (feet)*	Minimum ROW Width w/Sidewalk (feet)*	Minimum ROW Width w/out Sidewalk (feet)*
Minor	27	57	47
Local	31	61	51
Subcollector	31	61	51
Collector	35	65	55
Arterial	44	74	64
Marginal Access	27	57	52

(d) Sidewalks are to be installed in all residential subdivisions on one side of the street at a minimum, and shall be constructed according to the specifications in the City of New Bern Street Design Standards, except that the director of public works may permit the installation of walkways constructed with other suitable materials when he concludes that:

(1) Such walkways would serve the residents of the development as adequately as concrete sidewalks; and

(2) Such walkways would be more environmentally desirable or more in keeping with the overall design of the development.

(e) All developments requiring a departmental review by city staff shall be required to provide for the construction of sidewalks and other pedestrian amenities internally as well as along all adjacent portions of roadway designated for such improvements in accordance with adopted city plans and city standards when such amenities do not exist to the standard set forth in the plan. Such improvements shall adjoin any immediately adjacent pedestrian features and be installed so as to be easily adjoined to in the future. In the event that greenways or bike and pedestrian trails are required in accordance with adopted plans, the developer may provide to the

City a recorded easement of no less than 15 feet in width and in keeping with the general intent of adopted plans for the future construction of said features by the city.

(f) In the absence of an adopted city plan that addresses the construction and location of sidewalks and other pedestrian amenities as identified in subsection 15-216(e), all developments, commercial and residential, requiring a departmental review by city staff shall be required to construct sidewalks and other pedestrian amenities along adjacent portions of roadway or internal drives and open spaces on-site when there are found to be pre-existing sidewalks and pedestrian amenities on adjoining properties or along road rights-of-way within 500 feet, except that the director of development services may waive this requirement when severe environmental constraints or other such conditions exist so as to make future connection unlikely or unreasonable. Such improvements shall be constructed consistent to the standard of adjacent pedestrian amenities or city standards, whichever are deemed to be greater, and with the intent that future pedestrian access between developments and along adjacent streets be achieved.

(g) Whenever the board of aldermen finds that a means of pedestrian access is necessary from the subdivision to schools, parks, playgrounds, or other roads or facilities and that such access is not conveniently provided by sidewalks adjacent to the streets, the developer may be required to reserve an unobstructed easement of at least ten feet in width to provide such access.”

SECTION 4. That Section 15-217. “General layout of streets.” of Article XIV. “Streets and Sidewalks” of Appendix A “Land Use” of the Code of Ordinance of the City of New Bern be and the same is hereby amended by deleting Section 15-217 in its entirety and inserting in its stead the following:

“Section 15-217. – General layout of streets.

(a) To the extent practicable, driveway access to collector streets shall be minimized to facilitate the free flow of traffic and avoid traffic hazards.

(b) All permanent dead-end streets (as opposed to temporary dead-end streets, see subsection 15-214(a)(4)) shall be developed as culs-de-sac in accordance with the standards set forth in subsection (d) of this section. Except where no other practicable alternative is available, such streets may not extend more than 700 feet (measured to the center of the turnaround).

(c) A divided street (i.e., a street constructed with a planted island strip in the center) shall be permitted provided said street creates or comprises a street that meets the right-of-way and pavement width requirements of this article.

(d) Streets shall be laid out so that residential blocks do not exceed 1,000 feet, unless no other practicable alternative is available.

(e) When a continuous street centerline deflects at any point by more than three degrees, a circular curve shall be introduced, having a radius of curvature on said centerline of not less than the following:

- (1) Arterial: 300 feet.
- (2) Collector: 250 feet.
- (4) Subcollector: 200 feet.
- (3) Marginal access: 200 feet.
- (4) Local: 150 feet.
- (5) Minor: 100 feet.”

SECTION 5. That Section 15-15. “Basic definitions and interpretations.” of Article II. “Definitions” of Appendix A “Land Use” of the Code of Ordinance of the City of New Bern be and the same is hereby amended by deleting the following subsections in their entirety:

- (114) *Street, arterial*
- (115) *Street, collector*
- (116) *Street, cul-de-sac*
- (118) *Street, local*
- (119) *Street, limited access*
- (120) *Street, marginal access (service)*
- (121) *Street, minor*
- (122) *Street, subcollector*

SECTION 6. This ordinance shall be effective from and after the date of its adoption.

ADOPTED THIS 28TH DAY OF AUGUST 2018.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

AN ORDINANCE TO AMEND APPENDIX A "LAND USE" OF THE CODE OF ORDINANCES OF THE CITY OF NEW BERN

THAT WHEREAS, the Planning and Zoning Board of the City of New Bern recommends that certain amendments be made to Appendix A "Land Use" of the Code of Ordinances of the City of New Bern; and

WHEREAS, the City's development services staff further recommends approval of said proposed amendments; and

WHEREAS, the Board of Alderman of the City of New Bern deems it advisable and in the public interest to effect said revisions to Appendix A "Land Use" of the Code of Ordinances of the City of New Bern.

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

SECTION 1. That Section 15-210. "Street classification." of Article XIV. "Streets and Sidewalks" of Appendix A "Land Use" of the Code of Ordinance of the City of New Bern be and the same is hereby amended by deleting Section 15-210 in its entirety and inserting in its stead the following:

"Section 15-210. - Street classification.

~~(a) In all new subdivisions, streets that are dedicated to public use shall be classified as provided in subsection (b).~~

~~_____ (1) The classification shall be based upon the projected volume of traffic to be carried by the street, stated in terms of the number of trips per day;~~

~~_____ (2) The number of dwelling units to be served by the street may be used as an indicator of the number of trips but is not conclusive;~~

~~_____ (3) Whenever a subdivision street continues an existing street that formerly terminated outside the subdivision or it is expected that a subdivision street will be continued beyond the subdivision at some future time, the classification of the street will be based upon the street in its entirety, both within and outside of the subdivision.~~

~~(b)~~ The classification of streets shall be as follows:

~~(1)~~(a) *Minor.* A street whose sole function is to provide access to abutting properties. It serves or is designed to serve not more than nine dwelling units and is expected to or does handle up to ~~75~~100 trips per day with a minimum street width of ~~25~~27 feet back of curb to back of curb.

(2)(b) *Local*. A street whose sole function is to provide access to abutting properties. It serves or is designed to serve at least ~~ten~~10 but not more than ~~25~~99 dwelling units and is expected to or does handle ~~between 75 and 200~~ up to 1,000 trips per day with a minimum street width of 31 feet back of curb to back of curb. ~~However, in the case where the subdivision meets or exceeds the requirements of an R-20 residential zoning district, a minimum street width of 27 feet back of curb to back of curb may be allowed.~~

(3)(c) *Cul-de-sac*. A street that terminates in a vehicular turnaround with a minimum street width of ~~thirty-one (31)~~ feet back of curb to back of curb and not over ~~one thousand two hundred (1,200)~~ 750 feet in total length. All such cul-de-sacs ~~extensions~~ shall have a minimum width of ~~thirty-one (31)~~ feet back of curb to back of curb, and a ~~turnaround of cul-de-sac terminus diameter of 88 feet unless a smaller diameter is authorized pursuant to subsection (1) below.~~ connection no less than every eight hundred (800) feet. Longer cul-de-sac lengths may be authorized provided the director of ~~planning and inspections development services, city engineer, director of electric utilities, and the director of public works, or their respective designees~~ determines that there is no practical option for providing street connectivity due to existing documented environmental features such as wetlands, natural water bodies, topographical features, environmental conditions or physical conditions such as property shape, property accessibility, or land use relationships. If the subdivision meets or exceeds the requirements of an A-5, R-20, R-15, or R-10 residential zone and the cul-de-sac has a total length not in excess of ~~eight hundred (800) feet~~ 150 feet, cul-de-sacs may have a minimum street width of twenty-five (25) 27 feet back of curb to back of curb, and a terminus diameter of 63 feet may be allowed.

(1) Cul-de-sac terminus diameter may be reduced to no less than 80' provided: feet in the discretion of a developer when:

(i) No Parking is prohibited within the cul-de-sac area as evidenced by the prohibition being . Such restricted area shall be identified and noted on the final recorded plat and incorporated in the recorded restrictive and protective covenants for the lots located on the cul-de-sac; and

(ii) All lots deriving access from a the cul-de-sac shall provide a vehicle accommodation area consisting of 4 spaces which conform to the dimensional requirements found in section 15-344(a). Garages, parking pads and driveways may be used to satisfy this requirement. Said parking Vehicle accommodation areas shall be identified on the final recorded plat.

(4)(d) *Subcollector*. A street whose principal function is to provide access to abutting properties but is also designed to be used or is used to connect minor and local streets with collector or arterial streets, including residences indirectly served through connecting streets. It serves or is designed to serve at least ~~26~~100 but not more than ~~100~~499 dwelling units and is expected to or does handle between ~~200~~1,000 and ~~800~~5,000 trips per day with a minimum street width of 31 feet back of curb to back of curb.

(5)(e) *Collector*. A street whose principal function is to carry traffic between minor, local, and subcollector streets and arterial streets but that may also provide direct access to abutting properties. It serves or is designed to serve, directly or indirectly, ~~more than 100~~500 or ~~more~~ dwelling units and is designed to be used or is used to carry more than ~~800~~ 5,000 trips per day with a minimum street width of 35 feet back of curb to back of curb. If a collector street has

curb-cuts or driveway cuts, the street shall have two lanes divided or three lanes with a center lane.

~~(6)(f)~~ *Arterial*. A major street in the city street system that serves as an avenue for the circulation of traffic into, out [of], or around the city, ~~and carries high volumes of traffic, and generally serves to connect multiple connector streets.~~ All state-maintained streets within the city and their extensions into the extraterritorial area are arterial streets with a minimum street width of 44 feet back of curb to back of curb.

~~(7)(g)~~ *Marginal access (service) street*. A street that is parallel to and adjacent to an arterial street and that is designed to provide access to abutting properties so that these properties are somewhat sheltered from the effects of the through traffic on the arterial street and so that the flow of traffic on the arterial street is not impeded by direct driveway access from a large number of abutting properties with a minimum street width of ~~25~~ 27 feet back of curb to back of curb.

~~(8) — Limited access street. A street developed to provide for the free and safe movement of traffic through a subdivision, which at the time of development is platted showing all driveway or street connections, whether improved or reserved for future improvement. In the case of residential subdivisions, no direct driveway access shall be provided on said street from any residential property. In the case of nonresidential subdivisions, direct driveway access shall be limited to one driveway every 800 feet. The intent of the limited access street in a nonresidential application is to encourage the clustering two or more developments around a single driveway to reduce the number of curb cuts on the said street. In no case shall any additional access be granted to limited access streets without the submission of plans for a change in the subdivision plat. All such changes are subject to the subdivision review process set forth in article IV. All limited access streets shall have a minimum pavement width of 20 feet with minimum shoulder widths of six feet.~~

(h) The number of dwelling units to be served by the street may be used as an indicator of the number of trips but is not conclusive.

(i) Whenever a subdivision street within a subdivision continues an existing street that formerly terminated outside the subdivision, or it is expected that a subdivision street within a subdivision will be continued beyond the subdivision at some future time, the classification of the street will be based upon the street in its entirety, both within and outside of the subdivision.

(j) If a developer so chooses they may provide a traffic impact assessment conducted by a licensed professional engineer in order to reclassify roads on the basis of lower trip generation. The trips per day generation may also be determined by consulting the projections set out in the Institute of Traffic Engineer's Trip Generation Manual (9th ed.) as amended from time to time. In either case, such determination shall be conclusive."

SECTION 2. That Section 15-214. "Development connectivity." of Article XIV. "Streets and Sidewalks" of Appendix A "Land Use" of the Code of Ordinance of the City of New Bern be and the same is hereby amended by deleting Section 15-214 in its entirety and inserting in its stead the following:

“Section 15-214. – Development connectivity.

(a) Residential connectivity standards

(1) The street system of a subdivision shall be coordinated with existing, proposed, and to the extent possible, anticipated streets outside the subdivision or outside the portion of a single tract that is being divided into lots (hereinafter, “surrounding street”) as provided in this section.

(2) Collector streets shall intersect with surrounding collector or arterial streets at safe and convenient locations.

(3) Subcollector, local, and minor residential streets shall connect with surrounding streets where necessary to permit the convenient movement of traffic between residential neighborhoods or to facilitate access to neighborhoods by emergency service vehicles or for other sufficient reasons, but connections shall not be permitted where the effect would be to encourage the use of such streets by substantial through traffic.

(4) Wherever connections to anticipated or proposed surrounding streets are required by this section, the street right-of-way shall be extended to the property line of the subdivided property (or to the edge of the remaining undeveloped portion of a single tract) at the point where the connection to the anticipated or proposed street is expected. In addition, the department of public works may require temporary turnarounds to be constructed at the end of such streets pending their extension when such turnarounds appear necessary to facilitate the flow of traffic or to accommodate emergency vehicles. Notwithstanding the other provisions of this subsection, no temporary dead-end street in excess of ~~1,000~~ 750 feet may be created unless no other practical alternative is available as determined by the director of development services or their designee.

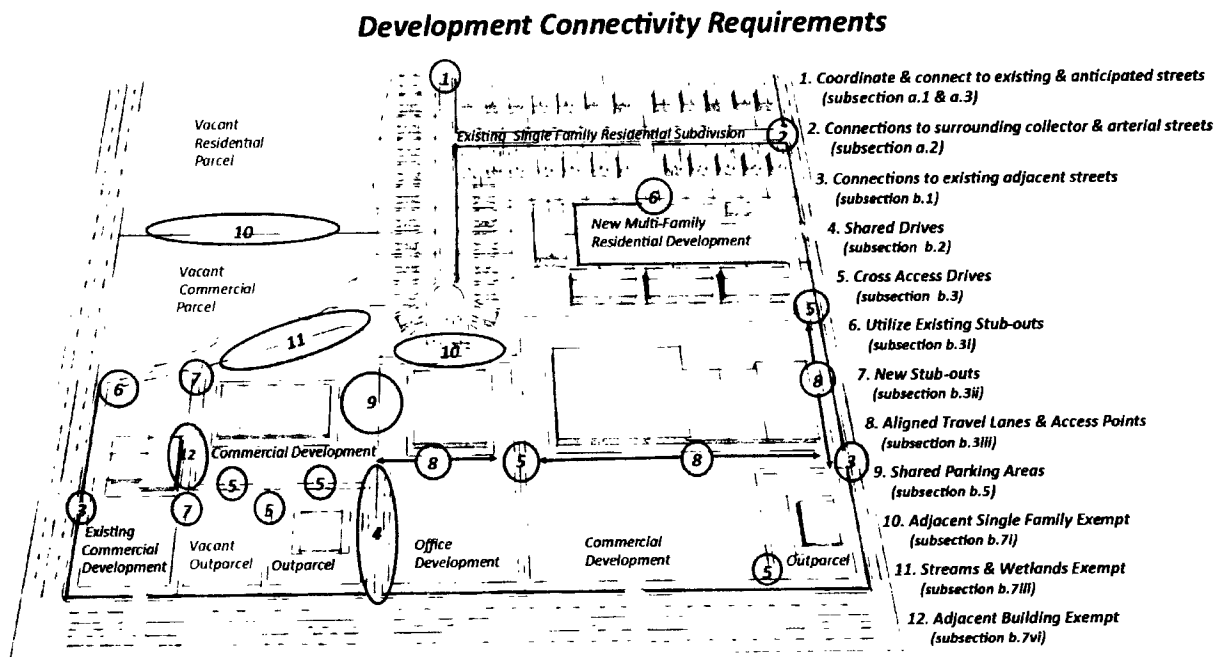
(5) All residential developments requiring a departmental review by city staff and containing 150 lots or more shall provide a second point of street access from such development onto a surfaced public street. ~~Said~~ The second point of street access shall be a minimum of ~~1000ft~~ **1,000 feet** from the first point of access as measured along the project boundary line.

(b) *Non-residential connectivity standards:* In order to prevent added congestion along major roads from trips starting and ending in close proximity to each other, and in order to increase commerce and the ease of access to amenities for customers and residents alike, new development shall provide a high degree of connectivity to adjacent properties and streets. All development requiring departmental review shall be designed to allow for cross-access to adjacent compatible development in accordance with the following standards:

(1) **Connectivity to Adjacent Streets and Drives.** All new development on parcels adjacent to two or more existing streets or drives shall provide for access to each to the greatest extent possible with existing City and State traffic requirements.

(2) **Shared Drives.** Shared driveway access between new developments or through agreement with existing development is encouraged to reduce the need for curb cuts and changes to medians and traffic signalization on major roads. When such drives are provided no additional cross access points shall be necessary between subject properties.

(3) **Cross Access Drives.** Cross access points shall be provided between all new developments and adjacent properties in order to provide traffic circulation parallel to adjacent arterial and collector roads. The following shall apply in development of cross access points:



Development Connectivity Requirements

i. New development shall utilize, whenever possible, all existing stub outs or internal drives abutting property lines on adjacent properties to create cross access between parcels.

ii. At least one (1) cross access point shall be required on each side of the new development, except those found to be applicable to subsection 8 below. When there are no existing cross access points on adjacent properties, whether developed or undeveloped, new drives and/or stub outs shall be created abutting the property lines of those adjacent properties.

iii. To the greatest extent possible, cross access points on opposite sides of a development shall be aligned with each other, parking lot travel lanes, internal drives and other cross access points on non-adjacent parcels on the same block so as to provide for a consistent lane of travel between parcels on a block.

(4) **Design and Dimensional Requirements.** All stub outs, shared drives and other cross access features shall be developed according to all applicable parking standards with

the exception of sections abutting undeveloped property lines, which do not require curbing. All cross access features shall be constructed with a minimum width of ~~twenty four (24)~~ feet, curb-to-curb, or two separate ~~twelve (12)~~-foot lanes to accommodate ~~two (2)~~ lanes of traffic.

(5) Parking Requirement Reductions. For each parcel they serve, each shared drive, stub-out or connected cross-access drive shall equate to a reduction ~~three~~ of (3) required parking spaces each. All, undivided, shared parking areas designated and reserved on plans shall equate to a reduction of ~~eight (8)~~ parking spaces, which may be applied in any fashion over the subject parcels. The total reduction in required parking spaces per this section shall not equal more than ~~twenty five (25)~~ percent of the required spaces per parcel. Nothing in this section shall prohibit additional parking exceeding the requirements of this ordinance.

(6) Landscape Buffer Relief. All paved areas within cross access points and shared drives shall be exempt from landscape buffer requirements.

(7) Alterations and Exemptions. When environmental and development constraints exist on or adjacent to one or more areas of a new development site preventing the reasonable application of this section the director of development services, or his or her designated representative, at their discretion, may allow the relocation of one or more required cross access points. In extreme circumstances they may also allow the reduction in the required number of cross access points. The following circumstances may represent the need for an alteration to the required design or location of or exemption of one or more cross access points:

- (c) Adjacent properties in zoning districts which prohibit multi-family or non-residential development or existing adjacent single family residential development.
- ii. Existing heavy industrial or other development that poses a safety or security issue.
- iii. Significant natural features such as streams and wetlands, which would be harmful to disturb or pose an unreasonable economic hardship.
- iv. Existing topographic features with slopes of greater than fifteen (15) percent.
- v. Existing utility or other infrastructure obstructions which make future access unreasonable.
- vi. Where adjacent multi-family or non-residential structures are located closer to property lines than would allow for adequate two-way traffic circulation around such structures.
- vii. Other existing features determined by the Development Services Director to make connectivity requirements unreasonable.

(8) Maintaining Connectivity. Unconnected stub outs may be used for parking or other permissible uses prior to cross access with new adjacent development. All open cross access points shall be kept clear to permit unimpeded two way traffic for the duration of the use of the development.

(9) Recorded Easements. All developments with shared drives and cross access points shall document all recorded shared access easements on final plats prior to final approval.”

SECTION 3. That Section 15-216. “Street width, sidewalk, and drainage requirements in subdivisions.” of Article XIV. “Streets and Sidewalks” of Appendix A “Land Use” of the Code of Ordinance of the City of New Bern be and the same is hereby amended by deleting Section 15-216 in its entirety and inserting in its stead the following:

“Section 15-216. – Street width, sidewalk, and drainage requirements in subdivisions.

(a) Street rights-of-way are designed and developed to serve several functions: (i) to carry motor vehicle traffic and, in some cases, allow on-street parking, (ii) to provide a safe and convenient passageway for pedestrian traffic; and (iii) to serve as an important link in the city’s drainage system. The board of aldermen ~~of the city~~ finds that arterial streets and other major streets with no driveway access from abutting properties may be constructed without curb and gutter. Where curbs and gutters are not provided, the paving widths shall not be less than the following:

1. Arterial streets: 33 feet.
2. Collector streets: 24~~27~~ feet.

Such streets as defined in this subsection shall have a minimum shoulder of ~~six~~6 feet on either side with drainage swales on either side, constructed in accordance with the specifications referenced in section 15-219.

(b) Streets platted before March 5, 1968 may be constructed without curbs and gutters if they would be in keeping with streets previously constructed in that subdivision and, in the opinion of the director of public works and the city engineer, such streets can be constructed without causing significant safety, maintenance, or drainage problems. ~~Streets in subdivisions platted after March 5, 1968 may be constructed without curbs and gutters if said streets are located in residential developments that have lot sizes that exceed the city’s standards for the R-20 rural residential zoning district. Said lots shall provide off-street parking pads that provide space for a minimum of three motor vehicles. (In determining said parking requirements, the driveway shall be counted as one parking space.) Limited access streets, as defined in section 15-210 of this same article, may also be constructed without curbs and gutters. In no case shall the pavement widths on limited access or non-curbed and guttered streets be less than 20 feet with minimum shoulder widths of six feet.~~ All cross sections of streets and drainage shall be shown on plats. All streets which are constructed without curb and gutter shall meet the city’s standards for

curbed and guttered streets as contained in appendix C the City of New Bern Street Design Standards of this ordinance. Notwithstanding any other provision of this ordinance, all driveways and driveway culverts must be installed to city standards by the developer or owner of the lot at his/her expense.

(c) ~~Collector streets and other s~~ Streets not constructed according to the requirements of subsections (a) and (b) shall conform to the requirements of this subsection the City of New Bern Streets Design Standards. ~~Only standard 30-inch, vertical face curb may be constructed, and street pavement width shall be measured from back of curb to back of curb (b/c to b/c). Street rights of way (ROW) shall provide for the placement of utilities in designated areas along both sides of newly dedicated streets at the back of the curb. The area on each side of the street pavement shall be a minimum width of ten feet for rights of way that do not include sidewalks and 15 feet for rights of way that include sidewalks. Sidewalks, when installed, shall be at least four 5 feet in width and be separated a minimum of two feet from the back of the curb. Typical street sections illustrating streets with utility installation and with and without sidewalks are contained in appendix C the City of New Bern Street Design Standards.~~

Street Type	Minimum Pavement Width B/C to B/C (feet)*	Minimum ROW Width w/Sidewalk (feet)*	Minimum ROW Width w/out Sidewalk (feet)*
Minor	~~25~~ <u>27</u>	~~55~~ <u>57</u>	~~45~~ <u>47</u>
Local	~~31~~ <u>27</u>	~~61~~ <u>57</u>	~~51~~ <u>47</u>
Subcollector	31	61	51
Collector	35	65	55
Arterial	44	74	64
Marginal Access	~~25~~ <u>27</u>	~~55~~ <u>57</u>	~~50~~ <u>52</u>
~~Limited Access~~	~~20~~	~~50~~	~~50~~

~~*In cases of planned unit developments, street pavement and right of way widths less than those shown above may be allowed if the director of public works, director of electric utilities, and the city engineer determine that the narrowing of the right of way would not create a conflict in the installation and maintenance of street signs and public utilities.~~

(d) ~~Sidewalks are required along all arterial, collector, subcollector, local, and other through traffic streets in all residential subdivisions platted after the effective date of this ordinance. Said sidewalks In all residential subdivisions, Sidewalks are to be installed in all residential subdivisions, at a minimum, on one side of the street at a minimum, and shall be constructed according to the specifications in the City of New Bern Street Design Standards,~~

except that the director of public works may permit the installation of walkways constructed with other suitable materials when he concludes that:

(1) Such walkways would serve the residents of the development as adequately as concrete sidewalks; and

(2) Such walkways would be more environmentally desirable or more in keeping with the overall design of the development.

(e) All developments requiring a departmental review by city staff shall be required to provide for the construction of sidewalks and other pedestrian amenities internally as well as along all adjacent portions of roadway designated for such improvements in accordance with adopted city plans and city standards when such amenities do not exist to the standard set forth in the plan. Such improvements shall adjoin any immediately adjacent pedestrian features and be installed so as to be easily adjoined to in the future. In the event that greenways or bike and pedestrian trails are required in accordance with adopted plans, the developer may provide to the City a recorded easement of no less than 15 feet in width and in keeping with the general intent of adopted plans for the future construction of said features by the city.

(f) In the absence of an adopted city plan that addresses the construction and location of sidewalks and other pedestrian amenities as identified in subsection 15-216(e), all developments, commercial and residential, requiring a departmental review by city staff shall be required to construct sidewalks and other pedestrian amenities along adjacent portions of roadway or internal drives and open spaces on-site when there are found to be pre-existing sidewalks and pedestrian amenities on adjoining properties or along road rights-of-way within 500 feet, except that the director of development services may waive this requirement when severe environmental constraints or other such conditions exist so as to make future connection unlikely or unreasonable. Such improvements shall be constructed consistent to the standard of adjacent pedestrian amenities or city standards, whichever are deemed to be greater, and with the intent that future pedestrian access between developments and along adjacent streets be achieved.

(g) Whenever the board of aldermen finds that a means of pedestrian access is necessary from the subdivision to schools, parks, playgrounds, or other roads or facilities and that such access is not conveniently provided by sidewalks adjacent to the streets, the developer may be required to reserve an unobstructed easement of at least ten feet in width to provide such access.”

SECTION 4. That Section 15-217. “General layout of streets.” of Article XIV. “Streets and Sidewalks” of Appendix A “Land Use” of the Code of Ordinance of the City of New Bern be and the same is hereby amended by deleting Section 15-217 in its entirety and inserting in its stead the following:

“Section 15-217. – General layout of streets.

(a) To the extent practicable, driveway access to collector streets shall be minimized to facilitate the free flow of traffic and avoid traffic hazards.

(b) All permanent dead-end streets (as opposed to temporary dead-end streets, see subsection 15-214(a)(4)) shall be developed as culs-de-sac in accordance with the standards set forth in subsection (d) of this section. Except where no other practicable alternative is available, such streets may not extend more than 700 feet (measured to the center of the turnaround).

~~(c) The right-of-way of a cul-de-sac over 150 feet shall have a roadway diameter of 80 feet back of curb to back of curb in cases where a planting island is placed in the center and 63 feet back of curb to back of curb in cases where an island is not provided. The right-of-way of a cul-de-sac 150 feet or less shall have a roadway diameter of 63 feet back of curb to back of curb. Said culs-de-sac shall have a property line diameter (right-of-way) of 100 feet and shall be constructed in accordance with appendix C the City of New Bern Street Design Standards. (Moved to 15-210(a)(3)).~~

(dc) A divided street (i.e., a street constructed with a planted island strip in the center) shall be permitted provided said street creates or comprises a street that meets the right-of-way and pavement width requirements of this article.

(ed) Streets shall be laid out so that residential blocks do not exceed 1,000 feet, unless no other practicable alternative is available.

(fe) When a continuous street centerline deflects at any point by more than three degrees, a circular curve shall be introduced, having a radius of curvature on said centerline of not less than the following:

- (1) Arterial: 300 feet.
- ~~(2) Limited access: 300 feet.~~
- (32) Collector: 250 feet.
- (4) Subcollector: 200 feet.
- (3) Marginal access: 200 feet.
- (4) Local: 150 feet.
- (5) Minor: 100 feet.”

SECTION 5. That Section 15-15. “Basic definitions and interpretations.” of Article II. “Definitions” of Appendix A “Land Use” of the Code of Ordinance of the City of New Bern be and the same is hereby amended by deleting the following subsections in their entirety:

- (114) *Street, arterial*
- (115) *Street, collector*
- (116) *Street, cul-de-sac*

(118) *Street, local*

(119) *Street, limited access*

(120) *Street, marginal access (service)*

(121) *Street, minor*

(122) *Street, subcollector*

SECTION 6. This ordinance shall be effective from and after the date of its adoption.

ADOPTED THIS ____ DAY OF AUGUST 2018.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

AGENDA ITEM COVER SHEET

Agenda Item Title:

To consider holding a Public Hearing to consider amending Article II: Section 15-15 of the City of New Bern Land Use Ordinance; "Basic definitions and interpretations."

Date of Meeting August 28, 2018**Ward # if applicable** N/A**Department** Development Services**Person Submitting Item:** Bradleigh Sceviour**Call for Public Hearing** ☒ Yes ☐ No**Date of Public Hearing** 8/28/2018**Explanation of Item:**

State statute and local ordinance requires the governing body to hold a public hearing prior to amending the Land Use Ordinance.

City staff is requesting the Board of Aldermen to consider amending Article II: Section 15-15 of the City of New Bern Land Use Ordinance; "Basic definitions and interpretations".

Actions Needed by Board:

To hold a public hearing and consider approval or denial of the requested Land Use Ordinance Amendment.

Is item time sensitive? ☒ Yes ☐ No**Will there be advocates/opponents at the meeting?** ☒ Yes ☐ No**Backup Attached:**

Staff memo, and proposed edits.

Cost of Agenda Item: 0

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

Additional notes:

The Planning & Zoning Board reviewed these requests at its June 5th regular meeting and voted unanimously (8-0) in favor of recommending approval for the proposed amendment.



MEMORANDUM

TO: Mayor Outlaw and Board of Aldermen

FROM: Bradleigh Sceviour
Planner II

DATE: August 17th, 2018

SUBJECT: Call for a Public Hearing to consider adoption of the proposed amendments to Section 15-15 of the City of New Bern Land Use Ordinance; "Basic definitions and interpretations".

Background

The Board of Aldermen is requested to hold a public hearing on August 28th, 2018 at 6:00 p.m., or as soon thereafter as possible, to consider a request by the City of New Bern to consider adoption of proposed amendments to Section 15-15 of the City of New Bern Land Use Ordinance; "Basic definitions and interpretations".

These proposed edits are to clean up the residential definitions found in our basic definitions and interpretations section. With the last major overhaul of the Land Use Ordinance some errors in formatting lead to the retention of some older, now redundant, definitions for residential uses. Adopting the proposed ordinance changes will make sure there is no confusion in how different residential uses are defined within the Land Use Ordinance.

At their June 5th, 2018 regular meeting the Planning and Zoning Board voted unanimously (8-0) to recommend approval to the Board of Aldermen.

Recommendation

To adopt proposed amendments to Section 15-15 of the City of New Bern Land Use Ordinance; "Basic definitions and interpretations" as presesnted.

Please contact me at 639-7582 should you have questions or need additional information.

AN ORDINANCE TO AMEND APPENDIX A “LAND USE” OF THE CODE OF ORDINANCES OF THE CITY OF NEW BERN

THAT WHEREAS, the Planning and Zoning Board of the City of New Bern recommends that certain amendments be made to Appendix A “Land Use” of the Code of Ordinances of the City of New Bern; and

WHEREAS, the City’s development services staff further recommends approval of said proposed amendments; and

WHEREAS, the Board of Alderman of the City of New Bern deems it advisable and in the public interest to effect said revisions to Appendix A “Land Use” of the Code of Ordinances of the City of New Bern.

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

SECTION 1. That Section 15-15. “Basic definitions and interpretations.” of Article II. “DEFINITIONS” of Appendix A “Land Use” of the Code of Ordinance of the City of New Bern be and the same is hereby amended by deleting Section 15-15(87) in its entirety, and renumbering subsequent subsections of 15-15 accordingly.

SECTION 2. That Section 15-15. “Basic definitions and interpretations.” of Article II. “DEFINITIONS” of Appendix A “Land Use” of the Code of Ordinance of the City of New Bern be and the same is hereby amended by deleting Section 15-15(88) in its entirety, and renumbering subsequent subsections of 15-15 accordingly.

SECTION 3. That Section 15-15. “Basic definitions and interpretations.” of Article II. “DEFINITIONS” of Appendix A “Land Use” of the Code of Ordinance of the City of New Bern be and the same is hereby amended by deleting Section 15-15(90) in its entirety, and renumbering subsequent subsections of 15-15 accordingly.

SECTION 4. That Section 15-15. “Basic definitions and interpretations.” of Article II. “DEFINITIONS” of Appendix A “Land Use” of the Code of Ordinance of the City of New Bern be and the same is hereby amended by deleting Section 15-15(91) in its entirety, and renumbering subsequent subsections of 15-15 accordingly.

SECTION 5. This ordinance shall be effective from and after the date of its adoption.

ADOPTED THIS 28TH DAY OF AUGUST 2018.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider adopting a resolution approving updates to the City of New Bern Street Design Standards dated August 2018.

Date of Meeting **Ward # if applicable** **Multiple Wards****If multiple, list:****Department** Public Works**Person Submitting Item:** **Call for Public Hearing** No**Date of Public Hearing** **Explanation of Item:**

The City of New Bern Land Use Ordinance was updated and approved at the August 14th Board of Aldermen meeting. This resolution will update the Street Design Standards to align with the Land Use Ordinance and will change the review and inspection process from the City Engineer's office to the Public Works Department.

Actions Needed by Board:

Adopt a resolution approving updates to the City of New Bern Street Design Standards dated August 2018.

Is item time sensitive? No**Will there be advocates/opponents at the meeting?** No**Backup Attached:**

Memo from Public Works
Street Design Standards
Street Design Standards (Red Lined)
Resolution

Cost of Agenda Item:

If this item requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director : Select...

Additional notes:



Public Works Department
P.O. Box 1129, 1004 S. Glenburnie Road
New Bern, N.C. 28563-1129
Phone: (252) 639-7501
Fax: (252) 636-1848

August 14, 2018

Memo to: Mayor and Board of Aldermen

From: Matt Montanye, Director of Public Works

Matthew Montanye
8/14/18

Re: Consider adopting a resolution approving updates to the City of New Bern Street Design Standards, dated August 2018.

Background Information:

In January of 2011, the City of New Bern worked with local engineers, developers and other stakeholders to develop design standards for new streets being constructed within the City of New Bern. At that time the Public Works Department was in the transition phase of hiring a new Director of Public Works and therefore all of the design requirements and inspections fell under the City Engineer.

At the August 28th Board of Aldermen meeting, you will also consider updates to the City of New Bern Land Use Ordinance which will incorporate several changes to the required street widths and right-of-way widths that are noted in the Street Design Standards. Therefore, the Street Design Standards are being updated to align with the most updated version of the Land Use Ordinance and would transfer the design review and inspection responsibilities from the City Engineer to the Director of Public Works.

Recommendation:

The Public Works Department has been working with the City Engineer as well as the Development Services staff to ensure that the updated design standards are consistent with the Land Use Ordinance and that the best interest of the City are met. Therefore, it is recommended that the Board of Aldermen approve the attached updated version of the City of New Bern Street Design Standards.

RESOLUTION

WHEREAS, Section 15-219 of the City of New Bern Land Use Ordinance refers to Appendix C "City of New Bern Street Design Standards" dated January 2011; and

WHEREAS, since the issuance of standards in January 2011, changes have been made to the Land Use Ordinance with respect to street and right-of-way widths. The Street Design Standards are in need of revision to incorporate these changes as well as transfer the design review and inspection responsibilities from the City Engineer to the Director of Public Works.

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

That the revision to Appendix C "Street Design Standards" of the Code of Ordinances dated August 2018, a copy of which is attached hereto and incorporated herein by reference, is hereby approved and adopted.

ADOPTED THIS 28th DAY OF AUGUST, 2018.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

APPENDIX C
STREET DESIGN STANDARDS
CODE OF ORDINANCES
OF THE CITY OF NEW BERN



City of New Bern Public Works Department
P.O. Box 1129
New Bern, NC 28563
(252) 639-7501

August 2018

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SECTION 1.0

INTRODUCTION

1.1 GENERAL

The purpose of this document is to provide guidance for Property Owners, Developers and Engineers to assist with design of plans and specifications for projects which will become part of the City of New Bern street system. The requirements contained herein are to be considered supplemental to Section 15-219 "Construction Standards & Specifications" of Article XIV of the City of New Bern Land Use Ordinance. A project which shall require a variation from these requirements must be approved by the City of New Bern Public Public Works Department prior to construction.

1.2 CONTACT INFORMATION

All correspondence regarding proposed street construction projects shall be directed to the Director of Public Works at the following address:

Mr. Matt Montanye
Director of Public Works
City of New Bern Public Works Department
P.O. Box 1129
New Bern, N.C. 28563
Phone: (252) 639-7501
Fax: (252) 636-1848
Email: montanyem@newbern-nc.org

SECTION 2.0

STREET ACCEPTANCE TIMELINE

2.1 GENERAL

The following is a summary of the actions needed in order for a new street to be accepted for ownership and maintenance by the City of New Bern:

1. Design Submittal:
2. Design Approval:
3. Engineer's Certification of Completion:
4. Built-to-Standard Approval:
5. Petition for Acceptance:
6. Formal Acceptance:

2.2 DESIGN SUBMITTAL

Prior to construction of any street that is intended for acceptance by the City, the design engineer shall submit the following documents in duplicate for review to the City of New Bern Public Works Department:

- 2.2.1 **Project plans:** Project plans shall clearly identify all proposed streets and drainage features. Street dimensions shall include street widths, ROW boundaries, and horizontal & vertical curve information. Size and material of proposed drainage structures shall also be indicated.
- 2.2.2 **Subgrade Analysis:** If designer is using the California Bearing Ratio (CBR) test to determine the soil support value as described in Section 3.2.1.1 or 3.2.1.2; then the CBR test shall be performed by a qualified geotechnical firm in accordance with AASHTO T193 and the results of the CBR test shall be included in the design submittal.
- 2.2.3 **Pavement Structure Design:** Provide pavement design calculations based on the criteria set forth in Section 3.2.
- 2.2.4 **Storm Drainage Calculations:** All storm drainage pipe and structures shall be sized adequately to accommodate runoff of a **25 year-24 hour** storm event.
- 2.2.5 **Plan Review Fee:** The applicable plan review fee shall be submitted based on the most recent version of the "*City of New Bern Public Works Department Review Fee Schedule*" as set forth by the Board of Alderman.

2.3 DESIGN APPROVAL

Once all items listed in Section 2.2 have been received, reviewed, and approved by the City of New Bern Public Works Department a formal design approval letter will be issued by the Director of Public Works. The intent of this letter is to confirm the applicant's proposed design is in accordance with the City of New Bern design standards and will serve as the applicant's authorization to proceed with the proposed construction. Particular inspection requirements may vary from project to project and the design approval letter will also outline the inspection requirements that pertain to the proposed project.

2.4 ENGINEER'S CERTIFICATION OF COMPLETION

After completion of the proposed street system the design engineer shall submit an engineer's certification package to the City of New Bern Public Works Department for review. The engineer's certification package shall contain the following items:

- 2.4.1 **Engineering Certification:** The design engineer shall submit a signed and sealed Engineer's Certification as shown in **Appendix-A**.
- 2.4.2 **Aggregate Base Course Density Test Reports:** Contractor shall follow procedures outlined in the most recent version of the NCDOT "*Standard Specifications for Roads and Structures*", Section 520.
- 2.4.3 **Asphalt Density Test Reports:** Contractor shall follow procedures outlined in the most recent version of the NCDOT "*Standard Specifications for Roads and Structures*", Section 609.

Submittal of the engineer's certification package will also serve as notification to the City that the project is ready for a Built-to-Standards inspection. At this point the City of New Bern Public Works Department will schedule a Built-to-Standards inspection. During this inspection representatives from the design engineer and the street construction contractor shall be present on-site.

2.5 BUILT-TO-STANDARDS APPROVAL

Once the engineer's certification package has been received, reviewed, and approved by the City of New Bern Public Works Department and the Built-to-Standards inspection has been successfully completed a formal Built-to-Standards letter will be issued by the Director of Public Works. The intent of this letter is to confirm the proposed streets have been initially constructed to meet the minimum City of New Bern Standards. This letter will also have to be issued prior to the City releasing a Certificate of Occupancy (CO) to any home or building on the street.

2.6 PETITION FOR ACCEPTANCE

Once at least 10% of the street has been developed to the intended land use (ex. 10 houses in a 100 lot subdivision) then the developer can petition the City to accept the streets for maintenance. At the time of petition, the street(s) must be in an acceptable state of maintenance. All damaged areas or poorly maintained areas shall be replaced at the direction of the Director of Public Works . The petition for acceptance request shall be accompanied with the "*Owner's Certification of Completion*" (**Appendix-B**), two copies of the final plat and a list of streets to be accepted with their total length indicated in miles.

2.7 FORMAL ACCEPTANCE

Once the Petition for Acceptance package has received, reviewed, and approved by the City of New Bern Public Works Department, the Director of Public Works will issue the developer an acceptance letter indicating that the City has assumed ownership of the streets and the warranty period has begun. The developer shall be responsible for the repair and maintenance of the streets for a period of 24 months after acceptance by the City. During the 24 month warranty period the developer is responsible for all trench, pavement, or subgrade failure. At the end of 24 months, provided that all 23-month warranty inspection punch-list items have been corrected to the satisfaction of the Director of Public Works , the City will accept the permanent responsibility for the repair and maintenance of the street.

SECTION 3.0

DESIGN REQUIREMENTS

3.1 GENERAL

At a minimum, all proposed streets shall be required to meet the design requirements contained in this sections as well as all requirements set forth by the NCDOT where applicable.

3.2 ASPHALT PAVEMENT

The asphalt pavement structure shall be determined by the design engineer based on existing soil conditions and anticipated traffic loading. The following is an outline of the design methodology for pavement structure that is approved by the City of New Bern. An example using this design methodology is shown in **Appendix-C**:

3.2.1 Determine the Soil Support Value (SSV): The *SSV* shall be determined using one of the following three methods:

3.2.1.1 Measure CBR of Soils and Calculate *SSV*: The preferred method for determining the *SSV*. The California Bearing Ratio (CBR) test shall be performed in accordance with AASHTO designation T193, (latest edition) with the exception that if the required soil compaction density to be used during construction is known, only one specimen needs to be tested at the required density for each soil type.

Although the following minimum testing is required, a sufficient number of CBR tests shall be performed to determine the consistency of the soil conditions in the areas to be paved:

- Soil Borings: Perform soil borings with a maximum spacing of 500 linear feet and with at least three borings in each separate street and with at least one boring in soil type identified in the county soil survey map. Each boring shall extend at least 2 feet below the proposed finished subgrade elevation.
- CBR Tests: A CBR test shall be performed on each soil type which will be within two feet of the finished subgrade elevation. If off-site soils are to be used as fill, CBR test shall also be performed on each type which will occur in the upper 2 feet below pavement subgrade.

The average CBR value for the section under study shall then be substituted into the Equation 3.1 to obtain the *SSV*;

$$SSV = 5.32 (\log CBR) - 1.52 \quad [\text{Equation 3.1}]$$

3.2.1.2 Measure the CBR of Soils to be used as Fill and Calculate the SSV: If the characteristics of the existing soils in the area to be paved result in an uneconomical pavement section based on the preceding method, the design engineer may opt to undercut the existing soils to a depth of at least 24 inches below the finished pavement subgrade elevations and backfill with select material. The SSV for the proposed pavement section is then determined by performing a CBR test on each soil type used for backfilling. The SSV shall be determined using the equation shown in Section 3.2.1.1.

3.2.1.3 Assign a SSV from Classification of the County Soil Map: The soil types may be determined by using the applicable Soil Survey map prepared by the USDA – Natural Resources Conservation Services. The proposed project shall be located on the soils map to determine the soil types in the areas to be paved. A copy of the soil survey map with the project boundaries and the areas to be paved shall be submitted to the Director of Public Works .

From the Engineering Index Properties Table of the soil survey, determine the AASHTO Classification of the soil types. From this information use the following table to assign the SSV. Using this method the entire paved area shall be designed using the lowest SSV obtained along any portion of the paved area.

Table 3.1
Assigned Soil Supports Values (SSV)

AASHTO Soil Classification	Assigned SSV
A-1-a	4.2
A-1-b	4.2
A-3	3.5
A-2-4	4.2
A-2-5	4.2
A-2-6	3.4
A-2-7	3.4
A-4	1.0
A-5	1.0
A-6	1.0
A-7-5	1.0
A-7-6	1.0

3.2.2 Determine the Design Average Daily Traffic ($\overline{ADT}$): The ($\overline{ADT}$) shall be calculated according to Equation 3.2:Equation 3.2:

$$\overline{ADT} = \frac{ADT + (G \times ADT)}{2} \quad [\text{Equation 3.2}][\text{Equation 3.2}]$$

2

For proposed residential development Table 3.2 shall be used to determine the $\overline{ADT}$. Using this table, multiply the trips per day per unit by the total number of units based on the proposed full development of the street. For non-residential development the design engineer shall use the latest edition of the Institute of Traffic Engineer's "Trip Generation" to determine the fully developed ($\overline{ADT}$).

Table 3.2
Trips per Day According to Residential Land Use

Residential Unit Type	Trips/Day/Unit
Apartment	6.29
Condominium	5.69
PUD	6.96
Single Family	9.53

The next step in determining the $\overline{ADT}$ is to determine the traffic growth factor (G). The traffic growth factor accounts for the rate of increase in traffic on the proposed street. The traffic growth factor (G) shall be calculated using Equation 3.3::

$$G = (1 + i)^n \quad [\text{Equation 3.3}]$$

i = Fractional rate of growth, from Table 3.3

n = Design life of pavement, years (Shall be 20 years)

Table 3.3
Traffic Growth Rate for Pavement Design

Facility Description	Estimated Yearly Increase
Dead End Street	0.010
Connector Street	0.020
Subdivision Street	
• Fully Developed	0.005
• 75% Developed	0.020
• 50% Developed	0.040
• 25% Developed	0.050

3.2.3 **Determine the Truck Factor** ($\overline{N}$ ($\overline{ADT}$) $\overline{N}$) shall be interpolated from Table 3.4 using the ADT value calculated from Equation 3.2.

Table 3.4
Truck Factor ($\overline{N}$ ($\overline{ADT}$))

($\overline{ADT}$)	($\overline{N}$)
12,500	200
6,250	100
5,000	80
2,500	40
1,875	30
1,562	25
1,250	20
937	15
625	10
312	5
250	4
187	3
125	2
63	1

3.2.4 **Determine the Structural Number (SN):** the structural number is an abstract number that reflects the structural strength of the pavement section required for soil support and traffic loading. Equation 3.4 shall be used to calculate the structural number (SN) using the soil support value (SSV) determined in Section 3.2.1 and the truck factor determined in Section 3.2.3.

$$SN = \frac{2.41 (N)^{0.151}}{(1.14)^{SSV}} \quad \text{[Equation 3.4]}$$

SN = Structural Number required for the pavement design

SSV = Soil Support Value, see Section 3.2.1

($\overline{N}$) = Truck Factor, see Section 3.2.3 = Truck Factor, see Section 3.2.3

For streets with an ($\overline{ADT}$) of 3,500 or greater the calculated structural number (SN) shall be adjusted using Table 3.5. of 3,500 or greater the calculated structural number (SN) shall be adjusted using Table 3.5.

Table 3.5
Required Increase in Structural Number Based on Street Type

Street Type	ADT (Trips per day)	Adjustment to be added to the SN
Major Collector Street	3,500 – 6,000	1.0
Minor Arterial Street	6,000 – 10,000	1.5
Major Arterial Street	Greater Than 10,000	2.0

3.2.5 Determine the Required Pavement Section: The proposed pavement section shall be designed such that the structural number (SN) is equal to or greater than the number obtained in Section 3.2.4. To obtain the structural number of a proposed pavement section, multiply the thickness (in inches) of the various components of the pavement section (surface course, base course, binder course, etc.) by the corresponding structural coefficient from Table 3.6 and sum the results.

Table 3.6
Structural Coefficients for Pavement Design

Pavement Layer	Type of Material	Structural Coefficient per inch of Thickness
Surface Courses	Bituminous Concrete Type SF 9.5A; S 9.5B	0.44
Binder Course	Bituminous Concrete Type I 19.0A	0.44
Base Courses	Coarse Aggregate Base Course (ABC)	0.14
	Bituminous Concrete Base Type B 25.0B	0.30
	Cement Treated ABC (CTABC)	0.23

3.2.6 Minimum Pavement Component Thickness: As part of the pavement section design described in Section 3.2.5 the following minimum thickness must be maintained:

- Bituminous Concrete = 2" Total Minimum
- Aggregate Base Course = 6" Total Minimum

3.3 CURB & GUTTER AND SIDEWALK

3.3.1 All concrete used in the construction of curb & gutter and sidewalks shall be a 3,000 psi mixture.

3.3.2 The standard 2'-0" rolled concrete curb and gutter is the preferred type for use on minor, local, cul-de-sac, and sub-collector streets. The standard 2'-6", 90° vertical high back is the preferred type for use on all collector, arterial, and marginal access

streets. Any other types of curb and gutter shall be subject to the approval of the Director of Public Works .

- 3.3.3 Curb inlet spacing and storm system design shall be consistent with criteria found in *NCDOT - Guidelines for Drainage Studies and Hydraulic Design*. (www.ncdot.org/doh/preconstruct/highway/hydro/)
- 3.3.4 Sidewalks shall be a minimum of 4" of concrete installed on a sub-base compacted to 95% standard density. Sidewalks shall meet the requirements of the "Americans With Disabilities Act" and at a minimum be 60" wide.
- 3.3.5 Catch basins shall be NCDOT standard frame, grates and hood. Where other than standard 2' 6" curb is used, an approved transition section before and after the standard frames, grate and hood will be required.
- 3.3.6 Catch basins should be avoided in curb radii when possible.

3.4 WHEEL CHAIR RAMPS

In accordance with General Statute 136-44.14, all street curbs in North Carolina being constructed or reconstructed for maintenance procedures, traffic operations, repairs, correction of utilities or altered for any reason after September 1, 1973, shall provide wheel chair ramps for the physically handicapped at all intersections where curb and gutter is provided and at other major points of pedestrian flow. Wheel chair ramps and depressed curbs shall be constructed in accordance with details contained in the Department of Transportation, Division of Highways' publication entitled, *Guidelines, Curb Cuts and Ramps for Handicapped Persons*.

SECTION 4.0

CONSTRUCTION REQUIREMENTS

4.1 GENERAL

At a minimum, all proposed streets shall be required to meet the construction requirements contained in this sections as well as all requirements set forth by the NCDOT where applicable.

4.2 SITE CONDITIONS

4.2.1 WEATHER LIMITATIONS:

Construction operations shall be conducted in accordance with the weather limitations given in the applicable sections of "*Standard Specifications for Roads and Structures*" as issued by N. C. Department of Transportation. No asphalt shall be placed when the temperature is less than 40 degrees F in the shade away from artificial heat.

4.2.2 GRADE CONTROL:

Establish and maintain required lines and elevations as necessary to match existing grades and/or proposed grades on the drawings.

4.3 INSTALLATION PROCEDURES

4.3.1 GENERAL:

Install the aggregate base course, asphalt surface course and tack coat in accordance with the applicable provisions of "*Standards Specifications for Roads and Structures*" as issued by the North Carolina Department of Transportation, except as otherwise noted herein.

4.3.2 SUBGRADE:

Shape surface of areas under base course to line, grade and cross section- shown on drawings, with finish surface not more than 1/2" above or below the required subgrade elevation.

Patches in driveways and roadways shall be graded to depth required to match existing pavement or to provide minimum pavement specified.

4.3.3 AGGREGATE BASE COURSE:

Place base course material on prepared subgrade in layers of uniform thickness. Grade the base course evenly to thickness indicated on drawings and compact to 98% as determined by ASTM D 698. No base course shall be placed on muck, pipe clay, organic matter or other unsuitable material.

Maintain a uniform surface on the base course until the placement of the asphalt surface course is complete. Base course material shall be removed as necessary just prior to placement of pavement surface.

4.3.4 PROOF-ROLL:

Perform a proof-roll of the subgrade prior to installation of the aggregate base course **and** perform a proof-roll on the aggregate base course prior to installation of the asphalt surface course. Installation of the aggregate base course and the asphalt surface course shall be made within 48 hours of performing the proof-roll. The proof-roll shall be conducted using a loaded dump truck with a minimum gross vehicle weight (GVW) of 1,000 pounds less than the maximum gross vehicle weight allowed for the dump truck used. At a minimum a tandem axle dump truck weighing 50,000 lbs or more must be used. The inspection process must be in the presence of the Director of Public Works or it's designee. Weigh tickets may be requested to determine actual weight of vehicle. All yielding areas shall be repaired or replaced as directed by the Design Engineer. During the proof-roll inspection the depth of the aggregate base course will be verified.

4.3.5 TACK COAT:

Tack coat shall be applied to contact surfaces of previously constructed asphalt or Portland cement concrete and surfaces abutting or projecting into asphalt concrete pavement. All application of tack coat shall be in conformance with Section 605 of the N.C.D.O.T. "*Standard Specifications for Roads and Structures*".

Tack coat shall be uniformly applied at a rate 0.02 to 0.05 gallons per square yard. No more tack coat material shall be applied than can be covered with base, binder, or surface course during the following day's operations. No base, binder or surface mixture shall be deposited thereon until the tack coat has sufficiently cured to properly receive paving.

All exposed surfaces, not intended to contact paving, shall be protected sufficiently to prevent tack coat from being tracked or splattered on said surfaces. After the tack coat has been applied, it shall be protected until it has cured for a sufficient length of time to prevent it from being picked up by traffic.

4.3.6 ASPHALT SURFACE COURSE:

Apply prime coat at the rate of 0.20 to 0.50 gal. per sq. yd. over compacted base coarse.

Apply tack coat at the rate of 0.05 to 0.15 gal. per sq yd. to in-place asphalt or concrete contact surfaces and other surfaces which will contact paving.

Place asphalt mixture at not less than 225 degrees Fahrenheit, spread and strike off. Place each asphalt course to required grade, cross-section and compacted thickness.

Provide joints between old and new pavements and between successive days' work for continuous bond between adjoining work. Clean contact surfaces and apply tack coat.

Begin rolling when asphalt mixture will bear roller weight without excessive displacement. Repair surface defects with hot asphalt material as rolling progresses. Cut out and patch defective areas and roll to blend with adjacent satisfactory paving. Continue rolling until maximum density is attained and roller marks eliminated.

Protect paving from damage and vehicular traffic until asphalt mixture has cooled and attained its maximum degree of hardness.

4.3.7 FIELD QUALITY CONTROL:

Test the in-place asphalt courses for compliance with requirements for thickness, density, compaction and surface smoothness. Repair or remove and replace unacceptable paving as directed by the Director of Public Works .

In-place compacted thickness will not be acceptable if exceeding following allowable variation from required thickness:

Base Course: 1/2", plus or minus

Surface Course: 1/4", plus or minus.

Surface Smoothness: Test finished surface of each asphalt surface course for smoothness, using 10' straightedge applied parallel with, and at right angles to centerline of paved area. Surfaces will not be acceptable if exceeding the following tolerances for smoothness:

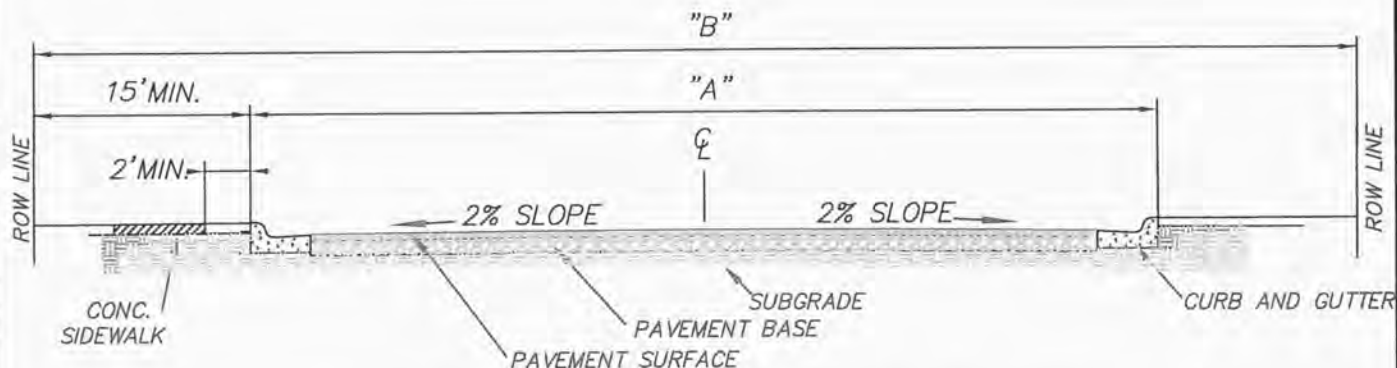
Base Course Surface: 1/4".

Wearing Course Surface: 1/8".

Check surfaced areas at intervals as directed by the Director of Public Works .

Samples: Samples shall be provided as directed by the Director of Public Works in the event other testing is deemed necessary. Such testing shall be performed at an independent laboratory selected by the City and paid for by the Developer. In the event such tests reveal material properties not in accordance with the specifications, The Developer, as directed by the Director of Public Works, will repair or remove and replace unacceptable material. In addition, the Developer will bear the costs of retesting until such time as the material meets the specifications.

SECTION 5.0
STANDARD STREET DETAILS



TYPICAL STREET DIMENSIONS (FEET)		
STREET TYPE	MIN. PAVEMENT WIDTH B/C TO B/C "A"	MIN. ROW WIDTH w/ SIDEWALK "B"
MINOR	27	57
LOCAL	31	61
SUB-COLLECTOR	31	61
COLLECTOR	35	65
ARTERIAL	44	74
MARGINAL ACCESS	27	57

NOTE: Per Section 15-210 and 15-216. "Street Classification" of Article XIV. "Streets and Sidewalks" of Appendix A "Land Use" of the Code of Ordinance of the City of New Bern.

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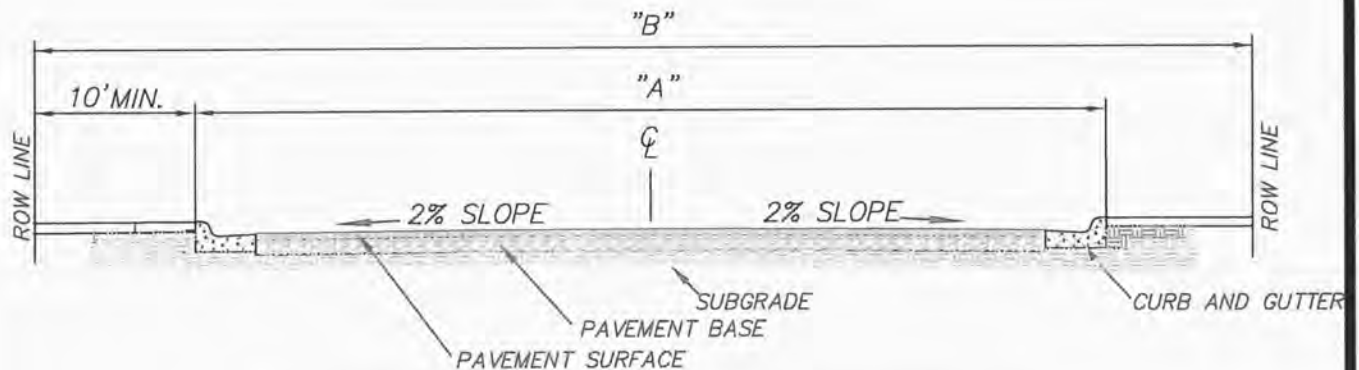
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TYPICAL STREET SECTION w/ SIDEWALK

STANDARD DRAWING No. ST-1



TYPICAL STREET DIMENSIONS (FEET)		
STREET TYPE	MIN. PAVEMENT WIDTH B/C TO B/C "A"	MIN. ROW WIDTH w/o SIDEWALK "B"
MINOR	27	47
LOCAL	31	51
SUB-COLLECTOR	31	51
COLLECTOR	35	55
ARTERIAL	44	64
MARGINAL ACCESS	27	52

NOTES

- Per Section 15-210 and 15-216. "Street Classification" of Article XIV. "Streets and Sidewalks" of Appendix A "Land Use" of the Code of Ordinance of the City of New Bern.
Where sidewalks are not proposed, Arterial and Collector street widths can be reduced to 33' and 27' respectively, if there is no driveway access from any abutting properties.

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TYPICAL STREET SECTION w/o SIDEWALK

STANDARD DRAWING No. ST-2

GENERAL NOTES:

CONTRACTION JOINTS SHALL BE SPACED AT 10' INTERVALS, EXCEPT THAT A 15' SPACING MAY BE USED WHEN A MACHINE IS USED OR WHEN SATISFACTORY SUPPORT FOR THE FACE FORM CAN BE OBTAINED WITHOUT THE USE OF TEMPLATES AT 10' INTERVALS. JOINT SPACING MAY BE ALTERED BY THE ENGINEER TO PREVENT UNCONTROLLED CRACKING.

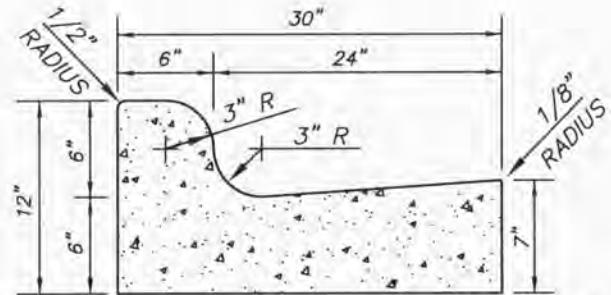
CONTRACTION JOINTS MAY BE INSTALLED BY THE USE OF TEMPLATES OR FORMED BY OTHER APPROVED METHODS. WHERE SUCH JOINTS ARE NOT FORMED BY TEMPLATES, A MINIMUM DEPTH OF 1-1/2" SHALL BE OBTAINED.

ALL CONTRACTION JOINTS SHALL BE FILLED WITH JOINT FILLER.

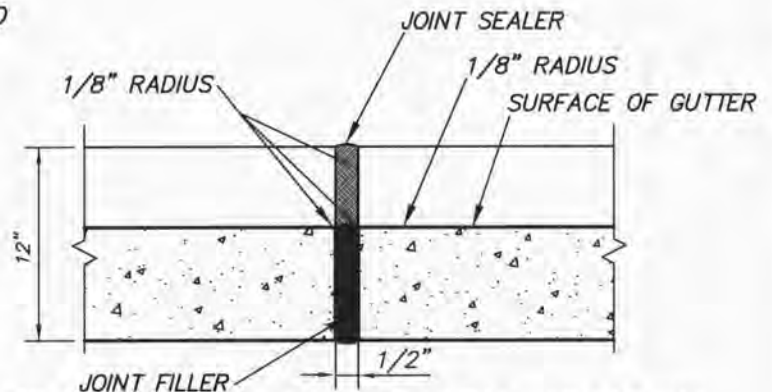
EXPANSION JOINTS SHALL BE SPACED AT 90' INTERVALS, AND ADJACENT TO ALL RIGID OBJECTS.

ALL CURB AND GUTTERS ARE TO BE POURED WITH CLASS "A" CONCRETE. (3,000 PSI)

FLEXIBLE FORMS ARE TO BE USED WHEN RADII IS LESS THAN 200'.



30" COMBINATION CURB AND GUTTER



TRANSVERSE EXPANSION JOINT IN CURB AND GUTTER

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STANDARD 30" CURB AND GUTTER

STANDARD DRAWING No. ST-3

GENERAL NOTES:

CONTRACTION JOINTS SHALL BE SPACED AT 10' INTERVALS, EXCEPT THAT A 15' SPACING MAY BE USED WHEN A MACHINE IS USED OR WHEN SATISFACTORY SUPPORT FOR THE FACE FORM CAN BE OBTAINED WITHOUT THE USE OF TEMPLATES AT 10' INTERVALS. JOINT SPACING MAY BE ALTERED BY THE ENGINEER TO PREVENT UNCONTROLLED CRACKING.

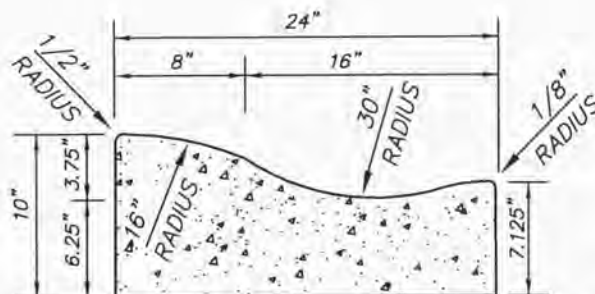
CONTRACTION JOINTS MAY BE INSTALLED BY THE USE OF TEMPLATES OR FORMED BY OTHER APPROVED METHODS. WHERE SUCH JOINTS ARE NOT FORMED BY TEMPLATES, A MINIMUM DEPTH OF 1-1/2" SHALL BE OBTAINED.

ALL CONTRACTION JOINTS SHALL BE FILLED WITH JOINT FILLER.

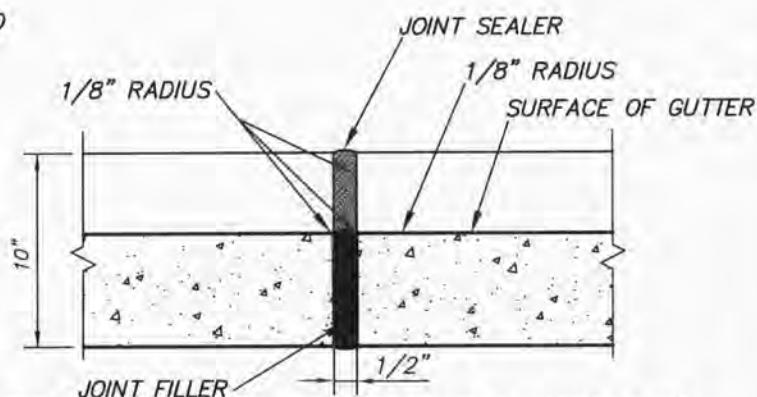
EXPANSION JOINTS SHALL BE SPACED AT 90' INTERVALS, AND ADJACENT TO ALL RIGID OBJECTS.

ALL CURB AND GUTTERS ARE TO BE POURED WITH CLASS "A" CONCRETE. (3,000 PSI)

FLEXIBLE FORMS ARE TO BE USED WHEN RADII IS LESS THAN 200'.



24" ROLLED CURB AND GUTTER



TRANSVERSE EXPANSION JOINT IN CURB AND GUTTER

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24" ROLLED CURB AND GUTTER

STANDARD DRAWING No. ST-4

NOTES:

1. THE DETECTABLE WARNINGS SHALL CONSIST OF RAISED TRUNCATED DOMES WITH A DIAMETER OF NOMINAL 0.9", A HEIGHT OF 0.2", AND CENTER TO CENTER SPACING OF NOMINAL 2.35". THE RAMP MAY BE YELLOW IN COLOR OR ANY COLOR WITH A 70% CONTRAST RATIO.
2. CROSSWALK WIDTH AND CONFIGURATIONS VARY: MUST CONFORM TO TRAFFIC DESIGN STANDARDS.
3. NORTH CAROLINA GENERAL STATUTE 136-44.14 REQUIRES THAT ALL STREET CURBS BEING CONSTRUCTED OR RECONSTRUCTED FOR MAINTENANCE PROCEDURES, TRAFFIC OPERATIONS, REPAIRS, CORRECTIONS OF UTILITIES, OR ALTERED FOR ANY REASON AFTER SEPTEMBER 1, 1973 SHALL PROVIDE WHEELCHAIR RAMPS FOR THE PHYSICALLY HANDICAPPED AT ALL INTERSECTIONS WHERE BOTH CURB AND GUTTER AND SIDEWALKS ARE PROVIDED AND AT OTHER POINTS OF PEDESTRIAN FLOW. IN ADDITION, SECTION 228 OF THE 1973 FEDERAL AID HIGHWAY SAFETY ACT REQUIRES PROVISION OF CURB RAMPS ON ANY CURB CONSTRUCTION AFTER JULY 1, 1976 WHETHER A SIDEWALK IS PROPOSED INITIALLY OR IS PLANNED FOR A FUTURE DATE. THE AMERICANS WITH DISABILITIES ACT (ADA) OF 1990 EXTENDS TO INDIVIDUALS WITH DISABILITIES. COMPREHENSIVE CIVIL RIGHTS PROTECTIONS SIMILAR TO THOSE PROVIDED TO PERSONS ON THE BASIS OF RACE, SEX, NATIONAL ORIGIN, AND RELIGION UNDER THE CIVIL RIGHTS ACT OF 1964. THESE CURB RAMPS HAVE BEEN DESIGNED TO COMPLY WITH TITLE III OF THE ADA, BECOMING EFFECTIVE JAN. 26, 1992.
4. WHEELCHAIR RAMPS SHALL BE PROVIDED AT LOCATIONS AS SHOWN ON THE PLANS OR AS DIRECTED BY THE ENGINEER. WHEELCHAIR RAMPS SHALL BE LOCATED AS INDICATED IN THESE DETAILS; HOWEVER, THE LOCATION MAY BE ADJUSTED AS DIRECTED BY THE ENGINEER WHERE EXISTING LIGHT POLES, FIRE HYDRANTS, CATCH BASINS, ETC. AFFECT PLACEMENT. AT ALL LOCATIONS, NOT LESS THAN TWO LINEAL FEET OF FULL HEIGHT CURB SHALL BE PLACED BETWEEN THE RAMPS.
5. NO SLOPE ON THE WHEELCHAIR RAMP SHALL EXCEED 1" : 1' (12:1) IN RELATIONSHIP TO THE GRADE OF THE STREET.
6. IN NO CASE SHALL THE WIDTH OF THE WHEELCHAIR RAMP BE LESS THAN 40" (3'-4") HOWEVER, WIDTH MAY EXCEED 40".
7. USE CLASS B CONCRETE WITH A SIDEWALK FINISH IN ORDER TO OBTAIN A ROUGH, NON-SKID TYPE SURFACE.
8. A 1/2" EXPANSION JOINT SHALL BE INSTALLED WHERE THE CONCRETE WHEELCHAIR RAMP JOINS THE CURB.
9. THE INSIDE PEDESTRIAN CROSSWALK LINES SHALL BE SET NO CLOSER IN THE INTERSECTION THAN WOULD BE ESTABLISHED BY BISECTING THE INTERSECTION RADIUS. (SEE NOTE 14)
10. THE CURB CUT AND THE PEDESTRIAN CROSSWALK LINES SHALL BE COORDINATED SO THAT THE BEGINNING OF THE WHEELCHAIR RAMP WILL FALL WITHIN THE PEDESTRIAN CROSSWALK LINES.
11. THE MINIMUM WIDTH OF THE PEDESTRIAN CROSSWALK SHALL BE SIX FEET. A CROSSWALK WIDTH OF TEN FEET OR GREATER IS DESIRABLE.
12. STOP LINES, NORMALLY PERPENDICULAR TO THE LANE LINES, SHALL BE USED WHERE IT IS IMPORTANT TO INDICATE THE POINT BEHIND WHICH VEHICLES ARE REQUIRED TO STOP IN COMPLIANCE WITH A TRAFFIC SIGNAL, STOP SIGN OR OTHER LEGAL REQUIREMENT. AN UNUSUAL APPROACH SKEW MAY REQUIRE THE PLACEMENT OF THE STOP LINE TO BE PARALLEL TO THE INTERSECTING ROADWAY.
13. PARKING SHALL BE ELIMINATED A MINIMUM OF 20 FEET BACK OF THE PEDESTRIAN WALKWAY.
14. ALL PAVEMENT MARKINGS SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) PUBLISHED BY THE FEDERAL HIGHWAY ADMINISTRATION AND THE NORTH CAROLINA SUPPLEMENT TO THE MUTCD.

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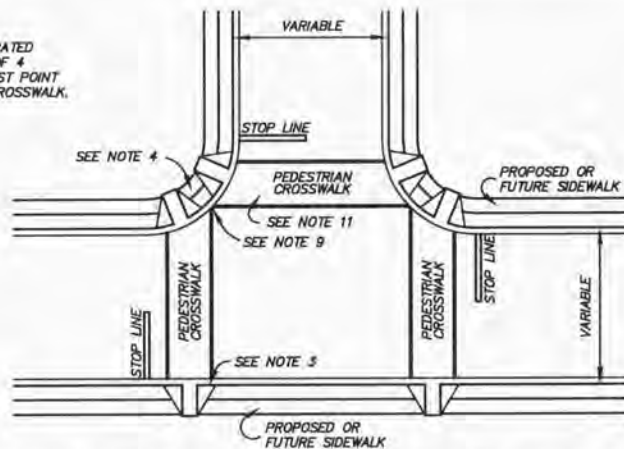
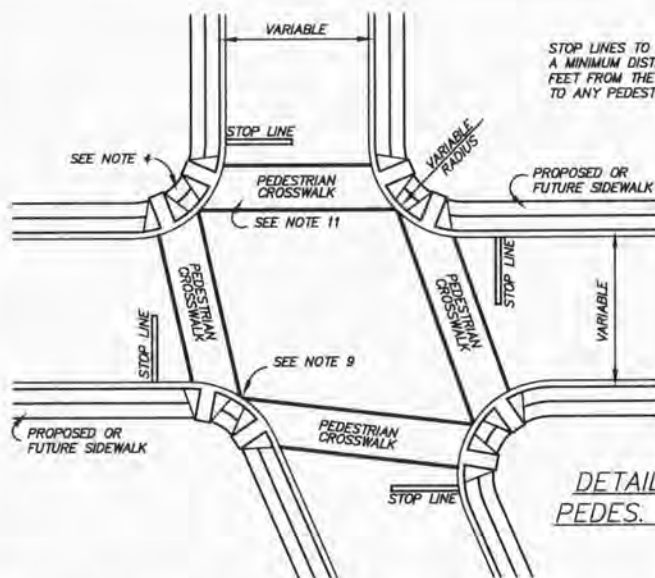
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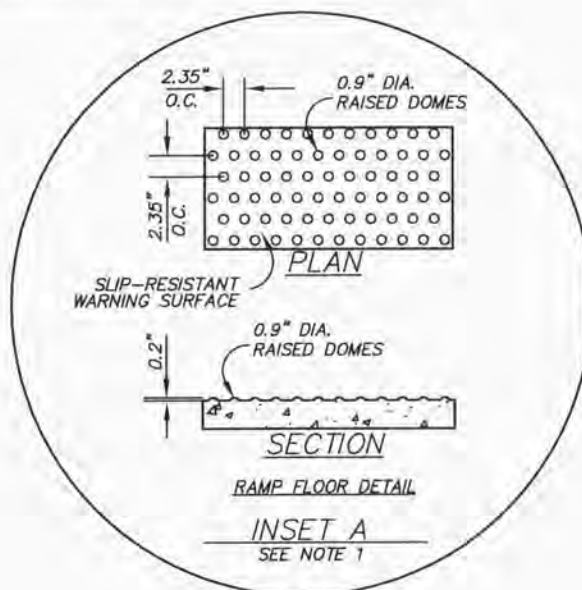
CURB RAMP w/ WARNING PAVERS 1 of 3

STANDARD DRAWING No. ST-5



DETAIL SHOWING TYPICAL LOCATION OF WHEELCHAIR RAMPS, PEDES. CROSSWALKS AND STOP LINES FOR TEE INTERSECTIONS

DETAIL SHOWING TYPICAL LOCATION OF WHEELCHAIR RAMPS, PEDESTRIAN CROSSWALKS AND STOP LINES



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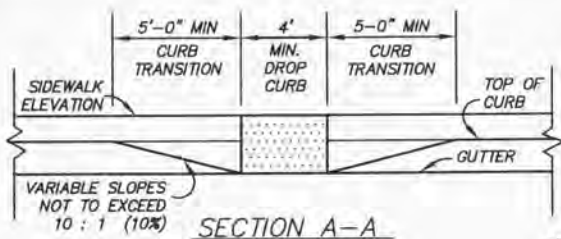
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**CURB RAMP w/ WARNING
PAVERS 2 of 3**

STANDARD DRAWING No. ST-6



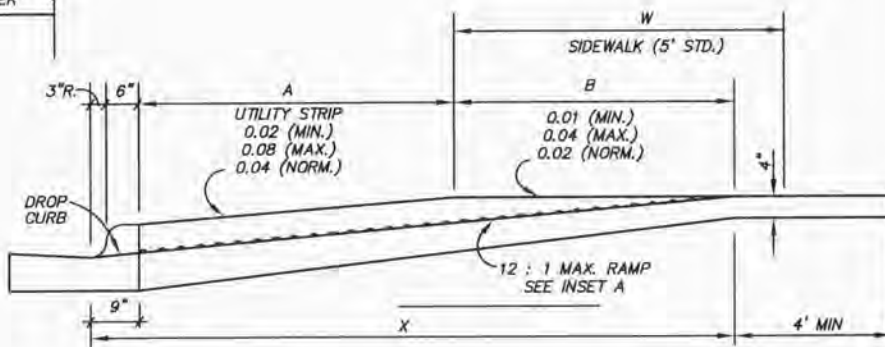
W	A	W+A+9"	X	B
5'	0.0'	5.8'	5.8'	5.0' *
6'	0.0'	6.8'	6.8'	6.0' **
7'	0.0'	7.8'	7.3'	6.5' **
8'	0.0'	8.8'	7.3'	6.5' **
5'	2.0'	7.8'	7.8'	5.0'
5'	2.5'	8.3'	8.1'	4.8'
5'	3.0'	8.8'	8.3'	4.4'
5'	3.5'	9.3'	8.4'	4.1'
5'	4.0'	9.8'	8.6'	3.8'
5'	4.5'	10.3'	8.7'	3.4'
5'	5.0'	10.8'	8.9'	3.1'

$$B = X - (A + 9")$$

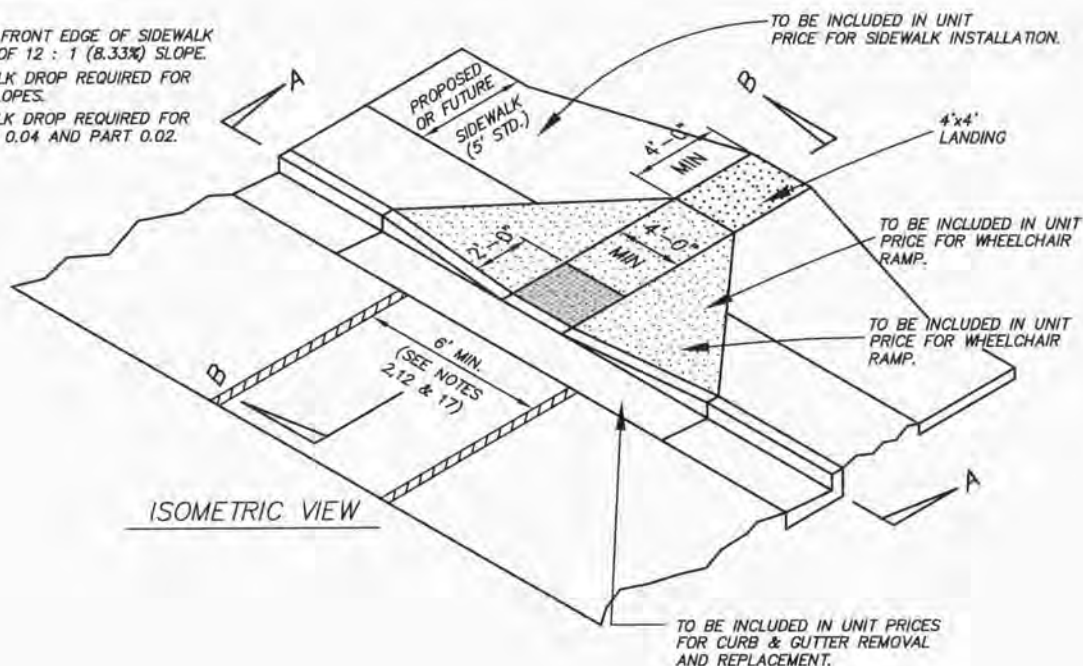
B = DISTANCE FROM FRONT EDGE OF SIDEWALK TO BACK POINT OF 12 : 1 (8.33%) SLOPE.

* BACK OF SIDEWALK DROP REQUIRED FOR ALL SIDEWALK SLOPES.

** BACK OF SIDEWALK DROP REQUIRED FOR SIDEWALK SLOPES 0.04 AND PART 0.02.



SECTION B-B



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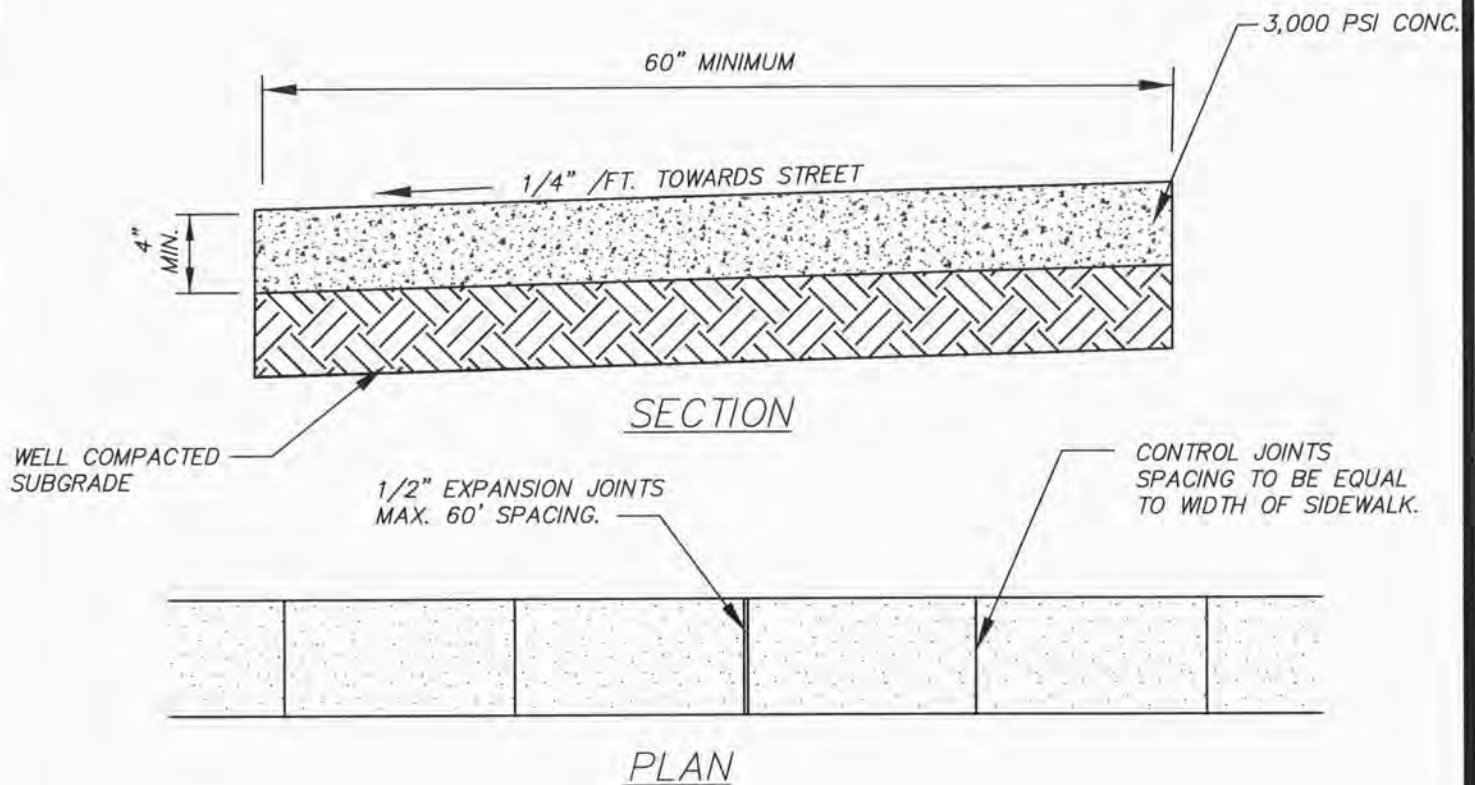
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**CURB RAMP w/ WARNING
PAVERS 3 of 3**

STANDARD DRAWING No. ST-7



NOT TO SCALE

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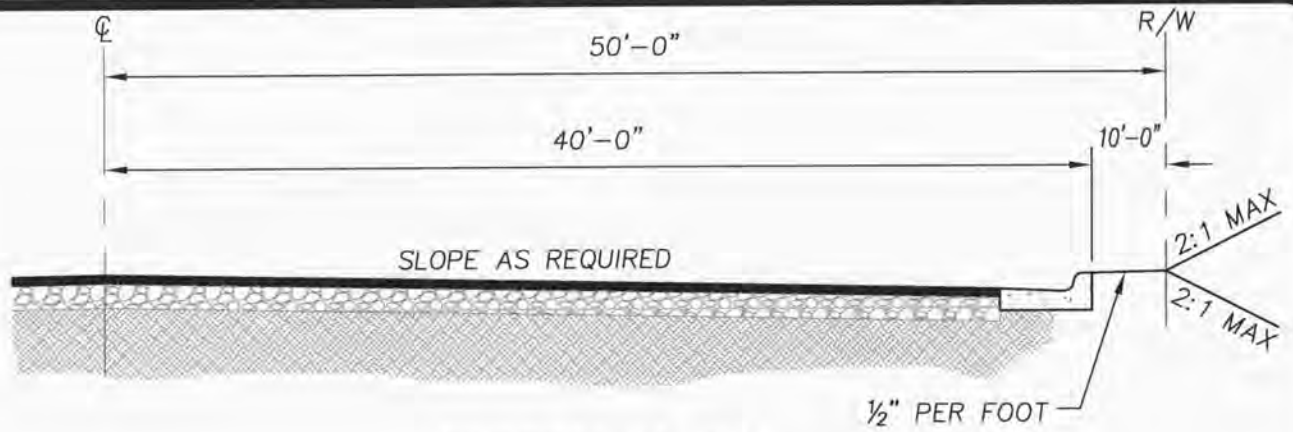
Department of Public Works

P.O. Box 1129, New Bern, NC 28563-1129

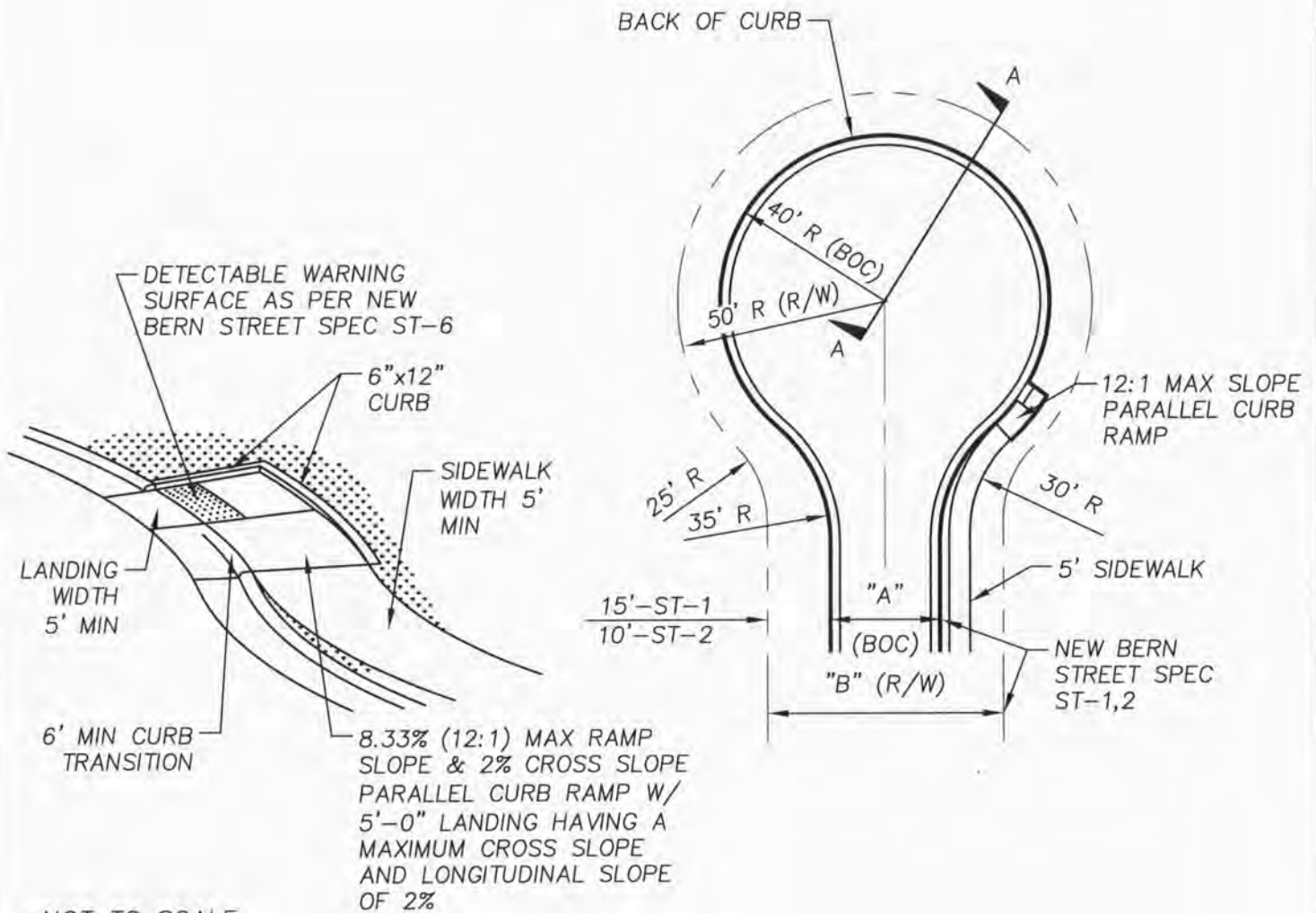
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**TYPICAL CONCRETE
SIDEWALK**

STANDARD DRAWING No. ST-8



SECTION "A-A"



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**TYPICAL CUL-DE-SAC
DETAILS**

STANDARD DRAWING No. ST-9

APPENDIX - A
Engineer's Certification of Completion

ENGINEER'S CERTIFICATION OF COMPLETION

Name of Development/Project: _____

Engineer: _____

Date: _____

I, the undersigned, hereby certify:

1. That as a dully registered Professional Engineer in the State of North Carolina, having been authorized to observe periodically the construction of the referenced project, hereby state that, to the best of my abilities, due care and diligence was used in the observation of the project construction such that the construction was observed to be built to completion within substantial compliance and intent of the approved plans and specification, and approved modifications of record.
2. That the street(s) and storm drainage infrastructure for the referenced development have been installed as shown on the Record Drawings submitted to the City of New Bern ~~Engineering~~ Public Works Department.

Name (Print) Date

Signature

SEAL

APPENDIX - B
Owner's Certification of Completion

OWNER'S CERTIFICATION OF COMPLETION

Name of Development/Project: _____

Developer: _____

Date: _____

I, the undersigned, hereby certify:

1. That I am the owner/or authorized representative of the referenced project.
2. That the street(s) and storm drainage infrastructure for the referenced development are in accordance with the approved construction drawings dated _____ and/or subsequent plan modifications as approved by the City of New Bern.
3. That I hereby convey the ownership of all street(s), easements, and storm drainage infrastructure to the City of New Bern as indentified the project plans.
4. That I as the developer, guarantee the materials and workmanship as directly associated with, but not limited to, the installation of the street(s), storm drainage infrastructure, and restoration of any disturbed areas located within the rights-of-way for a period of two (2) years that are proposed for acceptance and maintenance by the City of New Bern. For the two (2) year warranty period, I as the developer, shall be responsible for performing all repairs and restoration, as deemed necessary or required by the City, on street(s), storm drainage infrastructure and disturbed areas. The two year period shall begin at the date of issuance of the Acceptance letter by the Public Works Director. If, for any reason that I, as the developer cannot make repairs within a time period accepted by the City, I will reimburse the City of New Bern for the cost of any repairs it deem necessary to make with its own forces including the costs of materials, labor, and equipment.
5. I further warrant to the City of New Bern that all fees and liens have been paid by the owner such that there is not outstanding indebtedness remaining and holding the City harmless in each instance.
6. That I hereby convey all necessary easements for the street(s) and storm drainage infrastructure to the City of New Bern as recorded with the Craven County Register of Deeds and as described in Plat Book _____ Page _____.

Name (Print)

Date

Signature

APPENDIX - C
Example Pavement Design

APPENDIX – C: Pavement Design Example

Design a pavement for a new residential development which will consist of 100 single family homes. All proposed streets will terminate within the development and will not be used to accommodate any loading other than the initial 100 homes. USGS Soil Maps identify all native soils within the proposed streets to be classified as A-3.

Solution:

Step 1 – Determine the Soil Support Value (SSV):

Using Table 3.1 the assigned SSV for A-3 soils shall be 3.5

$$SSV = 3.5$$

Step 2 – Determine the Design Average Daily Traffic ($\overline{ADT}$):

- Using Table 3.2 the trips per day based on land use shall be 9.53 trips/day/unit for single family homes.

$$ADT = 9.53 \text{ trips/day/unit} \times 100 \text{ units} = 953 \text{ trips/day}$$

- The growth factor (G) shall be calculated for a 20 year design life using the appropriate estimated yearly annual increase from Table 3.3. Using Table 3.3 for a subdivision street (fully developed) the estimated yearly increase is 0.5%; so $i = 0.005$.

$$G = (1 + i)^n = (1 + 0.005)^{20} = \underline{1.10}$$

- Use Equation 3.2 to determine the design average daily traffic.

$$\overline{ADT} = \frac{ADT + (G \times ADT)}{2} = \frac{953 + (1.10 \times 953)}{2} = 1,001 \text{ trips/day}$$

Step 3 – Determine the Truck Factor ($\overline{N}$):

Using Table 3.4 the approximate truck factor ($\overline{N}$) is 16.

$$(\overline{N}) = 16$$

Step 4 – Determine the Structural Number (SN):

Using Equation 3.4 determine the structural number (SN) by substituting known values.

$$SN = \frac{2.41 (\overline{N})^{0.151}}{(1.14)^{SSV}} = \frac{2.41(16)^{0.151}}{(1.14)^{3.5}} = 2.32$$

Step 5 – Select Pavement Section Required to Obtain the Structural Number:

Using Table 3.6 determine the structural coefficients for the desired pavement components and multiply the by the thickness of each component to obtain the structural number. Use trial and error to determine a pavement structure that meets the required Structural Number (SN).

- Try Minimum

Thicknesses: 6" ABC 6" x 0.14 = 0.84

2" S 9.5B 2" x 0.44 = 0.88

1.72 < 2.32, Design INSUFFICIENT

- Try Increased

Asphalt: 6" ABC 6" x 0.14 = 0.84

3" S 9.5B 2" x 0.44 = 1.32

2.16 < 2.32, Design INSUFFICIENT

- Try Increased

Base: 8" ABC 8" x 0.14 = 1.12

3" S 9.5B 2" x 0.44 = 1.32

2.44 > 2.32, Design SUFFICIENT

CITY OF NEW BERN

STREET DESIGN STANDARDS



City of New Bern ~~Engineering~~ Public Works Department

P.O. Box 1129

New Bern, NC 28563

(252) 639-7501~~26~~

~~January~~ August 2018~~4~~

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SECTION 1.0

INTRODUCTION

1.1 GENERAL

The purpose of this document is to provide guidance for Property Owners, Developers and Engineers to assist with design of plans and specifications for projects which will become part of the City of New Bern street system. The requirements contained herein are to be considered supplemental to Section 15-219 "Construction Standards & Specifications" of Article XIV of the City of New Bern Land Use Ordinance. A project which shall require a variation from these requirements must be approved by the City of New Bern ~~Public Engineering Department~~Public Works Department prior to construction.

1.2 CONTACT INFORMATION

All correspondence regarding proposed street construction projects shall be directed to the ~~City Engineer~~Director of Public Works at the following address:

Mr. ~~Jordan B. Hughes, P.E.~~Matt Montanye
~~Director of Public Works~~City EngineerDirector of Public Works

City of New Bern ~~Engineering~~Public Works Department
~~Dunn Building, Fourth Floor~~
~~248 Craven Street~~P.O. Box 1129
New Bern, N.C. 28563

Phone: (252) 639-~~7526~~750124

Fax: (252) ~~672-5152~~636-1848

Email: ~~hughesj@newbern-nc.org~~montanyem@newbern-nc.org

SECTION 2.0

STREET ACCEPTANCE TIMELINE

2.1 GENERAL

The following is a summary of the actions needed in order for a new street to be accepted for ownership and maintenance by the City of New Bern:

1. Design Submittal:
2. Design Approval:
3. Engineer's Certification of Completion:
4. Built-to-Standard Approval:
5. Petition for Acceptance:
6. Formal Acceptance:

2.2 DESIGN SUBMITTAL

Prior to construction of any street that is intended for acceptance by the City, the design engineer shall submit the following documents in duplicate for review to the City of New Bern ~~Engineering Department~~Public Works Department:

- 2.2.1 **Project plans:** Project plans shall clearly identify all proposed streets and drainage features. Street dimensions shall include street widths, ROW boundaries, and horizontal & vertical curve information. Size and material of proposed drainage structures shall also be indicated.
- 2.2.2 **Subgrade Analysis:** If designer is using the California Bearing Ratio (CBR) test to determine the soil support value as described in Section 3.2.1.1 or 3.2.1.2; then the CBR test shall be performed by a qualified geotechnical firm in accordance with AASHTO T193 and the results of the CBR test shall be included in the design submittal.
- 2.2.3 **Pavement Structure Design:** Provide pavement design calculations based on the criteria set forth in Section 3.2.
- 2.2.4 **Storm Drainage Calculations:** All storm drainage pipe and structures shall be sized adequately to accommodate runoff of a 25 year-24 hour storm event.
- 2.2.5 **Plan Review Fee:** The applicable plan review fee shall be submitted based on the most recent version of the "City of New Bern ~~Engineering Department~~Public Works Department Review Fee Schedule" as set forth by the Board of Alderman.

2.3 DESIGN APPROVAL

Once all items listed in Section 2.2 have been received, reviewed, and approved by the City of New Bern ~~Engineering Department~~Public Works Department a formal design approval letter will be issued by the ~~City Engineer~~Director of Public Works. The intent of this letter is to confirm the applicant's proposed design is in accordance with the City of New Bern design standards and will serve as the applicant's authorization to proceed with the proposed construction. Particular inspection requirements may vary from project to project and the design approval letter will also outline the inspection requirements that pertain to the proposed project.

2.4 ENGINEER'S CERTIFICATION OF COMPLETION

After completion of the proposed street system the design engineer shall submit an engineer's certification package to the City of New Bern ~~Engineering Department~~Public Works Department for review. The engineer's certification package shall contain the following items:

- 2.4.1 **Engineering Certification:** The design engineer shall submit a signed and sealed Engineer's Certification as shown in **Appendix-A**.
- 2.4.2 **Aggregate Base Course Density Test Reports:** Contractor shall follow procedures outlined in the most recent version of the NCDOT "*Standard Specifications for Roads and Structures*", Section 520.
- 2.4.3 **Asphalt Density Test Reports:** Contractor shall follow procedures outlined in the most recent version of the NCDOT "*Standard Specifications for Roads and Structures*", Section 609.

Submittal of the engineer's certification package will also serve as notification to the City that the project is ready for a Built-to-Standards inspection. At this point the City of New Bern ~~Engineering Department~~Public Works Department will schedule a Built-to-Standards inspection. During this inspection representatives from the design engineer and the street construction contractor shall be present on-site.

2.5 BUILT-TO-STANDARDS APPROVAL

Once the engineer's certification package has been received, reviewed, and approved by the City of New Bern ~~Engineering Department~~Public Works Department and the Built-to-Standards inspection has been successfully completed a formal Built-to-Standards letter will be issued by the ~~City Engineer~~Director of Public Works. The intent of this letter is to confirm the proposed streets have been initially constructed to meet the minimum City of

New Bern Standards. This letter will also have to be issued prior to the City releasing a Certificate of Occupancy (CO) to any home or building on the street.

2.6 PETITION FOR ACCEPTANCE

Once at least 10% of the street has been developed to the intended land use (ex. 10 houses in a 100 lot subdivision) then the developer can petition the City to accept the streets for maintenance. At the time of petition, the street(s) must be in an acceptable state of maintenance. All damaged areas or poorly maintained areas shall be replaced at the direction of the ~~City Engineer~~Director of Public Works. The petition for acceptance request shall be accompanied with the "Owner's Certification of Completion" (**Appendix-B**), two copies of the final plat and a list of streets to be accepted with their total length indicated in miles.

2.7 FORMAL ACCEPTANCE

Once the Petition for Acceptance package has received, reviewed, and approved by the City of New Bern ~~Engineering Department~~Public Works Department, the ~~City Engineer~~Director of Public Works will issue the developer an acceptance letter indicating that the City has assumed ownership of the streets and the warranty period has begun. The developer shall be responsible for the repair and maintenance of the streets for a period of 24 months after acceptance by the City. During the 24 month warranty period the developer is responsible for all trench, pavement, or subgrade failure. At the end of 24 months, provided that all 23-month warranty inspection punch-list items have been corrected to the satisfaction of the ~~City Engineer~~Director of Public Works, the City will accept the permanent responsibility for the repair and maintenance of the street.

SECTION 3.0

DESIGN REQUIREMENTS

3.1 GENERAL

At a minimum, all proposed streets shall be required to meet the design requirements contained in this sections as well as all requirements set forth by the NCDOT where applicable.

3.2 ASPHALT PAVEMENT

The asphalt pavement structure shall be determined by the design engineer based on existing soil conditions and anticipated traffic loading. The following is an outline of the design methodology for pavement structure that is approved by the City of New Bern. An example using this design methodology is shown in **Appendix-C**:

3.2.1 Determine the Soil Support Value (SSV): The SSV shall be determined using one of the following three methods:

3.2.1.1 Measure CBR of Soils and Calculate SSV: The preferred method for determining the SSV. The California Bearing Ratio (CBR) test shall be performed in accordance with AASHTO designation T193, (latest edition) with the exception that if the required soil compaction density to be used during construction is known, only one specimen needs to be tested at the required density for each soil type.

Although the following minimum testing is required, a sufficient number of CBR tests shall be performed to determine the consistency of the soil conditions in the areas to be paved:

- **Soil Borings:** Perform soil borings with a maximum spacing of 500 linear feet and with at least three borings in each separate street and with at least one boring in soil type identified in the county soil survey map. Each boring shall extend at least 2 feet below the proposed finished subgrade elevation.
- **CBR Tests:** A CBR test shall be performed on each soil type which will be within two feet of the finished subgrade elevation. If off-site soils are to be

used as fill, CBR test shall also be performed on each type which will occur in the upper 2 feet below pavement subgrade.

The average CBR value for the section under study shall then be substituted into the Equation 3.1 to obtain the *SSV*:

$$SSV = 5.32 (\log CBR) - 1.52 \quad [\text{Equation 3.1}]$$

3.2.1.2 Measure the CBR of Soils to be used as Fill and Calculate the *SSV*: If the characteristics of the existing soils in the area to be paved result in an uneconomical pavement section based on the preceding method, the design engineer may opt to undercut the existing soils to a depth of at least 24 inches below the finished pavement subgrade elevations and backfill with select material. The *SSV* for the proposed pavement section is then determined by performing a CBR test on each soil type used for backfilling. The *SSV* shall be determined using the equation shown in Section 3.2.1.1.

3.2.1.3 Assign a *SSV* from Classification of the County Soil Map: The soil types may be determined by using the applicable Soil Survey map prepared by the USDA – Natural Resources Conservation Services. The proposed project shall be located on the soils map to determine the soil types in the areas to be paved. A copy of the soil survey map with the project boundaries and the areas to be paved shall be submitted to the ~~City Engineer~~Director of Public Works.

From the Engineering Index Properties Table of the soil survey, determine the AASHTO Classification of the soil types. From this information use the following table to assign the *SSV*. Using this method the entire paved area shall be designed using the lowest *SSV* obtained along any portion of the paved area.

Table 3.1
Assigned Soil Supports Values (*SSV*)

AASHTO Soil Classification	Assigned <i>SSV</i>
A-1-a	4.2
A-1-b	4.2
A-3	3.5
A-2-4	4.2
A-2-5	4.2
A-2-6	3.4
A-2-7	3.4
A-4	1.0
A-5	1.0
A-6	1.0
A-7-5	1.0

A-7-6	1.0
-------	-----

3.2.2 **Determine the Design Average Daily Traffic ($\overline{ADT}$):** The ($\overline{ADT}$) shall be calculated according to Equation 3.2:

$$\overline{ADT} = \frac{ADT + (G \times ADT)}{2} \quad \text{[Equation 3.2]}$$

For proposed residential development Table 3.2 shall be used to determine the ($\overline{ADT}$). Using this table, multiply the trips per day per unit by the total number of units based on the proposed full development of the street. For non-residential development the design engineer shall use the latest edition of the Institute of Traffic Engineer's "Trip Generation" to determine the fully developed ($\overline{ADT}$).

Table 3.2
Trips per Day According to Residential Land Use

Residential Unit Type	Trips/Day/Unit
Apartment	6.29
Condominium	5.69
PUD	6.96
Single Family	9.53

The next step in determining the ($\overline{ADT}$) is to determine the traffic growth factor (G). The traffic growth factor accounts for the rate of increase in traffic on the proposed street. The traffic growth factor (G) shall be calculated using Equation 3.3:

$$G = (1 + i)^n \quad \text{[Equation 3.3]}$$

i = Fractional rate of growth, from Table 3.3

n = Design life of pavement, years (Shall be 20 years)

Table 3.3
Traffic Growth Rate for Pavement Design

Facility Description	Estimated Yearly Increase
Dead End Street	0.010
Connector Street	0.020
Subdivision Street	
• Fully Developed	0.005

• 75% Developed	0.020
• 50% Developed	0.040
• 25% Developed	0.050

3.2.3 Determine the Truck Factor ($\overline{N}$): The truck factor ($\overline{N}$) adjusts the ($\overline{ADT}$) to account for the percentage of single and multiple frame trucks that are expected along a particular pavement section. The truck factor ($\overline{N}$) shall be interpolated from Table 3.4 using the ADT value calculated from Equation 3.2.

Table 3.4
Truck Factor ($\overline{N}$) as a Percentage of ($\overline{ADT}$)

$(\overline{ADT})$	$(\overline{N})$
12,500	200
6,250	100
5,000	80
2,500	40
1,875	30
1,562	25
1,250	20
937	15
625	10
312	5
250	4
187	3
125	2
63	1

3.2.4 Determine the Structural Number (SN): the structural number is an abstract number that reflects the structural strength of the pavement section required for soil support and traffic loading. Equation 3.4 shall be used to calculate the structural number (SN) using the soil support value (SSV) determined in Section 3.2.1 and the truck factor determined in Section 3.2.3.

$$SN = \frac{2.41 (N)^{0.151}}{(1.14)^{SSV}} \quad \text{[Equation 3.4]}$$

SN = Structural Number required for the pavement design

SSV = Soil Support Value, see Section 3.2.1

($\overline{N}$) = Truck Factor, see Section 3.2.3

For streets with an ($\overline{ADT}$) of 3,500 or greater the calculated structural number (SN) shall be adjusted using Table 3.5.

Table 3.5
Required Increase in Structural Number Based on Street Type

Street Type	ADT (Trips per day)	Adjustment to be added to the SN
Major Collector Street	3,500 – 6,000	1.0
Minor Arterial Street	6,000 – 10,000	1.5
Major Arterial Street	Greater Than 10,000	2.0

3.2.5 Determine the Required Pavement Section: The proposed pavement section shall be designed such that the structural number (SN) is equal to or greater than the number obtained in Section 3.2.4. To obtain the structural number of a proposed pavement section, multiply the thickness (in inches) of the various components of the pavement section (surface course, base course, binder course, etc.) by the corresponding structural coefficient from Table 3.6 and sum the results.

Table 3.6
Structural Coefficients for Pavement Design

Pavement Layer	Type of Material	Structural Coefficient per inch of Thickness
Surface Courses	Bituminous Concrete Type SF 9.5A; S 9.5B	0.44
Binder Course	Bituminous Concrete Type I 19.0A	0.44
Base Courses	Coarse Aggregate Base Course (ABC)	0.14
	Bituminous Concrete Base Type B 25.0B	0.30
	Cement Treated ABC (CTABC)	0.23

3.2.6 Minimum Pavement Component Thickness: As part of the pavement section design described in Section 3.2.5 the following minimum thickness must be maintained:

- Bituminous Concrete = 2" Total Minimum
- Aggregate Base Course = 6" Total Minimum

3.3 CURB & GUTTER AND SIDEWALK

3.3.1 All concrete used in the construction of curb & gutter and sidewalks shall be a 3,000 psi mixture.

- 3.3.2 The standard 2'-0" rolled concrete curb and gutter is the preferred type for use on minor, local, cul-de-sac, and sub-collector streets. The standard 2'-6", 90° vertical high back is the preferred type for use on all collector, arterial, and marginal access streets. Any other types of curb and gutter shall be subject to the approval of the ~~City Engineer~~Director of Public Works.
- 3.3.3 Curb inlet spacing and storm system design shall be consistent with criteria found in *NCDOT - Guidelines for Drainage Studies and Hydraulic Design*. (www.ncdot.org/doh/preconstruct/highway/hydro/)
- 3.3.4 Sidewalks shall be a minimum of 4" of concrete installed on a sub-base compacted to 95% standard density. Sidewalks shall meet the requirements of the "Americans With Disabilities Act" and at a minimum be 48" wide.
- 3.3.5 Catch basins shall be NCDOT standard frame, grates and hood. Where other than standard 2' 6" curb is used, an approved transition section before and after the standard frames, grate and hood will be required.
- 3.3.6 Catch basins should be avoided in curb radii when possible.

3.4 WHEEL CHAIR RAMPS

In accordance with General Statute 136-44.14, all street curbs in North Carolina being constructed or reconstructed for maintenance procedures, traffic operations, repairs, correction of utilities or altered for any reason after September 1, 1973, shall provide wheel chair ramps for the physically handicapped at all intersections where curb and gutter is provided and at other major points of pedestrian flow. Wheel chair ramps and depressed curbs shall be constructed in accordance with details contained in the Department of Transportation, Division of Highways' publication entitled, *Guidelines, Curb Cuts and Ramps for Handicapped Persons*.

SECTION 4.0

CONSTRUCTION REQUIREMENTS

4.1 GENERAL

At a minimum, all proposed streets shall be required to meet the construction requirements contained in this sections as well as all requirements set forth by the NCDOT where applicable.

4.2 SITE CONDITIONS

4.2.1 WEATHER LIMITATIONS:

Construction operations shall be conducted in accordance with the weather limitations given in the applicable sections of "*Standard Specifications for Roads and Structures*" as issued by N. C. Department of Transportation. No asphalt shall be placed when the temperature is less than 40 degrees F in the shade away from artificial heat.

4.2.2 GRADE CONTROL:

Establish and maintain required lines and elevations as necessary to match existing grades and/or proposed grades on the drawings.

4.3 INSTALLATION PROCEDURES

4.3.1 GENERAL:

Install the aggregate base course, asphalt surface course and tack coat in accordance with the applicable provisions of "*Standards Specifications for Roads and Structures*" as issued by the North Carolina Department of Transportation, except as otherwise noted herein.

4.3.2 SUBGRADE:

Shape surface of areas under base course to line, grade and cross-section shown on drawings, with finish surface not more than 1/2" above or below the required subgrade elevation.

4.3.3 AGGREGATE BASE COURSE:

Place base course material on prepared subgrade in layers of uniform thickness. Grade the base course evenly to thickness indicated on drawings and compact to 98% as determined by ASTM D 698. No base course shall be placed on muck, pipe clay, organic matter or other unsuitable material.

Maintain a uniform surface on the base course until the placement of the asphalt surface course is complete. Base course material shall be removed as necessary just prior to placement of pavement surface.

4.3.4 PROOF-ROLL:

Perform a proof-roll of the subgrade prior to installation of the aggregate base course and perform a proof-roll on the aggregate base course prior to installation of the asphalt surface course. Installation of the aggregate base course and the asphalt surface course shall be made within 48 hours of performing the proof-roll. ~~The proof roll shall be conducted using a partially loaded dump truck (50 Ton minimum gross weight) in the presence of the City Engineer/Director of Public Works.~~ The proof-roll shall be conducted using a loaded dump truck with a minimum gross vehicle weight (GVW) of 1,000 pounds less than the maximum gross vehicle weight allowed for the dump truck used. At a minimum a tandem axle dump truck weighing 50,000 lbs or more must be used. The inspection process must be in the presence of the Director of Public Works or it's designee. Weigh tickets may be requested to determine actual weight of vehicle. All yielding areas shall be repaired or replaced as directed by the Design Engineer. During the proof-roll inspection the depth of the aggregate base course will be verified.

4.3.5 TACK COAT:

Tack coat shall be applied to contact surfaces of previously constructed asphalt or Portland cement concrete and surfaces abutting or projecting into asphalt concrete pavement. All application of tack coat shall be in conformance with Section 605 of the N.C.D.O.T. "Standard Specifications for Roads and Structures".

Tack coat shall be uniformly applied at a rate 0.02 to 0.05 gallons per square yard. No more tack coat material shall be applied than can be covered with base, binder, or surface course during the following day's operations. No base, binder or surface mixture shall be deposited thereon until the tack coat has sufficiently cured to properly receive paving.

All exposed surfaces, not intended to contact paving, shall be protected sufficiently to prevent tack coat from being tracked or splattered on said surfaces. After the tack coat has been applied, it shall be protected until it has cured for a sufficient length of time to prevent it from being picked up by traffic.

mixture shall be deposited thereon until the tack coat has sufficiently cured to properly receive paving.

All exposed surfaces, not intended to contact paving, shall be protected sufficiently to prevent tack coat from being tracked or splattered on said surfaces. After the tack coat has been applied, it shall be protected until it has cured for a sufficient length of time to prevent it from being picked up by traffic.

4.3.6 ASPHALT SURFACE COURSE:

Apply prime coat at the rate of 0.20 to 0.50 gal. per sq. yd. over compacted base coarse.

Apply tack coat at the rate of 0.05 to 0.15 gal. per sq yd. to in-place asphalt or concrete contact surfaces and other surfaces which will contact paving.

Place asphalt mixture at not less than 225 degrees Fahrenheit, spread and strike off. Place each asphalt course to required grade, cross-section and compacted thickness.

Provide joints between old and new pavements and between successive days' work for continuous bond between adjoining work. Clean contact surfaces and apply tack coat.

Begin rolling when asphalt mixture will bear roller weight without excessive displacement. Repair surface defects with hot asphalt material as rolling progresses. Cut out and patch defective areas and roll to blend with adjacent satisfactory paving. Continue rolling until maximum density is attained and roller marks eliminated.

Protect paving from damage and vehicular traffic until asphalt mixture has cooled and attained its maximum degree of hardness.

4.3.7 FIELD QUALITY CONTROL:

Test the in-place asphalt courses for compliance with requirements for thickness, density, compaction and surface smoothness. Repair or remove and replace unacceptable paving as directed by the ~~City Engineer~~Director of Public Works.

In-place compacted thickness will not be acceptable if exceeding following allowable variation from required thickness:

Base Course: 1/2", plus or minus

Surface Course: 1/4", plus or minus.

Surface Smoothness: Test finished surface of each asphalt surface course for smoothness, using 10' straightedge applied parallel with, and at right angles to

centerline of paved area. Surfaces will not be acceptable if exceeding the following tolerances for smoothness:

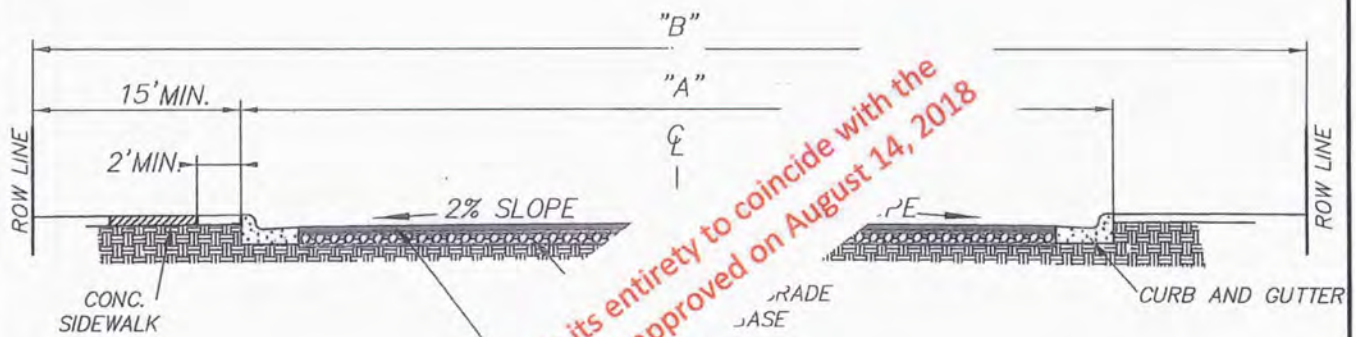
Base Course Surface: 1/4".

Wearing Course Surface: 1/8".

Check surfaced areas at intervals as directed by the ~~City Engineer~~Director of Public Works.

Samples: Samples shall be provided as directed by the ~~City Engineer~~Director of Public Works in the event other testing is deemed necessary. Such testing shall be performed at an independent laboratory selected by the City and paid for by the Developer. In the event such tests reveal material properties not in accordance with the specifications, The Developer, as directed by the ~~City Engineer~~Director of Public Works, will repair or remove and replace unacceptable material. In addition, the Developer will bear the costs of retesting until such time as the material meets the specifications.

SECTION 5.0
STANDARD STREET DETAILS



This Detail has been revised in its entirety to coincide with the
Land Use Ordinance amended and approved on August 14, 2018

STREET DIMENSIONS (FEET)		
STREET TYPE	MIN. PAVEMENT WIDTH B/C TO B/C "A"	MIN. ROW WIDTH w/ SIDEWALK "B"
MINOR	25	55
LOCAL	31/27*	61/57*
SUBCOLLECTOR	31	61
COLLECTOR	35	65
ARTERIAL	44	74
MARGINAL ACCESS	25	55
LIMITED ACCESS	20	50

* SEE ARTICLE XIV OF THE CITY OF NEW BERN LAND USE ORDINANCE FOR CRITERIA PERTAINING TO STREETS w/o CURB AND GUTTER.

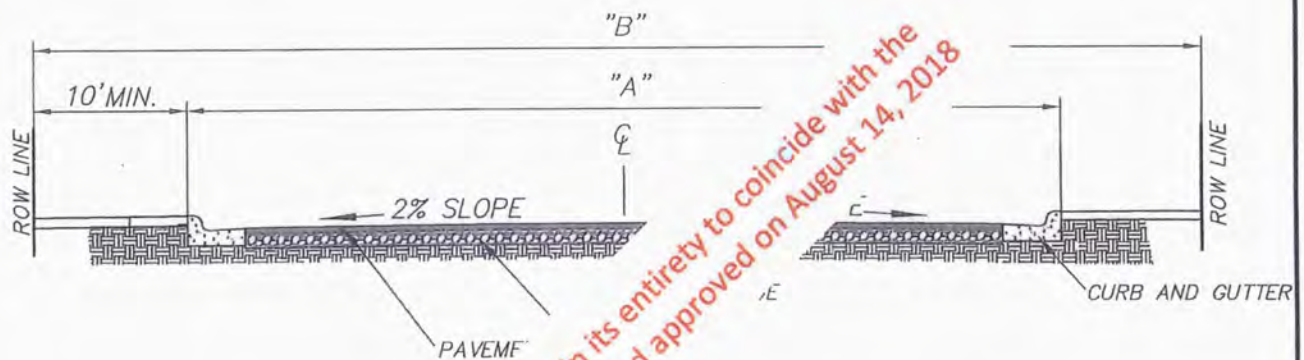
TYPICAL STREET SECTION w/ SIDEWALK

NOT TO SCALE



City of New Bern

ENGINEERING DEPARTMENT, PO Box 1129
NEW BERN NC 25263-1129
252.639.7526 (FAX) 252.672.5152
www.newbern-nc.org



TYPICAL	DIMENSIONS (FEET)	
STREET	PAVEMENT WIDTH B/C TO B/C "A"	MIN. ROW WIDTH w/o SIDEWALK "B"
	25	45
	31/27*	51/47*
COLLECTOR	31	51
COLLECTOR	35	55
ARTERIAL	44	64
MARGINAL ACCESS	25	50
LIMITED ACCESS	20	50

* SEE ARTICLE XIV OF THE CITY OF NEW BERN LAND USE ORDINANCE FOR CRITERIA PERTAINING TO STREETS w/o CURB AND GUTTER.

TYPICAL STREET SECTION w/o SIDEWALK

NOT TO SCALE



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ENGINEERING DEPARTMENT, PO Box 1129
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GENERAL NOTES:

CONTRACTION JOINTS SHALL BE SPACED AT 10' INTERVALS, EXCEPT THAT A 15' SPACING MAY BE USED WHEN A MACHINE IS USED OR WHEN SATISFACTORY SUPPORT FOR THE FACE FORM CAN BE OBTAINED WITHOUT THE USE OF TEMPLATES AT 10' INTERVALS. JOINT SPACING MAY BE ALTERED BY THE ENGINEER TO PREVENT UNCONTROLLED CRACKING.

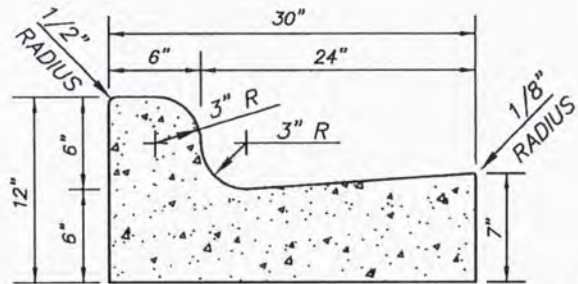
CONTRACTION JOINTS MAY BE INSTALLED BY THE USE OF TEMPLATES OR FORMED BY OTHER APPROVED METHODS. WHERE SUCH JOINTS ARE NOT FORMED BY TEMPLATES, A MINIMUM DEPTH OF 1-1/2" SHALL BE OBTAINED.

ALL CONTRACTION JOINTS SHALL BE FILLED WITH JOINT FILLER.

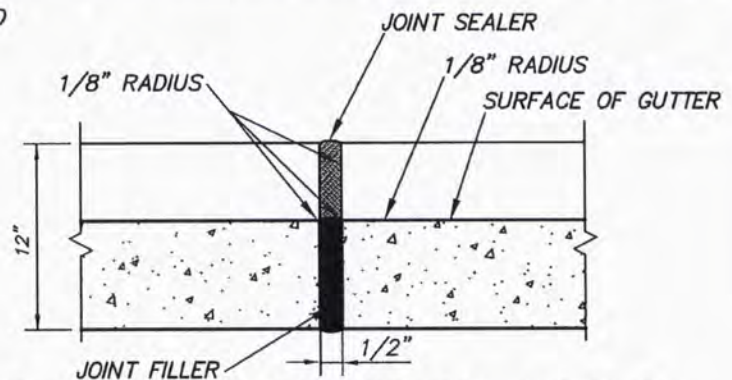
EXPANSION JOINTS SHALL BE SPACED AT 90' INTERVALS, AND ADJACENT TO ALL RIGID OBJECTS.

ALL CURB AND GUTTERS ARE TO BE POURED WITH CLASS "A" CONCRETE. (3,000 PSI)

FLEXIBLE FORMS ARE TO BE USED WHEN RADII IS LESS THAN 200'.



30" COMBINATION CURB AND GUTTER



TRANSVERSE EXPANSION JOINT IN CURB AND GUTTER

NOT TO SCALE

NEW BERN

NORTH CAROLINA

Department of Public Works

P.O. Box 1129, New Bern, NC 28563-1129

252.634.7501 (FAX) 252.672.5152

STANDARD 30" CURB AND GUTTER

STANDARD DRAWING No. ST-3

GENERAL NOTES:

CONTRACTION JOINTS SHALL BE SPACED AT 10' INTERVALS, EXCEPT THAT A 15' SPACING MAY BE USED WHEN A MACHINE IS USED OR WHEN SATISFACTORY SUPPORT FOR THE FACE FORM CAN BE OBTAINED WITHOUT THE USE OF TEMPLATES AT 10' INTERVALS. JOINT SPACING MAY BE ALTERED BY THE ENGINEER TO PREVENT UNCONTROLLED CRACKING.

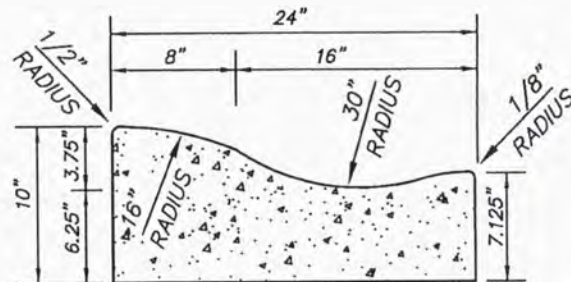
CONTRACTION JOINTS MAY BE INSTALLED BY THE USE OF TEMPLATES OR FORMED BY OTHER APPROVED METHODS. WHERE SUCH JOINTS ARE NOT FORMED BY TEMPLATES, A MINIMUM DEPTH OF 1-1/2" SHALL BE OBTAINED.

ALL CONTRACTION JOINTS SHALL BE FILLED WITH JOINT FILLER.

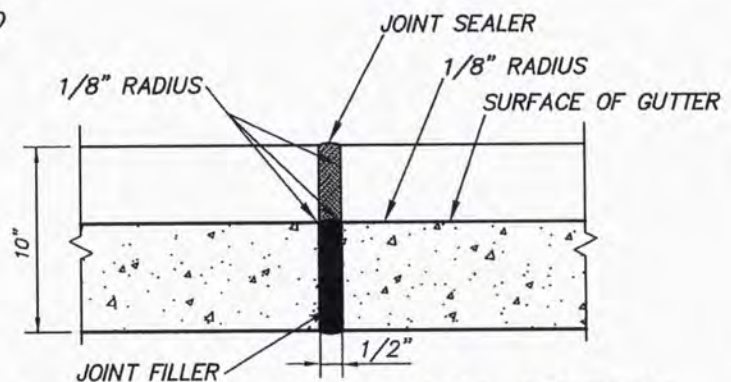
EXPANSION JOINTS SHALL BE SPACED AT 90' INTERVALS, AND ADJACENT TO ALL RIGID OBJECTS.

ALL CURB AND GUTTERS ARE TO BE POURED WITH CLASS "A" CONCRETE. (3,000 PSI)

FLEXIBLE FORMS ARE TO BE USED WHEN RADII IS LESS THAN 200'.



24" ROLLED CURB AND GUTTER



TRANSVERSE EXPANSION JOINT IN CURB AND GUTTER

NOT TO SCALE

NEW BERN

NORTH CAROLINA

Department of Public Works

P.O. Box 1129, New Bern, NC 28563-1129

252.634.7501 (FAX) 252.672.5152

24" ROLLED CURB AND GUTTER

STANDARD DRAWING No. ST-4

NOTES:

1. THE DETECTABLE WARNINGS SHALL CONSIST OF RAISED TRUNCATED DOMES WITH A DIAMETER OF NOMINAL 0.9", A HEIGHT OF 0.2", AND CENTER TO CENTER SPACING OF NOMINAL 2.35". THE RAMP MAY BE YELLOW IN COLOR OR ANY COLOR WITH A 70% CONTRAST RATIO.
2. CROSSWALK WIDTH AND CONFIGURATIONS VARY: MUST CONFORM TO TRAFFIC DESIGN STANDARDS.
3. NORTH CAROLINA GENERAL STATUTE 136-44.14 REQUIRES THAT ALL STREET CURBS BEING CONSTRUCTED OR RECONSTRUCTED FOR MAINTENANCE PROCEDURES, TRAFFIC OPERATIONS, REPAIRS, CORRECTIONS OF UTILITIES, OR ALTERED FOR ANY REASON AFTER SEPTEMBER 1, 1973 SHALL PROVIDE WHEELCHAIR RAMPS FOR THE PHYSICALLY HANDICAPPED AT ALL INTERSECTIONS WHERE BOTH CURB AND GUTTER AND SIDEWALKS ARE PROVIDED AND AT OTHER POINTS OF PEDESTRIAN FLOW. IN ADDITION, SECTION 228 OF THE 1973 FEDERAL AID HIGHWAY SAFETY ACT REQUIRES PROVISION OF CURB RAMPS ON ANY CURB CONSTRUCTION AFTER JULY 1, 1976 WHETHER A SIDEWALK IS PROPOSED INITIALLY OR IS PLANNED FOR A FUTURE DATE. THE AMERICANS WITH DISABILITIES ACT (ADA) OF 1990 EXTENDS TO INDIVIDUALS WITH DISABILITIES. COMPREHENSIVE CIVIL RIGHTS PROTECTIONS SIMILAR TO THOSE PROVIDED TO PERSONS ON THE BASIS OF RACE, SEX, NATIONAL ORIGIN, AND RELIGION UNDER THE CIVIL RIGHTS ACT OF 1964. THESE CURB RAMPS HAVE BEEN DESIGNED TO COMPLY WITH TITLE III OF THE ADA, BECOMING EFFECTIVE JAN. 26, 1992.
4. WHEELCHAIR RAMPS SHALL BE PROVIDED AT LOCATIONS AS SHOWN ON THE PLANS OR AS DIRECTED BY THE ENGINEER. WHEELCHAIR RAMPS SHALL BE LOCATED AS INDICATED IN THESE DETAILS; HOWEVER, THE LOCATION MAY BE ADJUSTED AS DIRECTED BY THE ENGINEER WHERE EXISTING LIGHT POLES, FIRE HYDRANTS, CATCH BASINS, ETC. AFFECT PLACEMENT. AT ALL LOCATIONS, NOT LESS THAN TWO LINEAL FEET OF FULL HEIGHT CURB SHALL BE PLACED BETWEEN THE RAMPS.
5. NO SLOPE ON THE WHEELCHAIR RAMP SHALL EXCEED 1" : 1' (12:1) IN RELATIONSHIP TO THE GRADE OF THE STREET.
6. IN NO CASE SHALL THE WIDTH OF THE WHEELCHAIR RAMP BE LESS THAN 40" (3'-4") HOWEVER, WIDTH MAY EXCEED 40".
7. USE CLASS B CONCRETE WITH A SIDEWALK FINISH IN ORDER TO OBTAIN A ROUGH, NON-SKID TYPE SURFACE.
8. A 1/2" EXPANSION JOINT SHALL BE INSTALLED WHERE THE CONCRETE WHEELCHAIR RAMP JOINS THE CURB.
9. THE INSIDE PEDESTRIAN CROSSWALK LINES SHALL BE SET NO CLOSER IN THE INTERSECTION THAN WOULD BE ESTABLISHED BY BISECTING THE INTERSECTION RADII. (SEE NOTE 14)
10. THE CURB CUT AND THE PEDESTRIAN CROSSWALK LINES SHALL BE COORDINATED SO THAT THE BEGINNING OF THE WHEELCHAIR RAMP WILL FALL WITHIN THE PEDESTRIAN CROSSWALK LINES.
11. THE MINIMUM WIDTH OF THE PEDESTRIAN CROSSWALK SHALL BE SIX FEET. A CROSSWALK WIDTH OF TEN FEET OR GREATER IS DESIRABLE.
12. STOP LINES, NORMALLY PERPENDICULAR TO THE LANE LINES, SHALL BE USED WHERE IT IS IMPORTANT TO INDICATE THE POINT BEHIND WHICH VEHICLES ARE REQUIRED TO STOP IN COMPLIANCE WITH A TRAFFIC SIGNAL, STOP SIGN OR OTHER LEGAL REQUIREMENT. AN UNUSUAL APPROACH SKEW MAY REQUIRE THE PLACEMENT OF THE STOP LINE TO BE PARALLEL TO THE INTERSECTING ROADWAY.
13. PARKING SHALL BE ELIMINATED A MINIMUM OF 20 FEET BACK OF THE PEDESTRIAN WALKWAY.
14. ALL PAVEMENT MARKINGS SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) PUBLISHED BY THE FEDERAL HIGHWAY ADMINISTRATION AND THE NORTH CAROLINA SUPPLEMENT TO THE MUTCD.

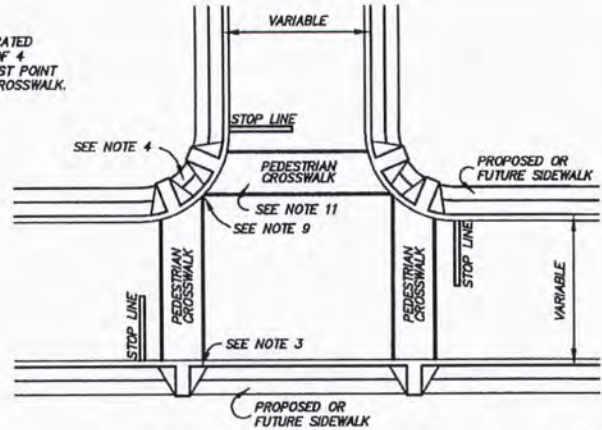
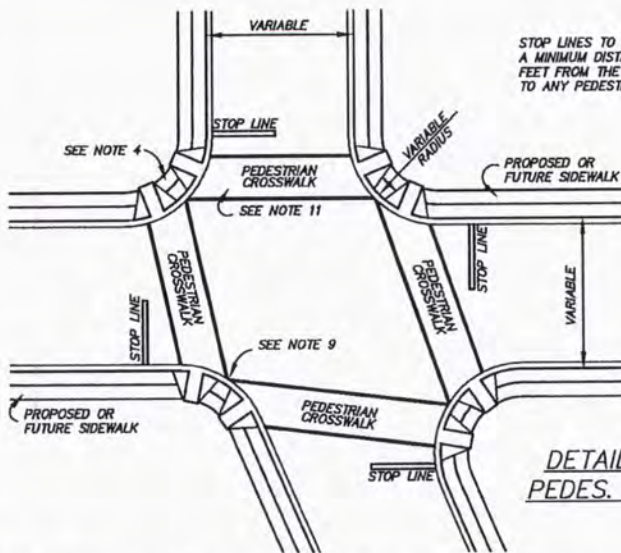
NOT TO SCALE

NEW BERN

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Department of Public Works
P.O. Box 1129, New Bern, NC 28563-1129
252.634.7501 (FAX) 252.672.5152

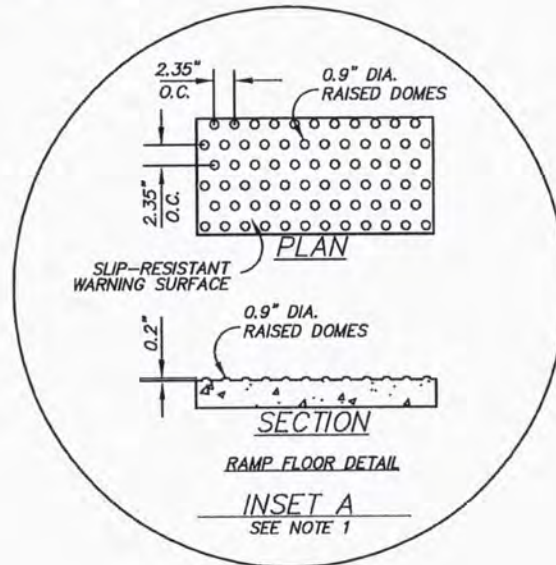
CURB RAMP w/ WARNING PAVERS 1 of 3

STANDARD DRAWING No. ST-5



DETAIL SHOWING TYPICAL LOCATION OF WHEELCHAIR RAMPS, PEDES. CROSSWALKS AND STOP LINES FOR TEE INTERSECTIONS

DETAIL SHOWING TYPICAL LOCATION OF WHEELCHAIR RAMPS, PEDESTRIAN CROSSWALKS AND STOP LINES



NOT TO SCALE

NEW BERN

NORTH CAROLINA

Department of Public Works

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252.634.7501 (FAX) 252.672.5152

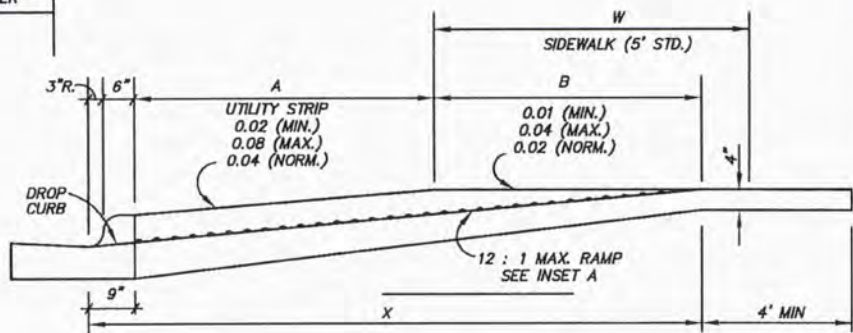
***CURB RAMP w/ WARNING
PAVERS 2 of 3***

STANDARD DRAWING No. ST-6

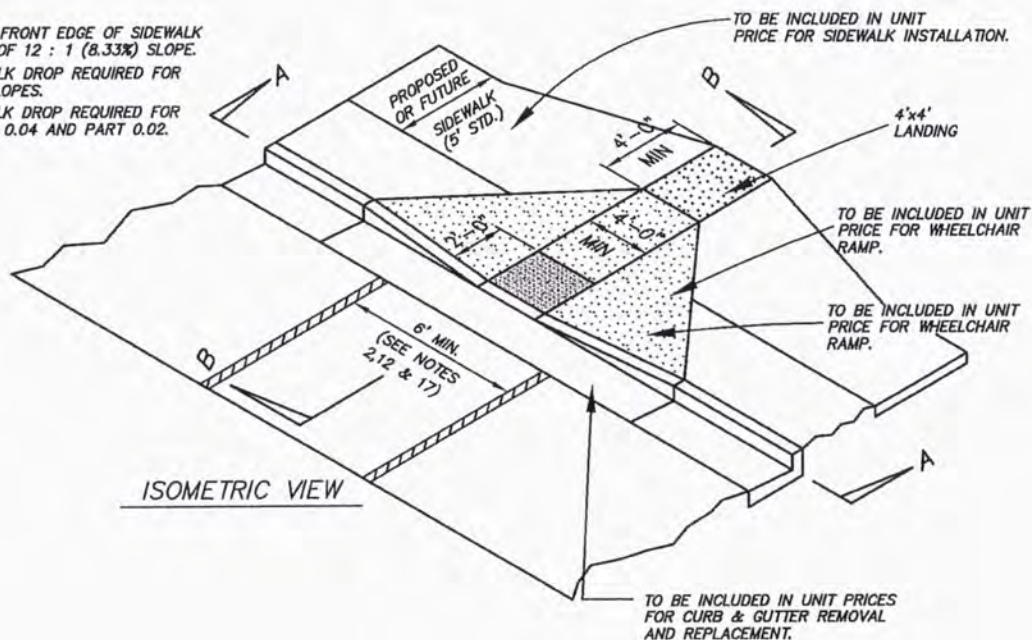


W	A	W+A+S ^m	X	B
5'	0.0'	5.8'	5.8'	5.0' *
6'	0.0'	6.8'	6.8'	6.0' **
7'	0.0'	7.8'	7.3'	6.5' **
8'	0.0'	8.8'	7.3'	6.5' **
5'	2.0'	7.6'	7.8'	5.0'
5'	2.5'	8.3'	8.1'	4.8'
5'	3.0'	8.8'	8.3'	4.4'
5'	3.5'	9.3'	8.4'	4.1'
5'	4.0'	9.8'	8.6'	3.8'
5'	4.5'	10.3'	8.7'	3.4'
5'	5.0'	10.8'	8.9'	3.1'

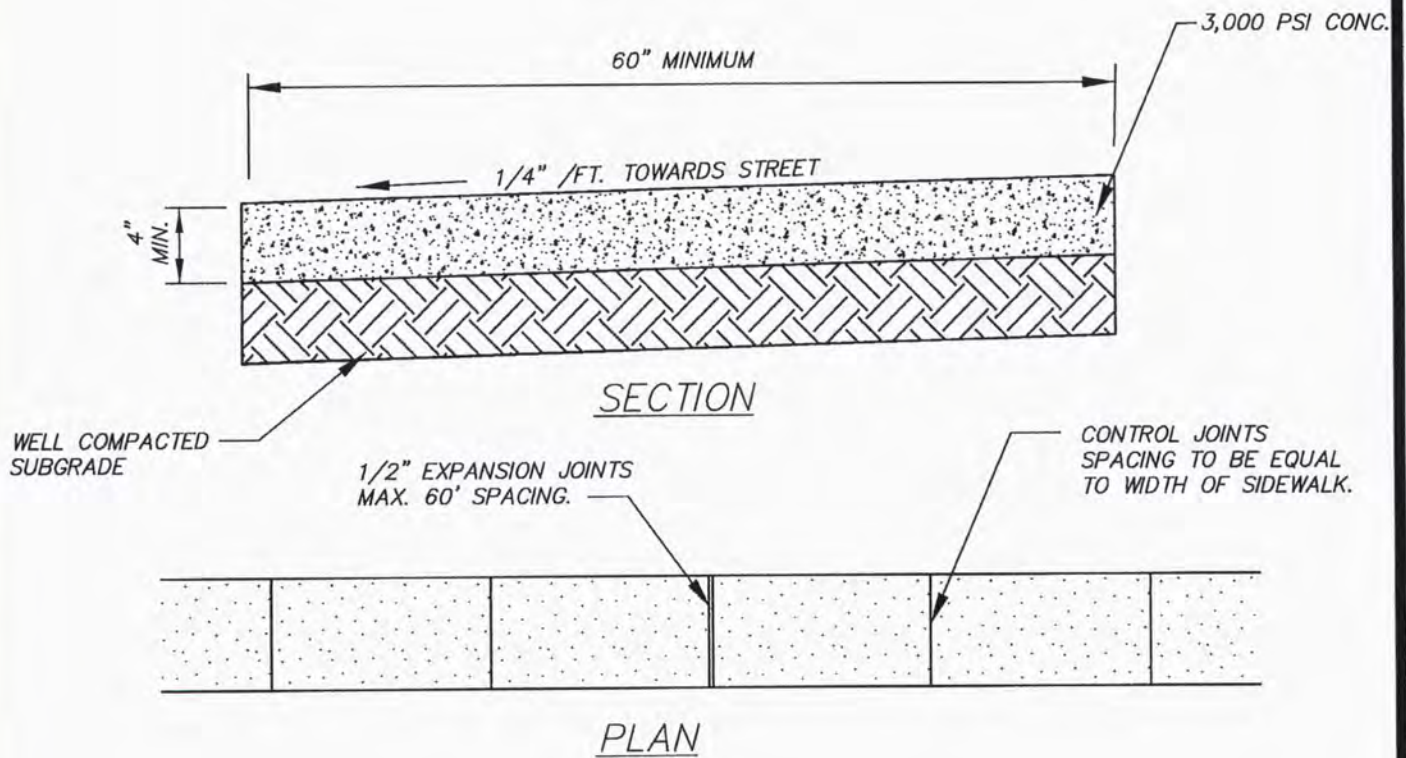
** BACK OF SIDEWALK DROP REQUIRED FOR
SIDEWALK SLOPES 0.04 AND PART 0.02.



SECTION B-B



STANDARD DRAWING No. ST-7



NOT TO SCALE

NEW BERN

NORTH CAROLINA

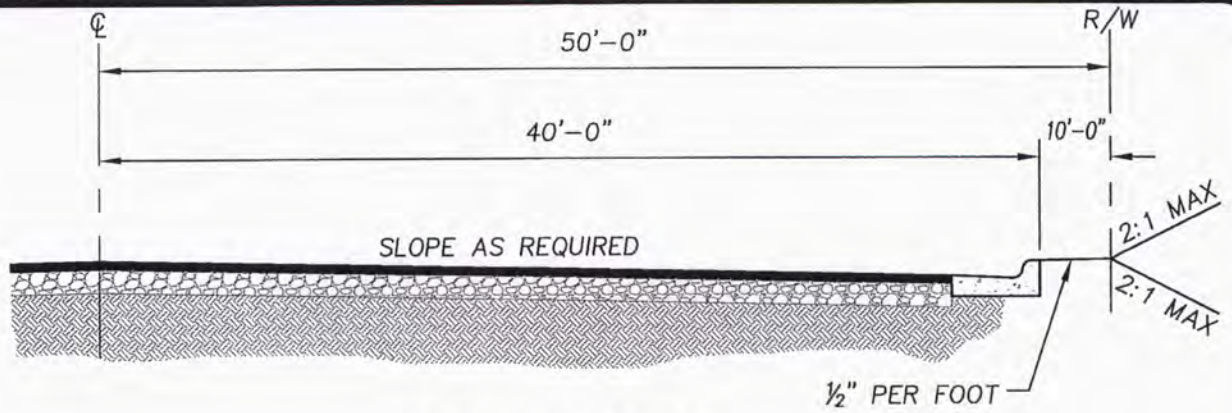
Department of Public Works

P.O. Box 1129, New Bern, NC 28563-1129

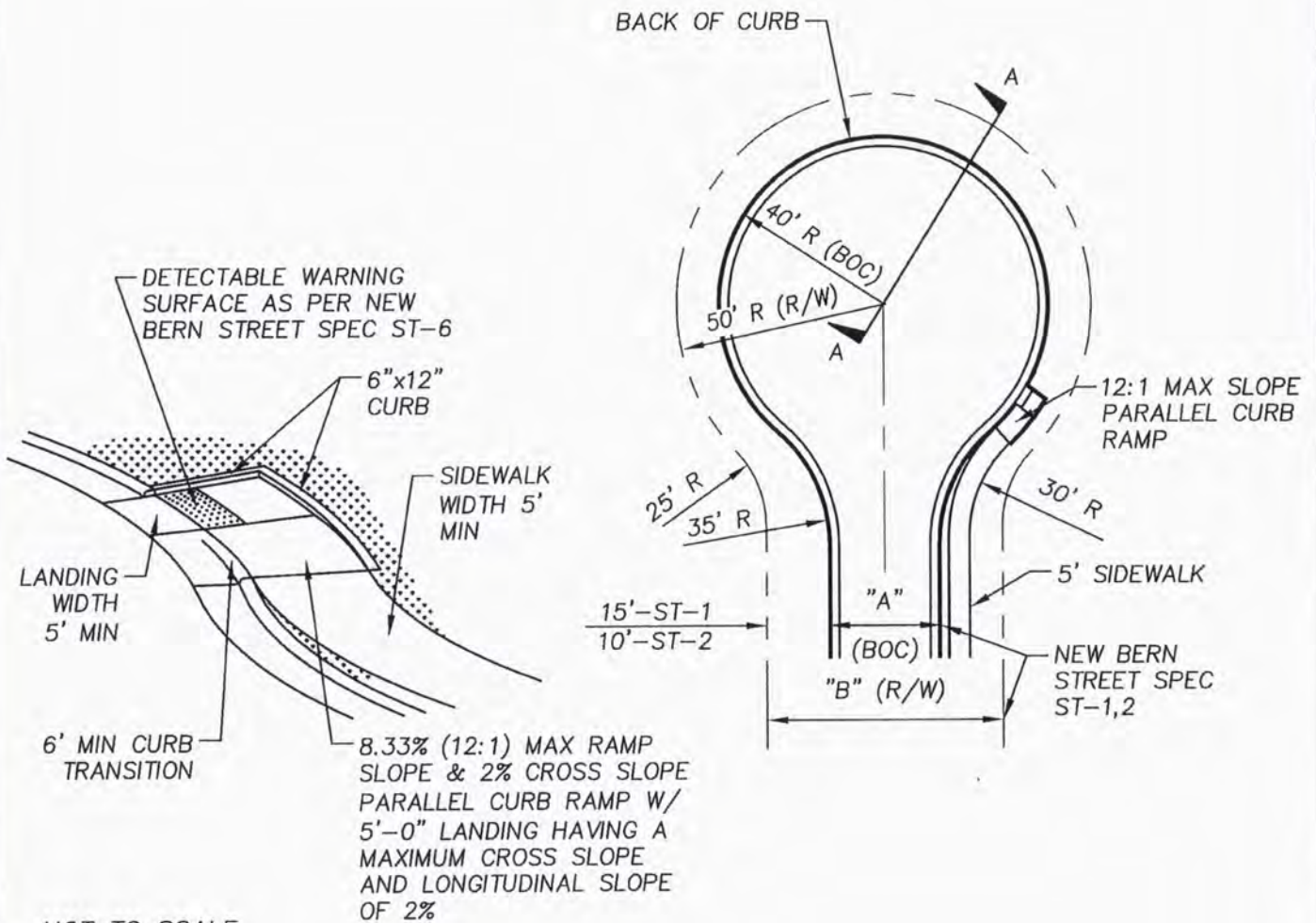
252.634.7501 (FAX) 252.672.5152

**TYPICAL CONCRETE
SIDEWALK**

STANDARD DRAWING No. ST-8



SECTION "A-A"



NEW BERN

NORTH CAROLINA

Department of Public Works

P.O. Box 1129, New Bern, NC 28563-1129

252.634.7501 (FAX) 252.672.5152

**TYPICAL CUL-DE-SAC
DETAILS**

STANDARD DRAWING No. ST-9

APPENDIX - A
Engineer's Certification of Completion

ENGINEER'S CERTIFICATION OF COMPLETION

Name of Development/Project: _____

Engineer: _____

Date: _____

I, the undersigned, hereby certify:

1. That as a dully registered Professional Engineer in the State of North Carolina, having been authorized to observe periodically the construction of the referenced project, hereby state that, to the best of my abilities, due care and diligence was used in the observation of the project construction such that the construction was observed to be built to completion within substantial compliance and intent of the approved plans and specification, and approved modifications of record.
2. That the street(s) and storm drainage infrastructure for the referenced development have been installed as shown on the Record Drawings submitted to the City of New Bern ~~Engineering~~ Public Works Department.

Name (Print)

Date

Signature

SEAL

APPENDIX - B
Owner's Certification of Completion

OWNER'S CERTIFICATION OF COMPLETION

Name of Development/Project: _____

Developer: _____

Date: _____

I, the undersigned, hereby certify:

1. That I am the owner/or authorized representative of the referenced project.
2. That the street(s) and storm drainage infrastructure for the referenced development are in accordance with the approved construction drawings dated _____ and/or subsequent plan modifications as approved by the City of New Bern.
3. That I hereby convey the ownership of all street(s), easements, and storm drainage infrastructure to the City of New Bern as identified the project plans.
4. That I as the developer, guarantee the materials and workmanship as directly associated with, but not limited to, the installation of the street(s), storm drainage infrastructure, and restoration of any disturbed areas located within the rights-of-way for a period of two (2) years that are proposed for acceptance and maintenance by the City of New Bern. For the two (2) year warranty period, I as the developer, shall be responsible for performing all repairs and restoration, as deemed necessary or required by the City, on street(s), storm drainage infrastructure and disturbed areas. The two year period shall begin at the date of issuance of the Acceptance letter by the ~~City Engineer~~Public Works Director. If, for any reason that I, as the developer cannot make repairs within a time period accepted by the City, I will reimburse the City of New Bern for the cost of any repairs it deem necessary to make with its own forces including the costs of materials, labor, and equipment.
5. I further warrant to the City of New Bern that all fees and liens have been paid by the owner such that there is not outstanding indebtedness remaining and holding the City harmless in each instance.
6. That I hereby convey all necessary easements for the street(s) and storm drainage infrastructure to the City of New Bern as recorded with the Craven County Register of Deeds and as described in Plat Book _____ Page _____.

Name (Print)

Date

Signature

APPENDIX - C
Example Pavement Design

APPENDIX – C: Pavement Design Example

Design a pavement for a new residential development which will consist of 100 single family homes. All proposed streets will terminate within the development and will not be used to accommodate any loading other than the initial 100 homes. USGS Soil Maps identify all native soils within the proposed streets to be classified as A-3.

Solution:

Step 1 – Determine the Soil Support Value (SSV):

Using Table 3.1 the assigned SSV for A-3 soils shall be 3.5

$$SSV = 3.5$$

Step 2 – Determine the Design Average Daily Traffic ($\overline{ADT}$):

- Using Table 3.2 the trips per day based on land use shall be 9.53 trips/day/unit for single family homes.

$$ADT = 9.53 \text{ trips/day/unit} \times 100 \text{ units} = 953 \text{ trips/day}$$

- The growth factor (G) shall be calculated for a 20 year design life using the appropriate estimated yearly annual increase from Table 3.3. Using Table 3.3 for a subdivision street (fully developed) the estimated yearly increase is 0.5%; so $i = 0.005$.

$$G = (1 + i)^n = (1 + 0.005)^{20} = 1.10$$

- Use Equation 3.2 to determine the design average daily traffic.

$$\overline{ADT} = \frac{ADT + (G \times ADT)}{2} = \frac{953 + (1.10 \times 953)}{2} = 1,001 \text{ trips/day}$$

Step 3 – Determine the Truck Factor ($\overline{N}$):

Using Table 3.4 the approximate truck factor ($\overline{N}$) is 16.

$$(\overline{N}) = 16$$

Step 4 – Determine the Structural Number (SN):

Using Equation 3.4 determine the structural number (SN) by substituting known values.

$$SN = \frac{2.41 (\overline{N})^{0.151}}{(1.14)^{SSV}} = \frac{2.41(16)^{0.151}}{(1.14)^{3.5}} = 2.32$$

Step 5 – Select Pavement Section Required to Obtain the Structural Number:

Using Table 3.6 determine the structural coefficients for the desired pavement components and multiply the by the thickness of each component to obtain the structural number. Use trial and error to determine a pavement structure that meets the required Structural Number (*SN*).

- Try Minimum

Thicknesses:	6" ABC	$6" \times 0.14 = 0.84$
	2" S 9.5B	$2" \times 0.44 = \underline{0.88}$

$1.72 < 2.32$, Design INSUFFICIENT

- Try Increased

Asphalt:	6" ABC	$6" \times 0.14 = 0.84$
	3" S 9.5B	$2" \times 0.44 = \underline{1.32}$

$2.16 < 2.32$, Design INSUFFICIENT

- Try Increased

Base:	8" ABC	$8" \times 0.14 = 1.12$
	3" S 9.5B	$2" \times 0.44 = \underline{1.32}$

$2.44 > 2.32$, Design SUFFICIENT

AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider Adopting Resolution Approving the Lease Parking Lot Rules and Regulations

Date of Meeting 8/28/2018

Ward # if applicable Ward 1

Department Finance

Person Submitting Item: JR Sabatelli, CPA, Director of Finance

Call for Public Hearing ☐ Yes ☒ No

Date of Public Hearing

Explanation of Item:

This resolution approves the attached updated Lease Parking Lot Rules and Regulations for Commercial Trash Dumpsters

Actions Needed by Board:

Adopt Resolution

Is item time sensitive? ☐ Yes ☒ No

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

Backup Attached:

Memo from Director of Finance
Resolution
Lease Parking Lot Rules and Regulations

Cost of Agenda Item: N/A

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

Additional notes:

NEW BERN
NORTH CAROLINA
Office of the Director of Finance

TO: City Manager, Honorable Mayor and Members of the Board of Aldermen

FROM: Joseph R. Sabatelli, CPA - Director of Finance

DATE: August 20, 2018

RE: Adopt Lease Parking Lot Rules and Regulations

Current

The attached Lease Parking Lot Rules and Regulations updates the previous rules and regulations adopted on August 14, 2018. The update includes rules related to Commercial Trash Dumpster as well as an Appendix A of where these dumpsters may be located. If approved, it will be effective August 28, 2018.

Requested Action

The Board consider adopting the attached resolution approving the Lease Parking Lot Rules and Regulations at its August 28, 2018 meeting.

RESOLUTION

WHEREAS, the Board of Aldermen of the City of New Bern adopted Parking Lot Rules and Regulations on August 14, 2018 to replace previous existing rules and regulations; and

WHEREAS, a desire for additional revisions has been identified, and the rules and regulations have been further revised to include the supplementary revisions.

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

That the Lease Parking Lot Rules and Regulations with an effective date of August 28, 2018, a copy of which is attached hereto and incorporated herein by reference, are hereby adopted.

ADOPTED THIS 28TH DAY OF AUGUST, 2018.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

Lease Parking Lot Rules and Regulations
Effective August 28, 2018

Vehicles

1. The city manager or their designee may lease parking spaces within the lease parking lots identified in Code Section 70-271 for a term of one year or less.
2. Each leasee of a leased parking space shall execute a written lease on a form provided by the city manager or their designee.
3. Each leasee shall be provided two (2) mirror hangers that identify the space number that the leasee shall use when parking in a leased space. Leasees may purchase additional mirror hangers for their leased space at a cost of \$3 per additional hanger. The city shall have no obligation to regulate a leased parking space other than to verify that the parking space number on the mirror hanger correctly corresponds to the leased parking space. Leasees shall be solely responsible for coordinating and regulating the use of a leased space by individuals possessing the leasee's mirror hangers.
4. All vehicles shall display a mirror hanger when parked in a leased space. Vehicles parked in leased spaces that do not display a mirror hanger, or that do not display a mirror hanger that correctly corresponds to the space in which the vehicle is parked shall be subject to a civil penalty in the amount of \$25.00. This specifically includes leasees of leased spaces.
5. Vehicles parked in violation of city code provisions regulating the use of lease parking lots may be towed at the owner's expense.
6. If another vehicle is parked in your leased space, please contact the New Bern Police Department at (252) 633-2020.
7. Leased parking spaces shall not be traded or exchanged without the city's written approval.
8. Leased parking spaces shall not be sublet under any circumstances.
9. Leasees may allow other individuals to utilize their parking space provided that a valid mirror hanger is displayed on the vehicle.
10. Leased parking spaces may only be used for parking vehicles licensed to operate on public streets, and shall not be used for camping or storage of any kind, including but not limited to, vehicles, equipment, trailers, boats, and campers.

11. Vehicles shall be parked in the manner and direction indicated by the parking markings, and within the confines of the leased parking space. Vehicles shall not be parked with any part of the vehicle encroaching into another parking space.
12. All of the traffic laws of the State of North Carolina and the traffic ordinances of the City of New Bern shall apply to the operation of vehicles in all municipal parking lots.
13. Please avoid opening vehicle doors into adjacent vehicles.
14. If another vehicle is accidentally bumped, please contact the New Bern Police Department at (252) 633-2020 to determine if an accident report is necessary and to contact the owner.
15. Please report all fluid leaks from vehicles to the New Bern Police Department at (252) 633-2020 to ensure timely cleanup.
16. Please report all suspicious activity within any of the City's municipal parking lots to the New Bern Police Department at (252) 633-2020.
17. Violation of lease parking lot rules and regulations may result in the immediate termination of a parking space lease.

Commercial Trash Dumpsters

1. The city manager or their designee may lease commercial trash dumpster spaces within the lease parking lots identified in Code Section 70-271 for a term of one year or less. Commercial trash dumpsters may only be located in the areas designated on the map attached hereto as Exhibit A.
2. Each leasee of a leased commercial trash dumpster space shall execute a written lease on a form provided by the city manager or their designee.
3. Leased commercial trash dumpster space may be subleased provided that the total value of all subleases does not exceed the monthly lease rate charged by the city. The purpose and intent of this rule is to encourage the joint use of commercial trash dumpsters provided that the leasee does not recover an amount that exceeds the monthly lease rate.
4. Leased commercial trash dumpster space may only be used for the location of commercial trash dumpsters, including such dumpsters used exclusively for recycled materials.
5. Commercial trash dumpsters located within the lease parking lots must be serviced and emptied no less than six (6) times per week. Commercial trash

dumpsters used exclusively for recycled materials may be serviced and emptied one (1) time per week.

6. Use of commercial trash dumpsters shall comply with relevant provisions of Chapter 62 of the Code of Ordinances of the City of New Bern.
7. Violation of the rules and regulations applicable to commercial trash dumpsters may result in the immediate termination of a commercial trash dumpster space lease.

Lease Parking Lot Rules and Regulations
Effective August 28, 2018

Vehicles

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5. Commercial trash dumpsters located within the lease parking lots must be serviced and emptied no less than six (6) times per week. Commercial trash dumpsters

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6. Use of commercial trash dumpsters shall comply with relevant provisions of Chapter 62 of the Code of Ordinances of the City of New Bern.
7. Violation of the rules and regulations applicable to commercial trash dumpsters may result in the immediate termination of a commercial trash dumpster space lease.

AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider Adopting Resolution to apply for a grant through the NC Public Beach and Coastal Waterfront Access Program.

Date of Meeting **Ward # if applicable** Ward 5**If multiple, list:****Department** Parks & Recreation**Person Submitting Item:** **Call for Public Hearing** No**Date of Public Hearing** **Explanation of Item:**

Staff is requesting approval to Apply for this grant in order to provide site amenities and canoe/access to the Neuse River at Martin Marietta Park.

Actions Needed by Board:

Consider public comments
Adopt the Resolution

Is item time sensitive? Yes**Will there be advocates/opponents at the meeting?** No**Backup Attached:**

Resolution
Memo
Maps

Cost of Agenda Item:

If this item requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director : Select...

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

Memo To: Mayor and Board of Aldermen
From: Foster Hughes, CPRE, Director Parks and Recreation
Re: CAMA Grant Submittal
Date: August 17, 2018

Parks and Recreation has received notification that we have been invited to formally apply for a grant through the N.C. Public Beach and Coastal Waterfront Access Grant. The purpose for this grant is to add amenities at Martin Marietta Park. Planned amenities include: Accessible Canoe/Kayak access at the canal leading to the Neuse River; ADA parking; and a combination shelter/restrooms.

The anticipated project cost is \$130,000. The grant request is for \$97,500. A 25% match in the amount of \$32,500 is required. Half of our match can be in-kind. The deadline to apply for the grant is September 7.

Attached, you will find a rendering of the general area where these enhancements would be located.

Staff asks for approval and support to apply for this grant. As part of this process, we are required to consider public comments prior to the Board's decision to submit this application.

Please let me know if you have any questions.

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

RESOLUTION

WHEREAS, the Director of New Bern Parks and Recreation requests to apply for the N.C. Public Beach and Coastal Waterfront Access Grant in the amount of \$97,500. If received, funds will be utilized for amenities such as accessible canoe/kayak access, ADA parking and a combination shelter/restrooms at Martin Marietta Park; and

WHEREAS, the total cost of the project is \$130,000, and the grant requires a 25% match based on the project cost, which is \$32,500. Half of the match can be in-kind services.

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

1. That the City Manager is hereby authorized to execute a N.C. Public Beach and Coastal Waterfront Grant application requesting \$97,500 in funds to be used for amenities at the Martin Marietta Park Project.

2. That it is recognized the grant requires a 25% match of the \$130,000 project cost, which is \$32,500, and half of the match can be in-kind services.

ADOTED THIS 28TH DAY OF AUGUST 2018.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

NEUSE RIVER

PROPERTY BOUNDARY

MARTIN MARIETTA PARK

PARKING FOR CANOE/KAYAK LAUNCH

RESTROOM/SHELTER BUILDING

NATURE WALK

CANOE/KAYAK LAUNCH

S GLENBURNIE RD



AGENDA ITEM COVER SHEET

Agenda Item Title:

Approval to proceed with the submission of the FY2018 Edward Byrne Memorial Justice Assistance Grant (JAG) by signing Memorandum of Understanding.

Date of Meeting August 28, 2018

Ward # if applicable N/A

Department Police

Person Submitting Item: Toussaint E. Summers, Jr.

Call for Public Hearing ☐ Yes ☒ No

Date of Public Hearing

Explanation of Item:

The grant funds will be utilized to purchase the equipment and materials for the personnel workstations of the CNET (Coastal Narcotics Enforcement Team) facility, which is shared with the Craven County Sheriff's Office. Because the Police Department is part of a disparate jurisdiction with Craven County under the grant, a Memorandum of Understanding (MOU) is required; executed and signed by an Authorized Representative of the City of New Bern and of Craven County. In the MOU, both parties are agreeing to the use of \$11,334.00 in grant funds for the aforementioned purchase. This grant requires no matching funds from the City of New Bern.

Actions Needed by Board:

Sign the attached memorandum of Understanding to proceed with the grant submission.

Is item time sensitive? ☒ Yes ☐ No

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

Backup Attached:

Memorandum for the Chief of Police, JAG Grant Application, Grant Proposal, Memorandum of Understanding and 3 Certifications.

Cost of Agenda Item: \$0.00

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

Additional notes:



Founded 1797

NEW BERN

NEW BERN POLICE DEPARTMENT

P.O. Box 1129, New Bern, NC 28563-1129
(252) 672-4100

Police and Community come together here.



Toussaint E. Summers, Jr.
Chief of Police

TO: Mayor Outlaw and the Board of Alderman
FROM: Toussaint E. Summers, Jr., Chief of Police
SUBJECT: FY2018 Edward Byrne Memorial Justice Assistance Grant
DATE: August 15, 2018

The New Bern Police Department submitted a grant application for the FY2018 Edward Byrne Memorial Justice Assistance Grant (JAG). The grant funds will be utilized to purchase the equipment and materials for the personnel workstations of the CNET (Coastal Narcotics Enforcement Team) facility, which is shared with the Craven County Sheriff's Office.

Because the Police Department is part of a disparate jurisdiction with Craven County under the grant, a Memorandum of Understanding (MOU) is required; executed and signed by an Authorized Representative of the City of New Bern and of Craven County. In the MOU, both parties are agreeing to the use of \$11,334.00 in grant funds for the aforementioned purchase. This grant requires no matching funds from the City of New Bern.

It is recommended that the Board of Aldermen sign the attached Memorandum of Understanding to proceed with the grant submission.

TES/mjp



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APPLICATION FOR FEDERAL ASSISTANCE	2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION	3. DATE RECEIVED BY STATE	State Application Identifier
Application Non-Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION		
Legal Name	Organizational Unit	
City of New Bern	New Bern Police Department	
Address	Name and telephone number of the person to be contacted on matters involving this application	
P.O. Box 1129 New Bern, North Carolina 28563-1129	Jones, Bobby (252) 672-4258	
6. EMPLOYER IDENTIFICATION NUMBER (EIN)	7. TYPE OF APPLICANT	
56-6000235	Municipal	
8. TYPE OF APPLICATION	9. NAME OF FEDERAL AGENCY	
New	Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT	
NUMBER: 16.738	Multi-Jurisdictional Task-Force Program	
CFDA Edward Byrne Memorial Justice Assistance Grant		
TITLE: Program		
12. AREAS AFFECTED BY PROJECT		
Reducing Violent Crime		
13. PROPOSED PROJECT	14. CONGRESSIONAL DISTRICTS OF	
Start Date: January 01, 2019	a. Applicant	
End Date: December 31, 2019	b. Project NC03	
15. ESTIMATED FUNDING	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
Federal \$11,334	Program is not covered by E.O. 12372	
Applicant \$0		
State \$0		
Local \$0		
Other \$0		
Program Income \$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
TOTAL \$11,334	N	

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.

Close Window

RESOLUTION

WHERSAS, the New Bern Police Department submitted a grant application for the FY2018 Edward Byrne Memorial Justice Assistance Grant ("JAG") which has been approved. The funds received will be utilized to purchase equipment and materials for the personnel workstations of the Coastal Narcotics Enforcement Team facility, which is shared with the Craven County Sheriff's Office.

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

1. That the Memorandum of Understanding dated August 28, 2018 by and between Craven County and the City of New Bern, a copy of which is attached hereto and incorporated herein by reference, be and the same is hereby approved; and

2. That the Mayor and City Clerk are hereby authorized and directed to execute said Memorandum of Understanding for and on behalf of the City.

ADOTED THIS 28TH DAY OF AUGUST 2018.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

**STATE OF NORTH CAROLINA
COUNTY OF CRAVEN**

MEMORANDUM OF UNDERSTANDING

2018 BYRNE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD

This Agreement is made and entered into this 28th day of August, 2018, by and between CRAVEN COUNTY, a body politic of the State of North Carolina, acting by and through its governing body, the Craven County Board of Commissioners (hereinafter referred to as "County"), and the CITY OF NEW BERN, a North Carolina municipal corporation, acting through its governing body, the City of New Bern Board of Aldermen (hereinafter referred to as "City").

WITNESSETH:

THAT WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party; and

WHEREAS, each governing body finds that the performance of the Agreement is in the best interests of both parties, that the undertaking will benefit the public, and that the divisions of costs fairly compensates the performing party for the services or functions under this Agreement; and

WHEREAS, the City is not to provide any direct funds to the County from the JAG funds; and

WHEREAS, the City and County believe it to be in their best interests to allocate the JAG funds for a jointly shared project.

NOW THEREFORE, the County and City hereby agree as follows:

Section 1. It is agreed that the CITY will not provide any direct funds to the County from the JAG award.

Section 2. The COUNTY agrees that all funds will be used by the CITY for the Coastal Narcotic Enforcement Team (CNET) Workstation Project for the facility located at Wind Hill Court.

Section 3. Nothing in the performance of this Agreement shall impose any liability for claims against COUNTY other than claims for which liability may be imposed by the North Carolina Tort Claims Act.

Section 4. Nothing in the performance of this Agreement shall impose any liability for claims against CITY other than claims for which liability may be imposed by the North Carolina Tort Claims Act.

Section 5. Each party to this Agreement will be responsible for its own actions in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

Section 6. The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

Section 7. Each party to this Agreement will provide data necessary for Quarterly and Annual Reporting as required.

Section 8. By entering into this Agreement, the parties do not intend to create any obligations, expressed or implied, other than those set out herein; further, this Agreement shall not create any rights in any party not a

signatory hereto.

IN TESTIMONY WHEREOF, the City of New Bern has caused this instrument to be executed as its act and deed by its Mayor, attested by its City Clerk, and its seal to be hereunto affixed, all by the authority of its Board of Aldermen, and Craven County has caused this instrument to be executed as its act and deed by the Chairman of its Board of Commissioners, attested by its Clerk, and its seal to be hereunto affixed, all by the authority of its Board of Commissioners, as of the day and year first above written.

CRAVEN COUNTY

(SEAL)

By: _____
Chairman, Craven County Board of Commissioners

ATTEST:

Clerk, Craven County Board of Commissioners

CITY OF NEW BERN

(SEAL)

By: _____
Dana E. Outlaw, Mayor

ATTEST:

Brenda E. Blanco, City Clerk

Jerry Monette, Craven County Sheriff

Toussaint E. Summers, Jr., Chief of Police

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

Edward Byrne Justice Assistance Grant Program FY 2018 Local Solicitation

Certifications and Assurances by the Chief Executive of the Applicant Government

On behalf of the applicant unit of local government named below, in support of that locality's application for an award under the FY 2018 Edward Byrne Justice Assistance Grant ("JAG") Program, and further to 34 U.S.C. § 10153(a), I certify to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

1. I am the chief executive of the applicant unit of local government named below, and I have the authority to make the following representations on my own behalf as chief executive and on behalf of the applicant unit of local government. I understand that these representations will be relied upon as material in any OJP decision to make an award, under the application described above, to the applicant unit of local government.
2. I certify that no federal funds made available by the award (if any) that OJP makes based on the application described above will be used to supplant local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.
3. I assure that the application described above (and any amendment to that application) was submitted for review to the governing body of the unit of local government (e.g., city council or county commission), or to an organization designated by that governing body, not less than 30 days before the date of this certification.
4. I assure that, before the date of this certification— (a) the application described above (and any amendment to that application) was made public; and (b) an opportunity to comment on that application (or amendment) was provided to citizens and to neighborhood or community-based organizations, to the extent applicable law or established procedure made such an opportunity available.
5. I assure that, for each fiscal year of the award (if any) that OJP makes based on the application described above, the applicant unit of local government will maintain and report such data, records, and information (programmatic and financial), as OJP may reasonably require.
6. I have carefully reviewed 34 U.S.C. § 10153(a)(5), and, with respect to the programs to be funded by the award (if any), I hereby make the certification required by section 10153(a)(5), as to each of the items specified therein.
7. I have examined the certification entitled "State or Local Government: FY 2018 Certification of Compliance with 8 U.S.C. §§ 1373 & 1644" executed by the chief legal officer of the applicant government with respect to the FY 2018 JAG program and submitted in support of the application described above, and I certify that I have no reason to believe that certification to be false or otherwise incorrect. (This provision is not applicable to Indian tribal government applicants.)
8. I have examined the certification entitled "State or Local Government: FY 2018 Certification Relating to 8 U.S.C. §§ 1226(a) & (c), 1231(a), 1357(a), & 1366(1) & (3)" executed by the chief legal officer of the applicant government with respect to the FY 2018 JAG program and submitted in support of the application described above, and I certify that I have no reason to believe that certification to be false or otherwise incorrect. (This provision is not applicable to Indian tribal government applicants.)

Signature of Chief Executive of the Applicant Unit of
Local Government

Date of Certification

Printed Name of Chief Executive

Title of Chief Executive

Name of Applicant Unit of Local Government

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

State or Local Government: FY 2018 Certification as to 8 U.S.C. §§ 1373 & 1644

On behalf of the applicant government entity named below, and in support of its application, I certify to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDJOJ"), that all of the following are true and correct:

- (1) I am the chief legal officer of the State or local government of which the applicant entity named below is a part ("the jurisdiction"), and I have the authority to make this certification on behalf of the jurisdiction and the applicant entity (that is, the entity applying directly to OJP). I understand that OJP will rely upon this certification as a material representation in any decision to make an award to the applicant entity.
- (2) I have carefully reviewed 8 U.S.C. §§ 1373(a) & (b), and 1644, including the prohibitions on certain actions by State and local government entities, -agencies, and -officials regarding information regarding citizenship and immigration status. I also have reviewed the provisions set out at (or referenced in) 8 U.S.C. § 1551 note ("Abolition ... and Transfer of Functions"), pursuant to which references to the "Immigration and Naturalization Service" in 8 U.S.C. §§ 1373 & 1644 are to be read, as a legal matter, as references to particular components of the U.S. Department of Homeland Security.
- (3) I (and also the applicant entity) understand that the U.S. Department of Justice will require States and local governments (and agencies or other entities thereof) to comply with 8 U.S.C. §§ 1373 & 1644, with respect to any "program or activity" funded in whole or in part with the federal financial assistance provided through the FY 2018 OJP program under which this certification is being submitted (the "FY 2018 OJP Program" identified below), specifically including any such "program or activity" of a governmental entity or -agency that is a subrecipient (at any tier) of funds under the FY 2018 OJP Program.
- (4) I (and also the applicant entity) understand that, for purposes of this certification, "program or activity" means what it means under title VI of the Civil Rights Act of 1964 (see 42 U.S.C. § 2000d-4a), and that terms used in this certification that are defined in 8 U.S.C. § 1101 mean what they mean under that section 1101, except that the term "State" also shall include American Samoa (*cf.* 34 U.S.C. § 10251(a)(2)). Also, I understand that, for purposes of this certification, neither a "public" institution of higher education (*i.e.*, one that is owned, controlled, or directly funded by a State or local government) nor an Indian tribe is considered a State or local government entity or -agency.
- (5) I have conducted (or caused to be conducted for me) a diligent inquiry and review concerning the following (which, for the specific purpose of paragraph 5, shall not be understood to include any "program or activity" of any subrecipient at any tier):
 - (a) the "program or activity" to be funded (in whole or in part) with the federal financial assistance sought by the applicant entity under this FY 2018 OJP Program; and
 - (b) any prohibitions or restrictions potentially applicable to the "program or activity" sought to be funded under the FY 2018 OJP Program that deal with sending to, requesting or receiving from, maintaining, or exchanging information of the types described in 8 U.S.C. §§ 1373(a) & (b), and 1644, whether imposed by a State or local government entity, -agency, or -official.
- (6) As of the date of this certification, neither the jurisdiction nor any entity, agency, or official of the jurisdiction has in effect, purports to have in effect, or is subject to or bound by, any prohibition or any restriction that would apply to the "program or activity" to be funded in whole or in part under the FY 2018 OJP Program (which, for the specific purpose of this paragraph 6, shall not be understood to include any such "program or activity" of any subrecipient at any tier), and that deals with either— (1) a government entity or -official sending or receiving information regarding citizenship or immigration status as described in 8 U.S.C. §§ 1373(a) & 1644; or (2) a government entity or -agency sending to, requesting or receiving from, maintaining, or exchanging information of the types (and with respect to the entities) described in 8 U.S.C. § 1373(b).

Signature of Chief Legal Officer of the Jurisdiction

Printed Name of Chief Legal Officer

Date of Certification

Title of Chief Legal Officer of the Jurisdiction

Name of Applicant Government Entity (*i.e.*, the applicant to the FY 2018 OJP Program identified below)

FY 2018 OJP Program: Byrne Justice Assistance Grant (JAG) Program: Local

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

**State or Local Government: FY 2018 Certification Relating to
8 U.S.C. §§ 1226(a) & (c), 1231(a), 1324(a), 1357(a), & 1366(1) & (3)**

On behalf of the applicant government entity named below, and in support of its application, I certify to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

1. I am the chief legal officer of the unit of local government of which the applicant entity named below is a part ("the jurisdiction"), and I have the authority to make this certification on behalf of the jurisdiction and the applicant entity (that is, the entity applying directly to OJP). I understand that OJP will rely upon this certification as a material representation in any decision to make an award to the applicant entity.
2. I have carefully reviewed each of the following sections of title 8, United States Code:
 - a. § 1226(a) & (c) (authorizing arrest and detention of certain aliens and providing that the federal government "shall take into custody" certain criminal aliens "when the alien is released");
 - b. § 1231(a) (providing that a 90-day "removal period" during which the federal government "shall" detain and then "shall" remove an alien incarcerated by a State or local government, or by the federal government, from the United States generally "begins" no later than "the date the alien is released from detention or confinement; and providing that the federal government may not "remove an alien [including "an alien in the custody of a State (or a political subdivision of a State)"] who is sentenced to imprisonment until the alien is released from imprisonment");
 - c. § 1324(a) (forbidding any "person," in "knowing or in reckless disregard of the fact that an alien has come to, entered, or remains in the United States in violation of law," to "conceal[], harbor[], or shield[]" from detection, or attempt[] to conceal, harbor, or shield from detection, such alien in any place, including any building or any means of transportation" or to "engage in any conspiracy to commit any of the preceding acts ... or aid[] or abet[] the commission of any of the preceding acts");
 - d. § 1357(a) (authorizing immigration officers, "anywhere in or outside the United States" (see 8 C.F.R. § 287.5(a)), to "interrogate any alien or person believed to be an alien as to his right to be or to remain in the United States"); and
 - e. § 1366(1) & (3) (requiring the Attorney General annually to submit to Congress "a report detailing ... (1) the number of illegal aliens incarcerated in Federal and State prisons for having committed felonies, stating the number incarcerated for each type of offense; [and] (3) programs and plans underway in the Department of Justice to ensure the prompt removal from the United States of criminal aliens subject to removal").
3. I (and also the applicant entity) understand that USDOJ will require States and local governments (including State and local government entities, -agencies, and -officials), with respect to any "program or activity" funded in whole or in part with the federal financial assistance provided through the FY 2018 OJP program under which this certification is being submitted (the "FY 2018 OJP Program" identified below), specifically including any such "program or activity" of a governmental entity or -agency that is a subrecipient (at any tier) of funds under the FY 2018 OJP Program, not to violate, or to aid or abet any violation of, 8 U.S.C. § 1324(a), and not to impede the exercise by federal officers of authority under 8 U.S.C. § 1357(a) or relating to 8 U.S.C. § 1366(1) & (3) or 8 U.S.C. § 1226(a) & (c).
4. I (and also the applicant entity) understand that, for purposes of this certification, "program or activity" means what it means under title VI of the Civil Rights Act of 1964 (see 42 U.S.C. § 2000d-4a), and that terms used in this certification that are defined in 8 U.S.C. § 1101 mean what they mean under that section 1101, except that the term "State" also shall include American Samoa (*cf.* 34 U.S.C. § 10251(a)(2)). Also, I understand that, for purposes of this certification, neither a "public" institution of higher education (*i.e.*, one that is owned, controlled, or directly funded by a State or local government) nor an Indian tribe is considered a State or local government entity or -agency.
5. I have conducted (or caused to be conducted for me) a diligent inquiry and review concerning the following (which, for the specific purpose of paragraph 5, shall not be understood to include any "program or activity" of any subrecipient at any tier):
 - a. the "program or activity" to be funded (in whole or in part) with the federal financial assistance sought by the applicant entity under this FY 2018 OJP Program; and
 - b. any laws, rules, policies, or practices potentially applicable to the "program or activity" sought to be funded under the FY 2018 OJP Program that implicate any of the requirements relating to 8 U.S.C. §§ 1226(a) & (c), 1231(a), 1324(a), 1357(a), & 1366(1) & (3) that are described in paragraph 2 of this certification, whether imposed by a State or local government entity, -agency, or -official.
6. As of the date of this certification, neither the jurisdiction nor any entity, agency, or official of the jurisdiction has in effect, purports to have in effect, or is subject to or bound by, any law, rule, policy, or practice that would apply to the "program or activity" to be funded in whole or in part under the FY 2018 OJP Program (which, for the specific purpose of this paragraph 6, shall not be understood to include any such "program or activity" of any subrecipient at any tier), and that would or does— (1) violate, or aid or abet any violation of, 8 U.S.C. § 1324(a); (2) impede the exercise by federal officers of authority under 8 U.S.C. § 1357(a); or (3) impede the exercise by federal officers of authority relating to 8 U.S.C. § 1226(a) or (c), 8 U.S.C. § 1231(a), or 8 U.S.C. § 1366(1) or (3).

Signature of Chief Legal Officer of the Jurisdiction

Printed Name of Chief Legal Officer

Date of Certification

Title of Chief Legal Officer of the Jurisdiction

Name of Applicant Government Entity (*i.e.*, the applicant to the FY 2018 OJP Program identified below)

FY 2018 OJP Program: Byrne Justice Assistance Grant (JAG) Program: Local

City of New Bern Police Department

PROPOSAL FOR:
Purchase of Office Furniture for
Multi-Jurisdictional Task-Force Program

PROPOSAL DATE: August 13, 2018
GRANT DEADLINE: August 22, 2018 by 5:00pm
GRANT: Edward Byrne Memorial JAG Program
APPLICATION No.:
CONTACT: Bobby Jones, Captain Services Division

By:
Bobby Jones, Captain Services Division
Jan Myers, Office Assistant III

RE: Purchase of Office Furniture for Multi-Jurisdictional Task-Force Program

The New Bern Police Department will utilize FY 2018 JAG funds to purchase office equipment to renovate its current off-site facility by restructuring and upgrading office space and workstations to accommodate the expansion of Officers assigned to the multi-jurisdictional narcotics task-force. The purpose of this proposal is to provide a scope of work, schedule, and costs associated with the proposed project under this grant application.

Background

The Craven County Sheriff's Office and the City of New Bern Police Department joined forces in 2013 to form the Coastal Narcotic Enforcement Team. The Coastal Narcotic Enforcement Team (CNET) is a multi-jurisdictional narcotics task-force comprised of sworn law enforcement detectives and investigators from Craven, Carteret, and Pamlico Counties. The full-time detectives and investigators assigned to the task-force along with other supporting agencies operate through active mutual aid agreements between the participating agencies for the purpose of reducing drug trafficking within these Eastern North Carolina jurisdictions.



Figure 1 Photograph of the current workstations utilized by the multi-jurisdictional narcotics task-force at the Wind Hill Court facility.

The multi-jurisdictional narcotics task force consists of two (2) full-time agencies and six (6) supporting agencies who utilize the jointly shared facility to reduce the trafficking of narcotics and other drugs within the jurisdictions of Craven, Carteret, and Pamlico counties. The City of New Bern Police Department has recently added three (3) new detectives, one of which is assigned to the US Marshal's Fugitive Task-force; and the Craven County Sheriff's office is currently in the process of assigning two (2) additional detectives to the multi-jurisdictional narcotics task-force program.

Scope of Work

As outlined in the mutual aid agreement signed by the Sheriff's Office and the City of New Bern Police Department it is their responsibility to provide the facility and office space, and to jointly share in the accounting obligations and expenditures of funds necessary run the facility.

The current arrangement and of workstations is an inefficient use of space, provides no privacy, and the equipment is dilapidated and beyond its usefulness (Figure 1).

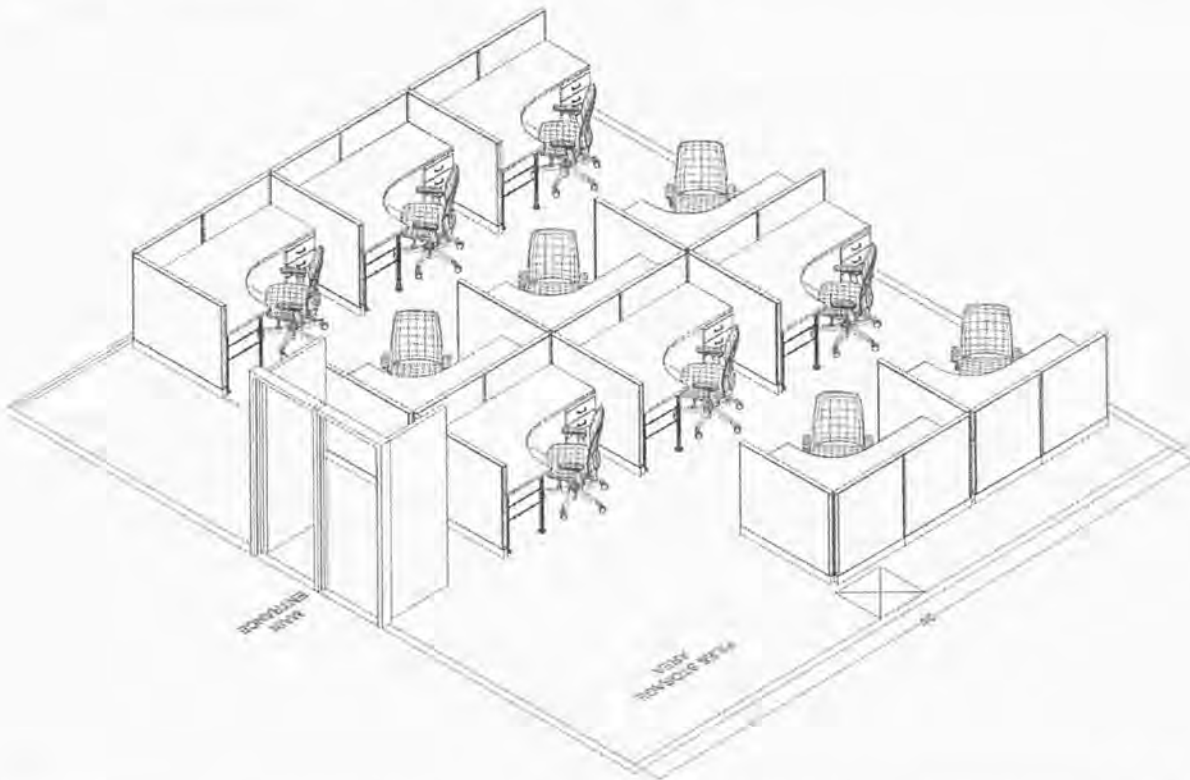


Figure 2 Proposed drawing illustrating how the equipment will be utilized for the restructuring of the workstations at the facility located at Wind Hill Court.

Therefore, the Craven County Sheriff's Office and New Bern Police Department will utilize FY 2018 JAG funds to purchase materials to restructure and upgrade (Figure 2) its current off-site facility located on Wind Hill Court for the purpose of accommodating the expansion of newly assigned detectives and investigators.

Schedule

Due to the small scale of this proposed project, the anticipated completion date is between three (3) and six (6) months after award.

Costs

The estimated project cost is \$14,375 (Table 1) and the associated costs for the expansion project will be jointly shared between Craven County Sheriff's Office and the City of New Bern Police Department. The awarded grant funds will be utilized towards the purchase of the necessary materials and equipment for eleven (11) personnel workstations to offset the total project costs.

Table 1 Estimated costs of materials and equipment for the personnel workstations proposed in the renovation project.

Estimated Budget					
Item	# of Items	Unit	Total	Non-Federal	Federal
		Cost	Cost	Contribution	Request
Panel Divider (42"H x 48"W)	11	\$215.63	\$2,371.93	\$890.00	\$1,481.93
Panel Divider (42"H x 36"W)	16	\$239.45	\$3,831.20	\$892.00	\$2,939.20
Panel Trim (end of run) 42"H	14	\$26.25	\$367.50		\$367.50
Panel Trim (corner) 42"H	8	\$35.94	\$287.52		\$287.52
Shared Circuit Receptacles (3 circuit)	2	\$90.85	\$181.70	\$181.70	\$0.00
Shared Circuit Power	3	\$111.04	\$333.12	\$333.12	\$0.00
Curved Worksurface (24"x72"L; 24"x48"R)	6	\$267.72	\$1,606.32		\$1,606.32
Curved Worksurface (24"x48"L; 24"x72"R)	5	\$267.72	\$1,338.60		\$1,338.60
Under worksurface file box	11	\$208.76	\$2,296.36		\$2,296.36
Leg (20"x27")	11	\$92.47	\$1,017.17		\$1,017.17
Office Executive Chair	1	\$377.75	\$377.75	\$377.75	\$0.00
Office Chair (lumbar support)	1	\$365.07	\$365.07	\$365.07	\$0.00
Sub Total			\$14,374.24	\$3,039.64	\$11,334.60
Total			\$14,374.24	\$3,039.64	\$11,334.60

In addition, the required three percent (3%) to be set aside will be used to partially fund the necessary upgrades of the Police and Sheriff's Departments Records Management Systems to make them compliant with the National Incident Based Reporting System (NIBRS).

AGENDA ITEM COVER SHEET

Agenda Item Title:

Approval of 2018-19 School Resource Officer Contract with the Craven County Board of Education.

Date of Meeting August 28, 2018 **Ward # if applicable** N/A

Department Police



Person Submitting Item: Toussaint E. Summers, Jr.



Call for Public Hearing ☐ Yes ☒ No

Date of Public Hearing

Explanation of Item:

Requesting approval of 2018/19 School Resource Officer Contract with Craven County Board of Education. The contract will provide School Resource Officers at New Bern High School, Grover C. Fields Middle School and H. J. McDonald Middle School for the 2018/19 school year and appropriate afterschool activities.

Actions Needed by Board:

Approval of 2018/19 SRO Contract.

Is item time sensitive? ☒ Yes ☐ No

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

Backup Attached:

SRO Contract and memorandum requesting Board of Aldermen approval.

Cost of Agenda Item: \$0.00

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

Additional notes:



Founded 1797

NEW BERN

NEW BERN POLICE DEPARTMENT

P.O. Box 1129, New Bern, NC 28563-1129
(252) 672-4100

Police and Community come together here.



Toussaint E. Summers, Jr.
Chief of Police

TO: Mayor Outlaw and the Board of Aldermen
FROM: Toussaint E. Summers, Jr., Chief of Police
SUBJECT: Signing Entity for the School Resource Officer Contract
DATE: August 15, 2018

The New Bern Police Department is respectfully requesting the approval of 2018/2019 School Resource Officer Contract with the Craven County Board of Education. The contract will provide School Resource Officers at New Bern High School, Grover C. Fields Middle School and H. J. McDonald Middle School for the 2018/2019 school year and appropriate summer programs.

It is recommended that the Board of Aldermen approve the aforementioned contract.

TES/mjp



A Nationally Accredited Agency

RESOLUTION

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

That the School Resource Officer Contract dated July 1, 2018, by and between the Craven County Board of Education and the City of New Bern, a copy of which is attached hereto and incorporated herein by reference, be and the same is hereby approved, and the Mayor and City Clerk are hereby authorized and directed to execute the same, in duplicate originals, for and on behalf of the City.

ADOPTED THIS 28TH DAY OF AUGUST, 2018.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK

NORTH CAROLINA
CRAVEN COUNTY

**City of New Bern
SCHOOL RESOURCE OFFICER CONTRACT**

THIS CONTRACT made and entered into this the 1 day of July, 2018, by and between CRAVEN COUNTY BOARD OF EDUCATION, (hereinafter Local Board of Education or "LBE") a statutory corporation of North Carolina with its principal office in Craven County, North Carolina; and the City of New Bern, (hereinafter Local Law Enforcement Agency or "LLEA"), with the principal office in New Bern, Craven County, North Carolina;

WITNESSETH:

WHEREAS, LBE desires to contract with LLEA to provide School Resource Officers (SRO) at New Bern High School (two (2) SROs), Grover C. Fields Middle School and H. J. McDonald Middle School ("schools") for the school year 2018/2019, and appropriate summer programs, if any, who will: provide security for schools the entire time school is in session or school activities are taking place, whether under a traditional school calendar, year round calendar or summer school program; provide security at school sponsored extra-curricular activities held at school after the student instructional day, including but not limited to PTA meetings, athletic events, drama performances and student band, chorus and/or orchestra concerts; participate in educational programs and activities that will increase student's knowledge of and respect for the law and the function of law enforcement agencies; participate in crisis planning and management; act swiftly and cooperatively with school staff when responding to school disruptions, acts of violence and criminal offenses at school, including but not limited to, the crimes that must be reported by the principal to law enforcement personnel listed in NCGS § 115C-288(g) and disorderly conduct by trespassers, the possession and use of weapons on campus, the illegal sale and/or distribution of controlled substances, and riots; receive principal reports of crimes listed in NCGS § 115C-288(g) that occur on campus; cooperate and coordinate with other law enforcement officials in their investigations of criminal offenses which occur on or off campus and that impact the schools; cooperate and coordinate with the District Attorney's Office in their prosecution of criminal offenses which occur on or off campus and that impact the schools; provide traffic control at the beginning and end of the student day at the school to which each SRO is assigned for the safety and protection of students and the general public. In addition to providing SROs at the above referenced schools, LBE desires to contract with LLEA to provide a SRO at the Craven Evening Education Center for a period of four (4) hours an evening, the four (4) days each week the Craven Evening Education Center is in session to provide all of the services described above. The LLEA and the LBE acknowledge that there is not on staff a currently unassigned employee of the LLEA that meets the qualifications for an SRO contained in this Contract, so LLEA will assign one of the four SROs serving the schools above to provide the services described herein to the Craven Evening Education Center. The LLEA and the LBE agree that if overtime is required for the SRO, payment will be in the amount of the SRO's overtime hourly rate. If it is not operationally feasible for LLEA to provide one of the aforementioned SROs at the Craven Evening Education Center, LLEA will

provide an appropriate substitute LLEA Officer to perform the duties of the SRO at the Craven Evening Education Center.

NOW, THEREFORE, the parties do hereby agree as follows:

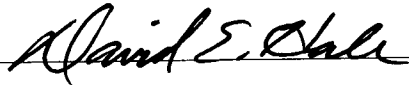
1. SROs and their supervisors shall be employees of the LLEA and not the LBE and shall be subject to the administration, supervision and control of the LLEA, except as such administration, supervision and control are subject to the terms and conditions of this Contract between the LLEA and LBE.
2. LBE will furnish to LLEA funds in the total sum of \$38,975.00 per SRO to offset the cost of salary and related benefits of members of the LLEA who will act as SRO to the schools pursuant to the terms hereinafter expressed. The LLEA will bill the LBE separately for hours worked at the Craven Evening Education Center.
3. LBE will also furnish for the use of the SRO on the schools' premises an office, telephone, computer and a short wave radio.
4. LLEA, will furnish the said SRO with an appropriate "marked" law enforcement vehicle, and vehicular expense.
5. The SRO will be assigned full-time to the schools during the school year, the SRO is expected to work forty (40) hours per week and will be assigned to the specific duties and responsibilities by the Principal of the schools, subject to the general supervision, rules, and policies of the LLEA. On a typical day, the SROs shall be on duty at an assigned school(s) from approximately thirty (30) minutes before the beginning of the student instructional day until approximately thirty (30) minutes after the end of the students' school day unless modified by mutual agreement between parties. Any remaining time shall be used to provide after school and/or evening security at school events or other assignments as determined by the Principal, subject to the general supervision, rules, and policies of the LLEA. The LLEA will bill the LBE for hours worked at the Craven Evening Center for up to four hours per night Monday thru Thursday.
6. The LLEA, in its sole discretion, shall have the power and authority to hire, discharge and discipline SROs and their supervisors. However, the LLEA shall agree to consult with and to ask for a non-binding recommendation from the principal in regard to the hiring, evaluation, discipline and termination of the SRO assigned to a particular school.
7. All SROs shall be required by the LLEA to attend annual training and periodic (monthly) briefing sessions. Briefing sessions during the school year shall be conducted to provide for the exchange of information between the LLEA, SROs and school officials. Annual Training sessions shall provide SROs with training for working in schools such as updates in school law, as well as basic law enforcement training and firearm training. Every effort shall be made that Annual Training be scheduled in the summer, not when school is in session. The LLEA shall allow the LBE to provide training for SROs in LBE policies, regulations and procedures.
8. A performance review will be performed at the end of the school year by the Principal and submitted in writing to the LLEA.
9. The SRO will appear on campus in uniform at all times; in the event of the necessary absence of the SRO during school hours for non-SRO reasons, another appropriate LLEA Officer will be assigned by the LLEA as a substitute SRO at the schools so that there will be present and on duty at all times an appropriate LLEA Officer at the schools. During the summer months of

vacation for the schools, the SRO will be re-assigned to duties to be determined by the LLEA, unless otherwise agreed to by the LLEA and the LBE.

10. In the event of a necessity to remove a student from campus, the SRO shall first notify the Principal, or his designee. In the event an SRO must place a student under arrest or call in "backup" or assistance, the SRO shall notify the principal or designee as soon as practical.
11. The LLEA will provide to the LBE's Finance Officer annually on or before July 1 of each year during the term of this Contract, a detailed list of the SRO's compensation, including the various elements of the same.
12. The LLEA shall purchase and maintain in full force and effect during the term of this Contract one or more general comprehensive liability insurance policies with coverage in an amount of not less than One Million Dollars (\$1,000,000.00) for any acts or omissions that occur or claims that are made during the term of the Contract, together with "umbrella coverage" of Two Million Dollars (\$2,000,000.00).
13. The LLEA agrees to hold the LBE, its agents and employees free, harmless and indemnified from and against any and all claims, suits or causes of actions arising from or in any way out of the performance of the duties of the SRO or the School Resource Officer Program. The LLEA shall indemnify and hold harmless the LBE, its agents and employees free from all expense, including attorneys' fees, claims or lawsuits arising out of allegations of unfair or unlawful employment practices brought by SROs.
14. This Contract is contingent upon the continued or recurring funding of an SRO by the State Legislature and is further contingent upon the approval by the governing board of the LLEA in approving the position which this contract establishes.
15. This Contract may be terminated for cause at any time by either party, if the other party fails to cure any material breach of this Contract within thirty (30) days after being notified of the breach by the party terminating the Contract. The Contract may be terminated by either party without cause by giving at least ninety (90) days advance written notice. Should any party terminate this Contract, the City of New Bern shall return to LBE a pro rata portion of the amounts described in paragraph 2 above for each day of early termination.

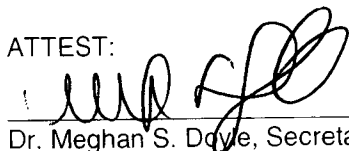
IN WITNESS WHEREOF, the parties hereto have duly executed this Contract by authority of the governing board of each party in duplicate originals, one copy of which is retained by each of the parties hereto.

LBE: CRAVEN COUNTY BOARD OF EDUCATION



David E. Hale, Chairman

ATTEST:



Dr. Meghan S. Doyle, Secretary
Superintendent

LLEA: CITY OF NEW BERN

Dana E. Outlaw, Mayor

ATTEST:

Brenda Blanco, City Clerk

THIS INSTRUMENT has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act as amended.

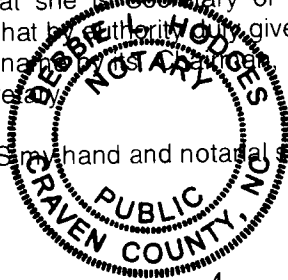
Date: _____

LLEA: CITY OF NEW BERN
Joseph R. Sabatelli, Financial Officer

NORTH CAROLINA
CRAVEN COUNTY

I, Debbie L. Hodges, Notary Public in and for the State and County above, do hereby certify that Dr. Meghan S. Doyle personally came before me this day and acknowledged that she is Secretary of CRAVEN COUNTY BOARD OF EDUCATION, a statutory corporation, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by Dr. Meghan S. Doyle, sealed with its corporate seal and attested by Dr. Meghan S. Doyle, as its Secretary.

WITNESS my hand and notarial seal, this the 17 day of July, 2018.



Debbie L. Hodges
NOTARY PUBLIC

My Commission Expires:

May 9, 2022

NORTH CAROLINA
CRAVEN COUNTY

I, _____, Notary Public in and for said County and State, do hereby certify that on the _____ day of _____, 2018, before me personally appeared DANA E. OUTLAW with whom I am personally acquainted, who, being by me duly sworn, says that he is the Mayor and that BRENDA BLANCO is the City Clerk for the City of New Bern, the municipal corporation described in and which executed the foregoing instrument; that he knows the common seal of said municipal corporation; that the seal affixed to the foregoing instrument is said common seal; that the name of the municipal corporation was subscribed thereto by the said Mayor; that the said common seal was affixed, all by order of the Board of Aldermen of said municipal corporation; and that the said instrument is the act and deed of said municipal corporation.

WITNESS my hand and notarial seal, this the _____ day of _____, 2018.

NOTARY PUBLIC

My Commission Expires: _____

NORTH CAROLINA
CRAVEN COUNTY

I, _____, Notary Public in and for the State and County above,
do hereby certify that Joseph R. Sabatelli, personally came before me this day and acknowledged that
he is the Director of Finance, City of New Bern, New Bern, North Carolina and that the foregoing
instrument was signed in his name as Director of Finance.

WITNESS my hand and notarial seal, this the _____ day of _____, 2018.

NOTARY PUBLIC

My Commission Expires: _____

AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider Adopting a Resolution Approving a Contract for Additional School Resource Officers with the Craven County Board of Education.

Date of Meeting

Ward # if applicable N/A

Department Police

Person Submitting Item:

Call for Public Hearing No

Date of Public Hearing

Explanation of Item:

Seeking approval to proceed with implementing two School Resource Officers; one dedicated to JT Barber Elementary School and one dedicated to Oaks Road Academy/Aspire. The Craven County School Board has been approved for funding in the amount of \$99,000.00.

Actions Needed by Board:

Approval to proceed with aforementioned proposal.

Is item time sensitive? No

Will there be advocates/opponents at the meeting? No

Backup Attached:

Memo

Cost of Agenda Item:

If this item requires an expenditure, has it been budgeted and are funds available and certified by the Finance Director : Select...

Additional notes:

RESOLUTION

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

That the School Resource Officer Contract dated August 16, 2018, by and between the Craven County Board of Education and the City of New Bern, a copy of which is attached hereto and incorporated herein by reference, be and the same is hereby approved, and the Mayor and City Clerk are hereby authorized and directed to execute the same, in duplicate originals, for and on behalf of the City.

ADOPTED THIS 28TH DAY OF AUGUST, 2018.

DANA E. OUTLAW, MAYOR

BRENDA E. BLANCO, CITY CLERK



Founded 1797

NEW BERN

NEW BERN POLICE DEPARTMENT

P.O. Box 1129, New Bern, NC 28563-1129

(252) 672-4100

Police and Community come together here.



Toussaint E. Summers, Jr.
Chief of Police

TO: Mayor Outlaw and the Board of Alderman

FROM: Toussaint E. Summers, Jr., Chief of Police

SUBJECT: Approval for Two Additional School Resource Officers

DATE: August 16, 2018

The New Bern Police Department is seeking approval to proceed with the implementation of two additional School Resource Officers. We have been advised that the Craven County Board of Education has approved \$49,500 for each of the four full-time School Resource Officers and that two of the funded positions fall within the city limits: JT Barber Elementary School and Oaks Road Academy/Aspire. These aforementioned elementary schools have been identified as having students with limited positive interaction with police officers. Assigning School Resource Officers would facilitate a safe learning environment, encourage positive relationships with law enforcement and reduce the number of violent acts within our schools. If approved, the newly inducted School Resource Officers would promote anti-bullying initiatives, lead drug and crime prevention programs, provide a safe and secure campus for both the students and the teaching staff during regular school hours and at after-school activities.

The City will need to increase the number of officers in the Police Department to accommodate this request. The 2 School Resources Officer will be staffed by existing Master Police Officers. The Board of Education will be reimbursing the City \$99,000 for the 2 SROs. The table below provides a breakdown of the approximate current annual cost of 2 MPOs, the portion of that cost allocated to the SRO program, and the impact this request will have on the FY19 budget. The annual cost of vehicles, uniforms and equipment are 20% of their purchase price.

	Average Annual MPO Cost (2)	SRO Program 9 of 12 months	*Required Budget Change
Salary & Benefits	145,404	109,053	92,898
Vehicles	18,800	14,100	-
Uniforms & Equipment	3,160	2,370	15,800
	167,364	125,523	108,698

*Reflects costs associated with hiring of two additional officers at lower pay grades for a portion of the year.



A Nationally Accredited Agency

In order to reduce the budgetary impact of having two additional SRO positions, we will hire 2 additional Police Officer positions and retain 2 vehicles scheduled for replacement this current year.

In light of heightened school violence nationwide, it is recommended that the Board of Aldermen consider approving the above request for two additional School Resource Officers within two of the City's most disadvantaged elementary schools.

[Type text]

NORTH CAROLINA
CRAVEN COUNTY

**City of New Bern
SCHOOL RESOURCE OFFICER CONTRACT**

THIS CONTRACT made and entered into this the 16 day of August, 2018, by and between CRAVEN COUNTY BOARD OF EDUCATION, (hereinafter Local Board of Education or "LBE") a statutory corporation of North Carolina with its principal office in Craven County, North Carolina; and the City of New Bern, (hereinafter Local Law Enforcement Agency or "LLEA"), with the principal office in New Bern, Craven County, North Carolina;

WITNESSETH:

WHEREAS, LBE desires to contract with LLEA to provide School Resource Officers at J. T. Barber Elementary School and Oaks Road Academy(80%)/Aspire(20%) for the school year 2018/2019, and appropriate summer programs, if any, who will: provide security for schools the entire time school is in session or school activities are taking place, whether under a traditional school calendar, year round calendar or summer school program; provide security at school sponsored extra-curricular activities held at school after the student instructional day, including but not limited to PTA meetings, athletic events, drama performances and student band, chorus and/or orchestra concerts; participate in educational programs and activities that will increase student's knowledge of and respect for the law and the function of law enforcement agencies; participate in crisis planning and management; act swiftly and cooperatively with school staff when responding to school disruptions, acts of violence and criminal offenses at school, including but not limited to, the crimes that must be reported by the principal to law enforcement personnel listed in NCGS § 115C-288(g) and disorderly conduct by trespassers, the possession and use of weapons on campus, the illegal sale and/or distribution of controlled substances, and riots; receive principal reports of crimes listed in NCGS § 115C-288(g) that occur on campus; cooperate and coordinate with other law enforcement officials in their investigations of criminal offenses which occur on or off campus and that impact the schools; cooperate and coordinate with the District Attorney's Office in their prosecution of criminal offenses which occur on or off campus and that impact the schools; provide traffic control at the beginning and end of the student day at the school to which each SRO is assigned for the safety and protection of students and the general public

NOW, THEREFORE, the parties do hereby agree as follows:

1. SROs and their supervisors shall be employees of the LLEA and not the LBE and shall be subject to the administration, supervision and control of the LLEA, except as such administration, supervision and control are subject to the terms and conditions of this Contract between the LLEA and LBE.
2. LBE will furnish to LLEA funds in the total sum of \$49,500.00 per SRO to offset the cost of salary and related benefits of members of the LLEA who will act as SRO to the schools pursuant to the terms hereinafter expressed.
3. LBE will also furnish for the use of the SRO on the schools' premises an office, telephone, computer and a short wave radio.

4. LLEA, will furnish the said SRO with an appropriate "marked" law enforcement vehicle, and vehicular expense.
5. The SRO will be assigned full-time to the schools during the school year, the SRO is expected to work forty (40) hours per week and will be assigned to the specific duties and responsibilities by the Principal of the schools, subject to the general supervision, rules, and policies of the LLEA. On a typical day, the SROs shall be on duty at an assigned school(s) from approximately thirty (30) minutes before the beginning of the student instructional day until approximately thirty (30) minutes after the end of the students' school day unless modified by mutual agreement between parties. Any remaining time shall be used to provide after school and/or evening security at school events or other assignments as determined by the Principal, subject to the general supervision, rules, and policies of the LLEA
6. The LLEA, in its sole discretion, shall have the power and authority to hire, discharge and discipline SROs and their supervisors. However, the LLEA shall agree to consult with and to ask for a non-binding recommendation from the principal in regard to the hiring, evaluation, discipline and termination of the SRO assigned to a particular school.
7. All SROs shall be required by the LLEA to attend annual training and periodic (monthly) briefing sessions. Briefing sessions during the school year shall be conducted to provide for the exchange of information between the LLEA, SROs and school officials. Annual Training sessions shall provide SROs with training for working in schools such as updates in school law, as well as basic law enforcement training and firearm training. Every effort shall be made that Annual Training be scheduled in the summer, not when school is in session. The LLEA shall allow the LBE to provide training for SROs in LBE policies, regulations and procedures.
8. A performance review will be performed at the end of the school year by the Principal and submitted in writing to the LLEA.
9. The SRO will appear on campus in uniform at all times; in the event of the necessary absence of the SRO during school hours for non-SRO reasons, another appropriate LLEA Officer will be assigned by the LLEA as a substitute SRO at the schools so that there will be present and on duty at all times an appropriate LLEA Officer at the schools. During the summer months of vacation for the schools, the SRO will be re-assigned to duties to be determined by the LLEA, unless otherwise agreed to by the LLEA and the LBE.
10. In the event of a necessity to remove a student from campus, the SRO shall first notify the Principal, or his designee. In the event an SRO must place a student under arrest or call in "backup" or assistance, the SRO shall notify the principal or designee as soon as practical.
11. The LLEA will provide to the LBE's Finance Officer annually on or before July 1 of each year during the term of this Contract, a detailed list of the SRO's compensation, including the various elements of the same.
12. The LLEA shall purchase and maintain in full force and effect during the term of this Contract one or more general comprehensive liability insurance policies with coverage in an amount of not less than One Million Dollars (\$1,000,000.00) for any acts or omissions that occur or claims that are made during the term of the Contract, together with "umbrella coverage" of Two Million Dollars (\$2,000,000.00).
13. The LLEA agrees to hold the LBE, its agents and employees free, harmless and indemnified from and against any and all claims, suits or causes of actions arising from or in any way out of the performance of the duties of the SRO or the School Resource Officer Program. The LLEA shall indemnify and hold harmless the LBE, its agents and employees free from all expense,

including attorneys' fees, claims or lawsuits arising out of allegations of unfair or unlawful employment practices brought by SROs.

14. This Contract is contingent upon the continued or recurring funding of an SRO by the State Legislature and is further contingent upon the approval by the governing board of the LLEA in approving the position which this contract establishes.
15. This Contract may be terminated for cause at any time by either party, if the other party fails to cure any material breach of this Contract within thirty (30) days after being notified of the breach by the party terminating the Contract. The Contract may be terminated by either party without cause by giving at least ninety (90) days advance written notice. Should any party terminate this Contract, the City of New Bern shall return to LBE a pro rata portion of the amounts described in paragraph 2 above for each day of early termination.

IN WITNESS WHEREOF, the parties hereto have duly executed this Contract by authority of the governing board of each party in duplicate originals, one copy of which is retained by each of the parties hereto.

LBE: CRAVEN COUNTY BOARD OF EDUCATION

David E. Hale, Chairman

ATTEST:

Dr. Meghan S. Doyle, Secretary
Superintendent

LLEA: CITY OF NEW BERN

Dana E. Outlaw, Mayor

ATTEST:

Brenda Blanco, City Clerk

THIS INSTRUMENT has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act as amended.

Date: _____

LLEA: CITY OF NEW BERN
Joseph R. Sabatelli, Financial Officer

NORTH CAROLINA
CRAVEN COUNTY

I, _____, Notary Public in and for the State and County above, do hereby certify that Dr. Meghan S. Doyle personally came before me this day and acknowledged that she is Secretary of CRAVEN COUNTY BOARD OF EDUCATION, a statutory corporation, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its Chairman, sealed with its corporate seal and attested by Dr. Meghan S. Doyle, as its Secretary.

WITNESS my hand and notarial seal, this the _____ day of _____, 2018.

NOTARY PUBLIC

My Commission Expires: _____

NORTH CAROLINA
CRAVEN COUNTY

I, _____, Notary Public in and for said County and State, do hereby certify that on the _____ day of _____, 2018, before me personally appeared DANA E. OUTLAW with whom I am personally acquainted, who, being by me duly sworn, says that he is the Mayor and that BRENDA BLANCO is the City Clerk for the City of New Bern, the municipal corporation described in and which executed the foregoing instrument; that he knows the common seal of said municipal corporation; that the seal affixed to the foregoing instrument is said common seal; that the name of the municipal corporation was subscribed thereto by the said Mayor; that the said common seal was affixed, all by order of the Board of Aldermen of said municipal corporation; and that the said instrument is the act and deed of said municipal corporation.

WITNESS my hand and notarial seal, this the _____ day of _____, 2018.

NOTARY PUBLIC

My Commission Expires: _____

NORTH CAROLINA
CRAVEN COUNTY

I, _____, Notary Public in and for the State and County above,
do hereby certify that Joseph R. Sabatelli, personally came before me this day and acknowledged that
he is the Director of Finance, City of New Bern, New Bern, North Carolina and that the foregoing
instrument was signed in his name as Director of Finance.

WITNESS my hand and notarial seal, this the _____ day of _____, 2018.

NOTARY PUBLIC

My Commission Expires:

AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider Adopting Amendment to the FY2018-19 General Fund Operating Budget for School Resource Officers

Date of Meeting 08/28/2018

Ward # if applicable N/A

Department Finance

Person Submitting Item: JR Sabatelli, CPA, Director of Finance

Call for Public Hearing ☐ Yes ☒ No

Date of Public Hearing

Explanation of Item:

A budget amendment is necessary to appropriate funds if the Board agrees to contract with the Craven County Board of Education (BOE) to provide School Resource Officers at JT Barber Elementary and Oaks Road Academy/Aspire. The amendment appropriates \$109,000 to the Police Department in the General Fund for the costs of the program and recognizes the related \$99,000 revenue from the BOE. The difference will be provided from contingency.

Actions Needed by Board:

Consider adoption budget amendment

Is item time sensitive? ☐ Yes ☒ No

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

Backup Attached:

Memo from Director of Finance
Budget Amendment

Cost of Agenda Item:

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

Additional notes:

NEW BERN
NORTH CAROLINA
Office of the Director of Finance

TO: City Manager, Honorable Mayor and Members of the Board of Aldermen

FROM: J.R. Sabatelli, CPA – Director of Finance *JRS*

DATE: August 17, 2018

RE: Amendment to the FY2018-19 General Fund Operating Budget

General Fund

The previous agenda item asked the Board of Aldermen to consider a contract with the Craven County Board of Education to provide School Resource Officers at JT Barber Elementary School and Oaks Road Academy/Aspire. If the Board approved the contract, it is necessary to appropriate funds to provide for the 2 new Police Officer positions and recognize the revenues to be provided from the contract. The amendment appropriates \$109,000 to the Police Department to provide for the estimated costs to occur within fiscal year 2018-19. The amendment also recognizes \$99,000 from the Craven County Board of Education and a transfer of \$10,000 from contingency.

Requested Action

It is requested that the Board adopt the budget amendment at its meeting on August 28, 2018.

CITY OF NEW BERN, NORTH CAROLINA
REQUESTED AMENDMENT TO
Fiscal Year 2018-2019

FROM: Joseph R. Sabatelli, CPA

MEETING DATE: August 28, 2018

EXPLANATION: This ordinance will amend the fiscal year 2018-19 General Fund budget to acknowledge the \$109,000 costs to add 2 police officers to the Police Department; increase revenues by \$99,000 associated with a contract to provide School Resources Officers to Craven County Board of Education; transfer the difference of \$10,000 from contingency.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN
THAT THE 2018-2019 Annual Budget ORDINANCE IS AMENDED AS FOLLOWS

Section 1 – Appropriations

Schedule A – General Fund

Increase:	Police	\$109,000
Decrease:	Contingency	(<u>\$ 10,000</u>)
		<u>\$ 99,000</u>

Section 2 – Estimated Revenues

Schedule A – General Fund

Increase:	Police Revenues	<u>\$ 99,000</u>
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NATURE OF TRANSACTION

 X ADDITIONAL REVENUE AVAILABLE FOR APPROPRIATION

 X TRANSFER WITHIN ACCOUNTS OF SAME FUND

 OTHER:

APPROVED BY THE BOARD OF ALDERMEN AND
ENTERED ON MINUTES DATED _____
AGENDA ITEM NUMBER _____

BRENDA E. BLANCO, CITY CLERK

AGENDA ITEM COVER SHEET

Agenda Item Title:

Consider Adopting Ordinance to Amend the FY2018-19 Operating Budget

Date of Meeting 8/28/2018

Ward # if applicable N/A

Department Finance

Person Submitting Item: Joseph R. Sabatelli, CPA

Call for Public Hearing ☐ Yes ☒ No

Date of Public Hearing

Explanation of Item:

The attached ordinance amends the FY2018-19 Operating Budget for various funds to reestablish encumbrances that remained outstanding as of June 30, 2018.

Actions Needed by Board:

Adopt Budget Ordinance Amendment

Is item time sensitive? ☒ Yes ☐ No

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

Backup Attached:

Memo; Budget Ordinance Amendment; Listing by Fund

Cost of Agenda Item:

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

Additional notes:



TO: City Manager, Honorable Mayor and Members of the Board of Aldermen

FROM: Joseph R. Sabatelli, CPA - Director of Finance 

DATE: August 17, 2018

RE: Amendments to the FY2018-19 Operating Budget

I would like to recommend that the Board adopt the following amendments to the Fiscal Year 2018-19 Annual Operating Budget:

Purchase Order Rollovers

The attached ordinance amends the operating budget for Fiscal Year 2019 for the amount of appropriations necessary to reestablish encumbrances for the individual outstanding purchase orders as of June 30, 2018 that we intend to honor in the new fiscal year (FY 2019). Also, enclosed is a purchase order rollover listing by fund and includes a brief description of the items/services to be purchased.

Requested Action

It is recommended that the Board adopt the attached budget amendment at its meeting to be held on August 28, 2018.

CITY OF NEW BERN, NORTH CAROLINA

REQUESTED AMEDMENT TO

Fiscal Year 2018-2019

FROM: Joseph R. Sabatelli, Director of Finance MEETING DATE: August 28, 2018
EXPLANATION: This Amendment makes the necessary appropriations to fund Purchase Orders
that remain outstanding as of June 30, 2018 in various annual operating funds.

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF NEW BERN THAT THE
2018-2019 Annual Budget ORDINANCE IS AMENDED AS FOLLOWS:

Section 1 - Appropriations

Schedule A - General Fund

Increase:	Special Appropriations	\$	61,014
	Information Technology		99,792
Finance:	Accounting		5,550
	Warehouse		575
	Police		92,888
	Parking		13,396
Parks & Recreation:	Administration		26,370
	Parks & Grounds		54,410
	Development Services		4,200
Public Works:	Public Buildings		32,774
	Streets		476,880
		\$	867,849

Schedule C - Water Fund

Increase:	Water Treatment	\$	18,348
	Water Distribution Maintenance		53,330
		\$	71,678

Schedule D - Sewer Fund

Increase:	Sewer Treatment	\$	54,097
	Sewer Collection System Maint.		529,680
		\$	583,777

Schedule E - Electric Fund

Increase:	Electric Administration	\$	1,273
	Distribution O&M		382,478
	Power Supply		118,310
	Communications Control		748
	Utility Business Office		45,210
		\$	548,019

Schedule F - Stormwater Fund

Increase:	Stormwater Maintenance	\$	1,650
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Schedule Q - MPO Plan Grant

Increase:	MPO Plan Grant	\$	28,115
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Schedule T - Solid Waste

Increase:	Solid Waste	\$	5,044
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Section 2 - Estimated Revenues

Schedule A - General Fund

Increase:	Fund Balance Appropriated	\$	867,849
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Schedule C - Water Fund

Increase:	Fund Balance Appropriated	\$	71,678
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Schedule D - Sewer Fund

Increase:	Fund Balance Appropriated	\$	583,777
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Schedule E - Electric Fund

Increase:	Fund Balance Appropriated	\$	548,019
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Schedule F - Stormwater Fund

Increase:	Fund Balance Appropriated	\$	1,650
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Schedule Q - MPO Plan Grant

Increase:	Fund Balance Appropriated	\$	28,115
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Schedule T - Solid Waste

Increase: Fund Balance Appropriated

\$ 5,044

NATURE OF TRANSACTIONS:

_____ ADDITIONAL REVENUE AVAILABLE FOR APPROPRIATION

_____ TRANSFER WITHIN ACCOUNTS OF SAME FUND

X OTHER: Appropriate Fund Balance for Prior Year Encumbrance Roll

APPROVED BY THE BOARD OF ALDERMEN AND ENTERED
ON MINUTES DATED _____

AGENDA ITEM NUMBER _____

BRENDA E. BLANCO, CITY CLERK

**City of New Bern
FY18 to FY19 Purchase Order Rollover Listing**

Fund or Department	Amount	Description
Special Appropriations	\$ 61,014	Gaston Blvd Grant
Information Technology	\$ 99,792	Firewall professional support services, Domain Support and Compass support system
Finance - Accounting	\$ 5,550	Actuarials for Other Post Employment Benefits & Law Enforcement Officers Separation Allowance
Finance - Warehouse	\$ 575	Training
Police	92,888	Vehicle and Equipment for Vehicles; Police badges
Parking	13,396	Vehicle
Parks & Recreation - Admin	26,370	Vehicle and New Year's Eve Deposit Fee
Parks & Recreation - Parks & Grounds	54,410	Vehicle, Trailer and Cedar Grove Fountain
Development Services	4,200	Software Support
Public Works - Public Buildings	32,774	City Hall Clock Tower
Public Works - Street	476,880	2018 street resurfacing contract; Man Hole Covers
Total General Fund	867,849	
MPO Plan Grant	28,115	Coordination of Charrettes and Map Production
Water Fund	71,678	Camera System; Gaston Blvd Grant
Sewer Fund	583,777	Heat Pump; Vehicle; Vector; Generator pump; Gaston Blvd Grant; antenna system; Equipment

City of New Bern
FY18 to FY19 Purchase Order Rollover Listing

Fund or Department	Amount	Description
Electric Fund	548,019	Repair of and new transformers; communications upgrade with electricities; Freightliner truck; underground cable; UBO public restroom and carpeting
Stormwater Fund	1,650	Maintenance
Solid Waste	5,044	Security Monitory System
Total All Funds	<u>\$ 2,106,132</u>	

Aldermen

Sabrina Bengel
Jameesha S. 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

From: Kristen W. Culler, Assistant City Manager *KW Culler* 8/15/18
To: New Bern Board of Aldermen

Subj: Resignation from Allies for Cherry Point's Tomorrow Board of Directors

I hereby resign as the New Bern Board of Aldermen's appointee on the subject board as of August 31, 2018.