



Raleigh

Planning and Development

Quarterly Development Stakeholder Meeting

July 11, 2024



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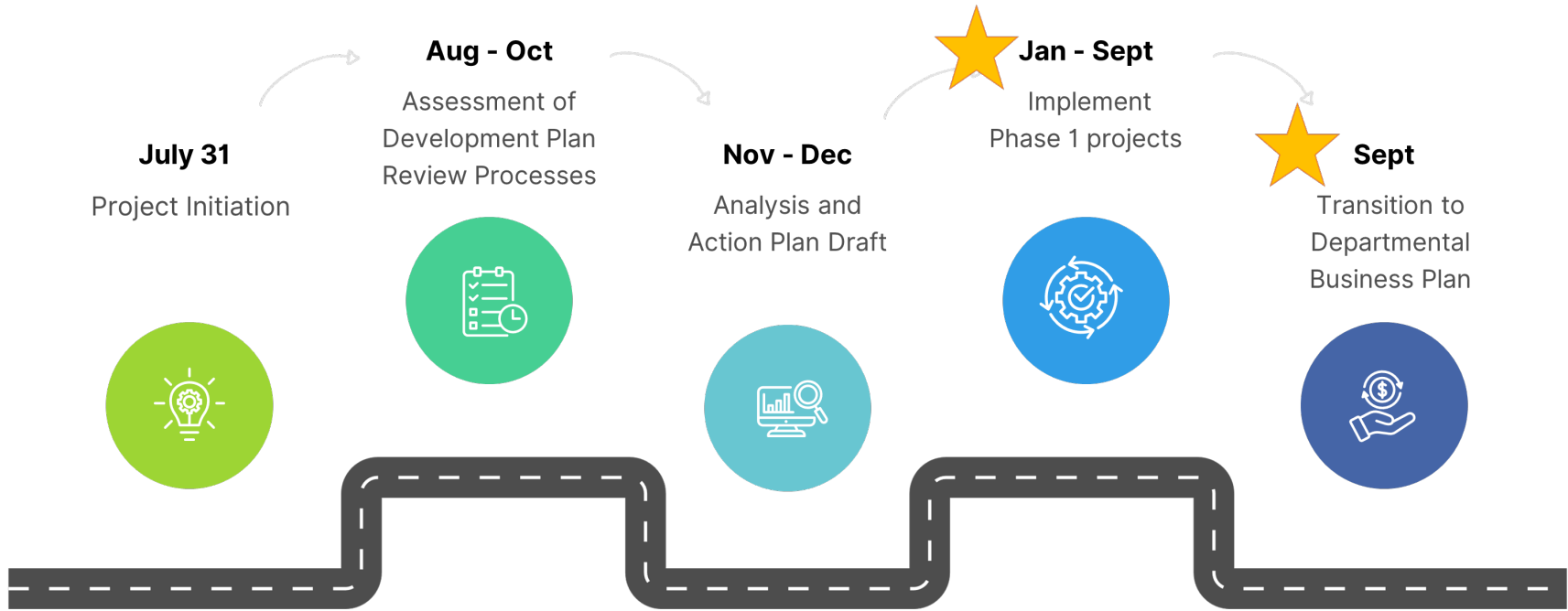
Agenda

- Innovation Team Update
- Text Change Updates
 - Two Unit Living and Fee Simple Lots
- Staffing Update and Metric Information
- Department Updates
 - CICS - Portal update, Fee update, Reminders
 - Raleigh Water, Stormwater Management
- Shot Clock Bill
- Q&A

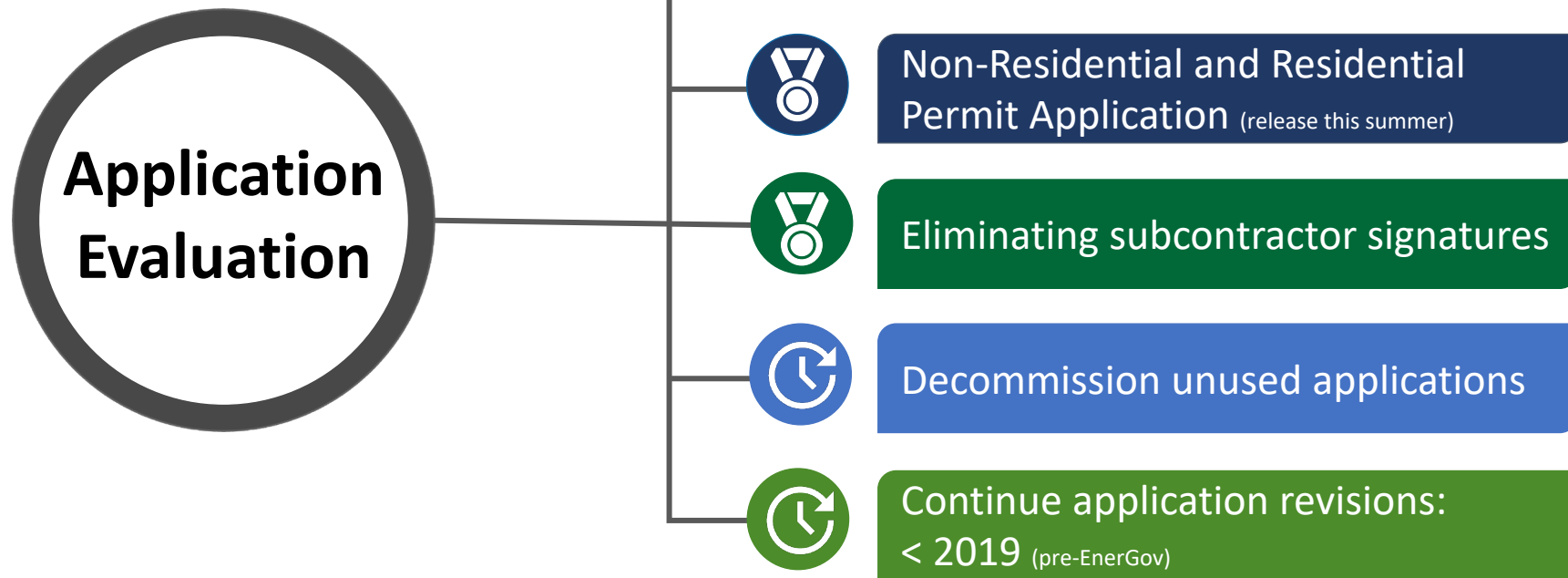
Innovation Team Update



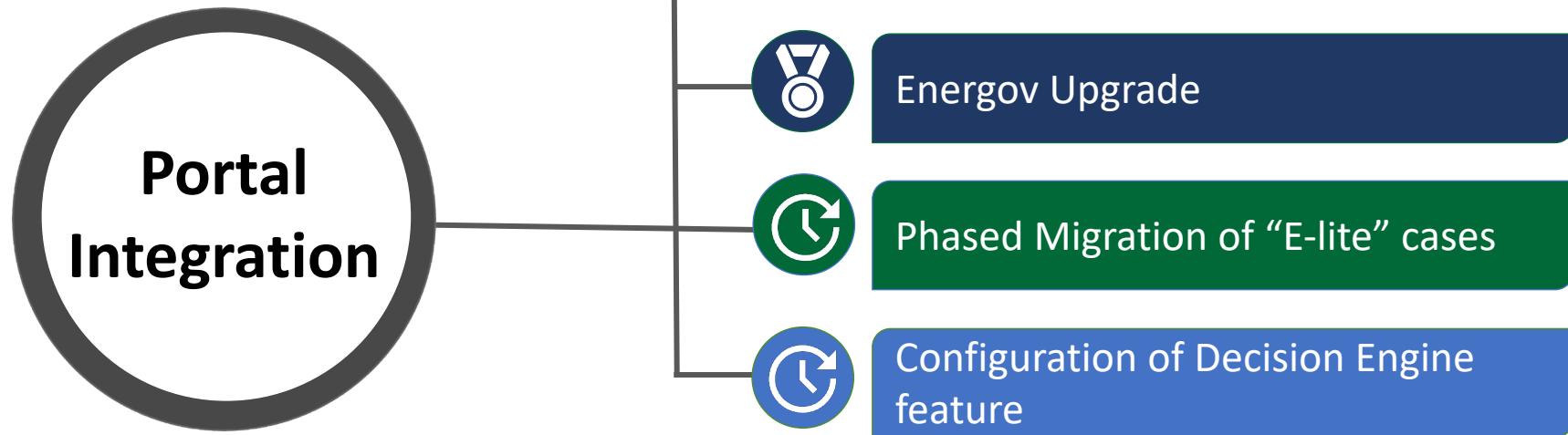
Innovation Team Timeline



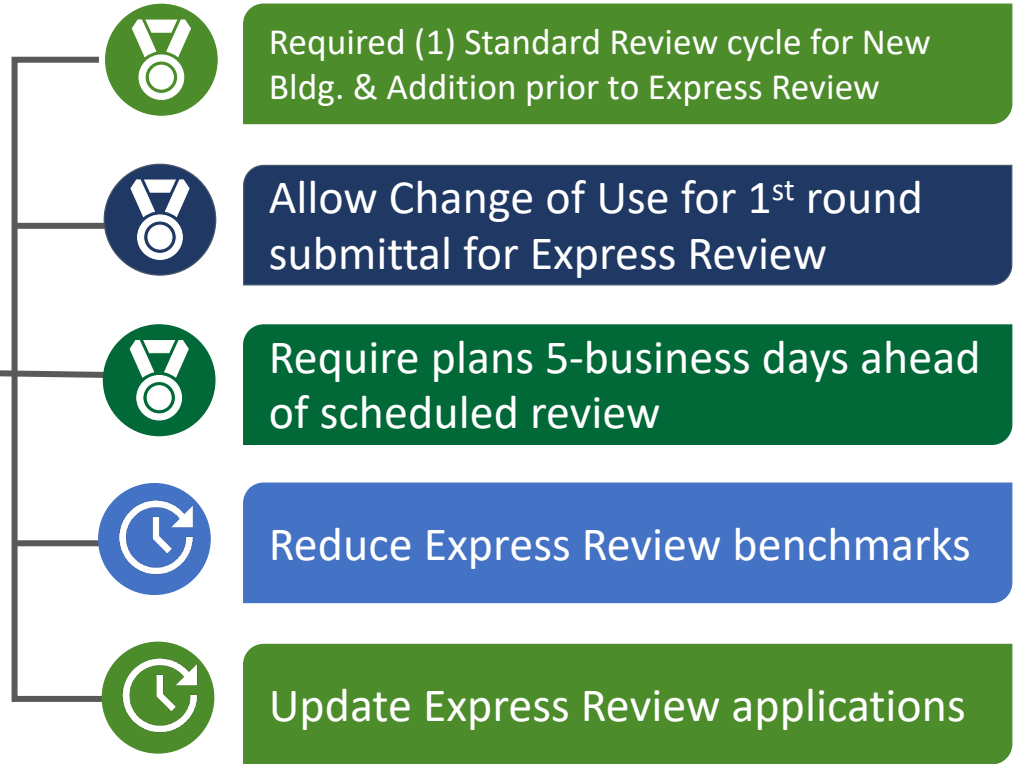
Accomplishments 🏆 & Next Steps 🕒



Accomplishments 🏆 & Next Steps 🕒



Accomplishments & Next Steps



Accomplishments & Next Steps



Project Kickoff

June 2024



Peer City Research



Internal Stakeholder Meetings

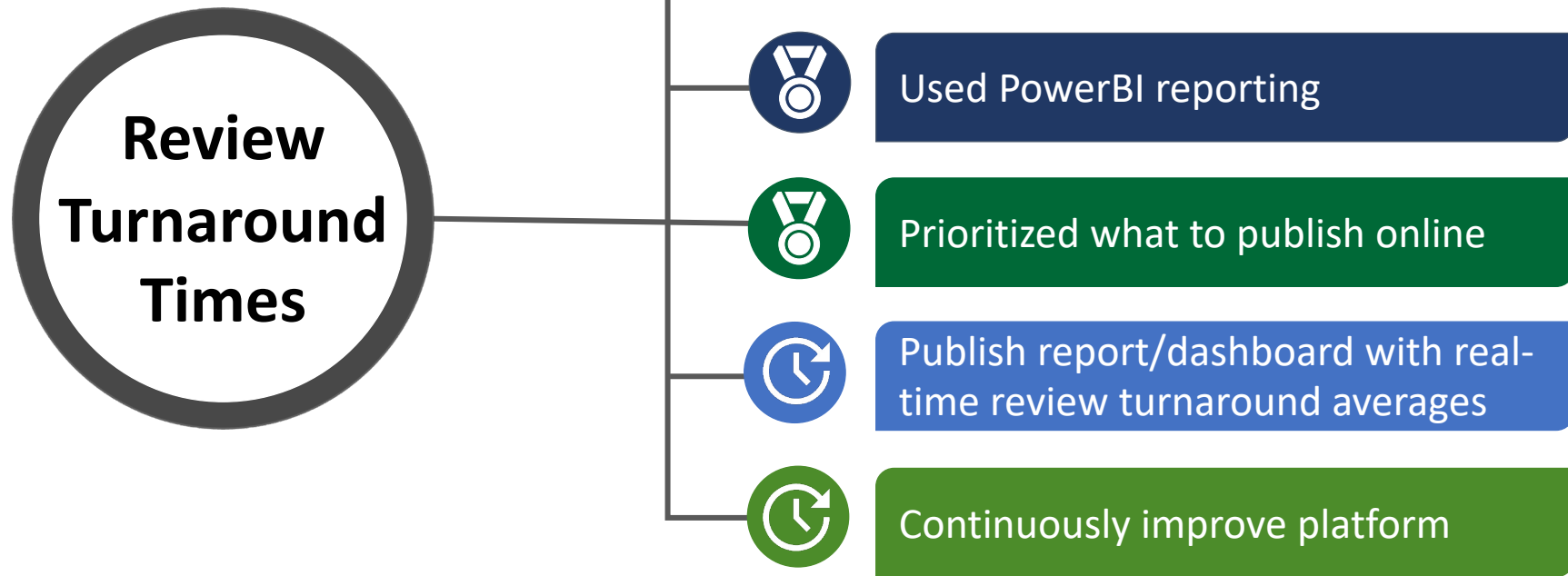


Create centralized bookings service
for customer inquiries



Improve communications post-
review

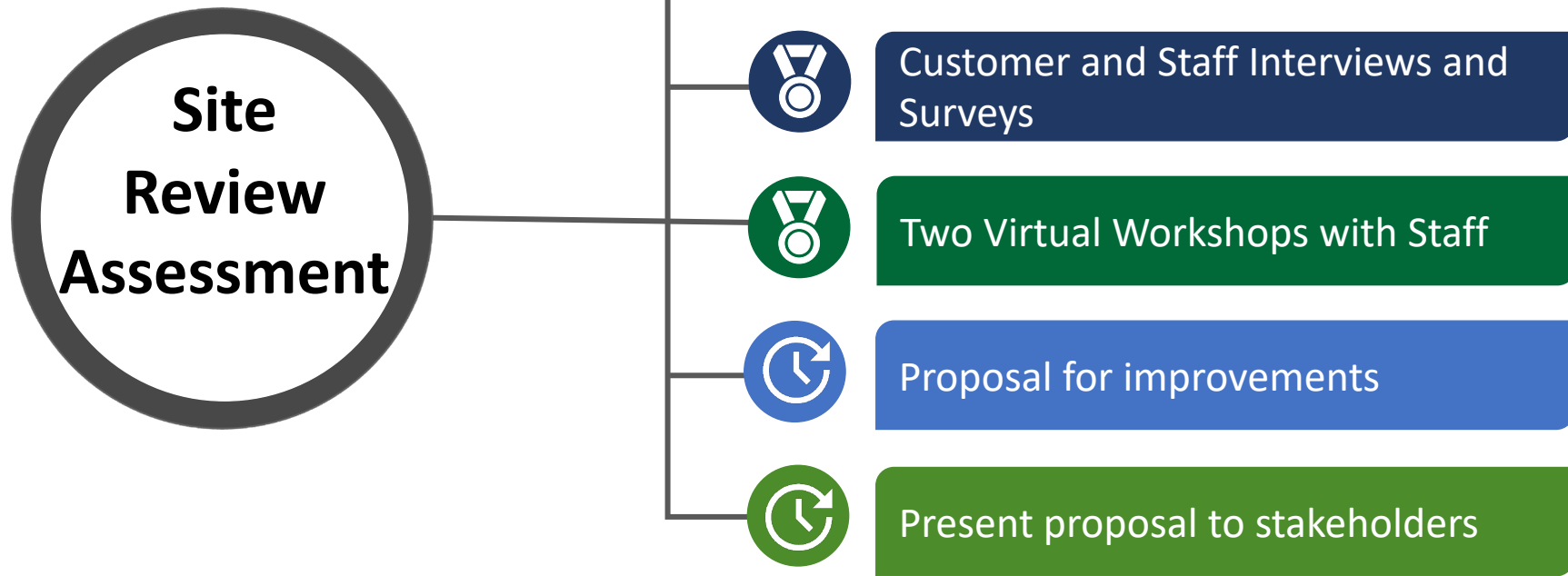
Accomplishments 🏆 & Next Steps 🕒



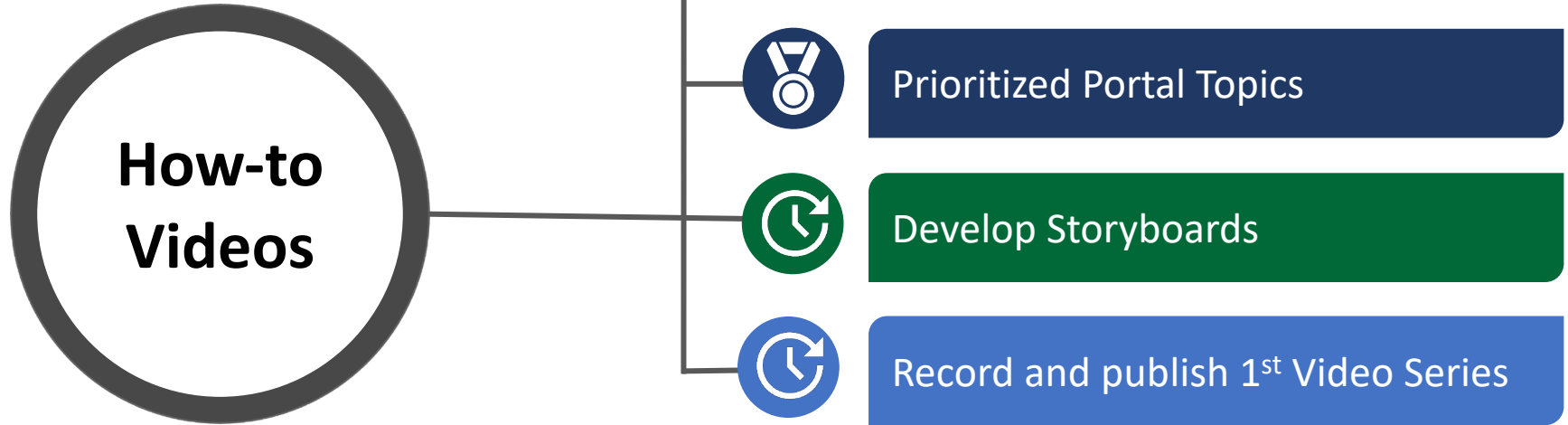
Accomplishments 🏆 & Next Steps 🕒



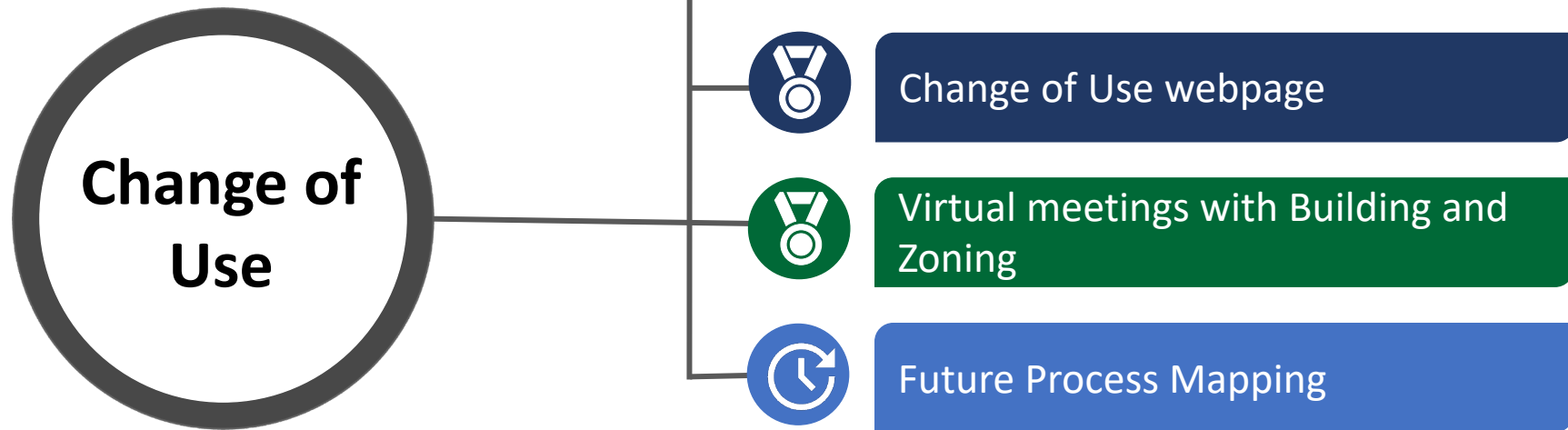
Accomplishments 🏆 & Next Steps 🕒



Accomplishments 🏆 & Next Steps 🕒



Accomplishments 🏆 & Next Steps 🕒



Transition to Departmental Business Plan



FY22-25 Business Plan
Planning and Development



- Ensure longevity of projects
- Define ownership and engage wider-range of employees
- Allocate the proper resources

Text Change Updates





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Text Change Updates

TC-5-23 Omnibus List 2023

- 8/20 CC PH

TC-1A-24 and TC-1B-24 Stormwater Design Manual Update and Related UDO Changes

- 9/3 CC PH

TC-5-24 Cameron Park NCOD Name Change

- 9/3 CC PH

TC-4-24 Temporary and Accessory Emergency Shelters

- 8/21 TCC



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Text Change Updates

Coming to the portal soon:

- **TC-6-24 Raleigh Water Departmental Handbook**
- **TC-3-24 Omnibus List 2024**
- **TC-7-22 Co-Living**

Staffing Update





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Personnel

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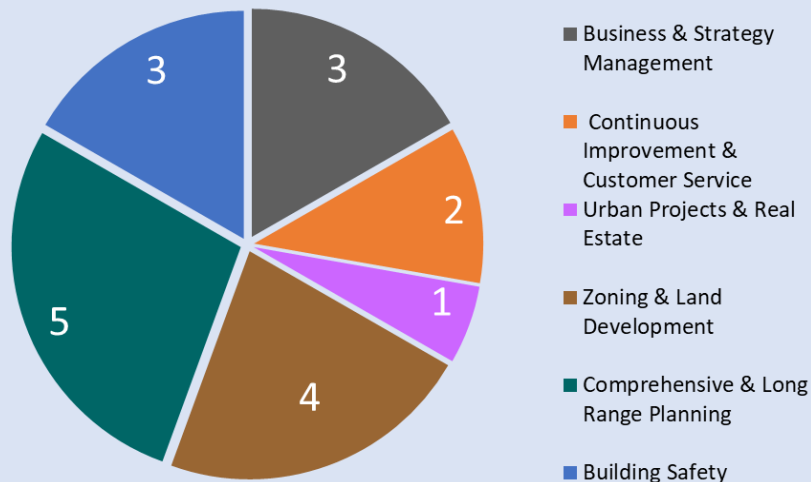
194

Vacant Positions as of July 24

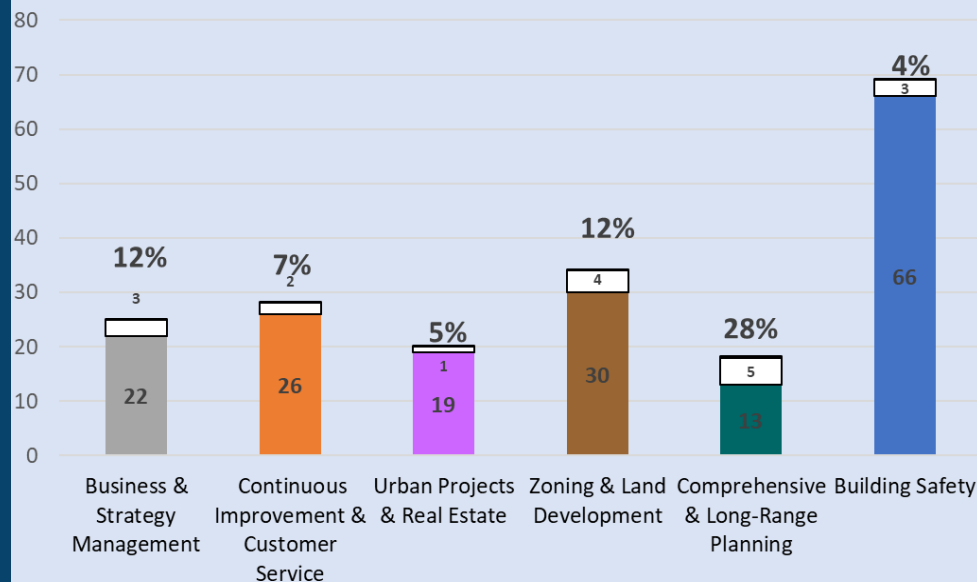
18

9%

PlanDev Vacancies as of July 2024



Vacancy % per division as of July 2024



Note: The vacancy in Urban Projects & Real Estate is a new position funded in FY25.



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New Hires

- Development Manager- Isaac Roldan
- Project Completion – Development Tech
 - Danielle Woods
- Client Acceptance – Permit Advocate
 - Kareem Smith



Matrix Department Vacancies

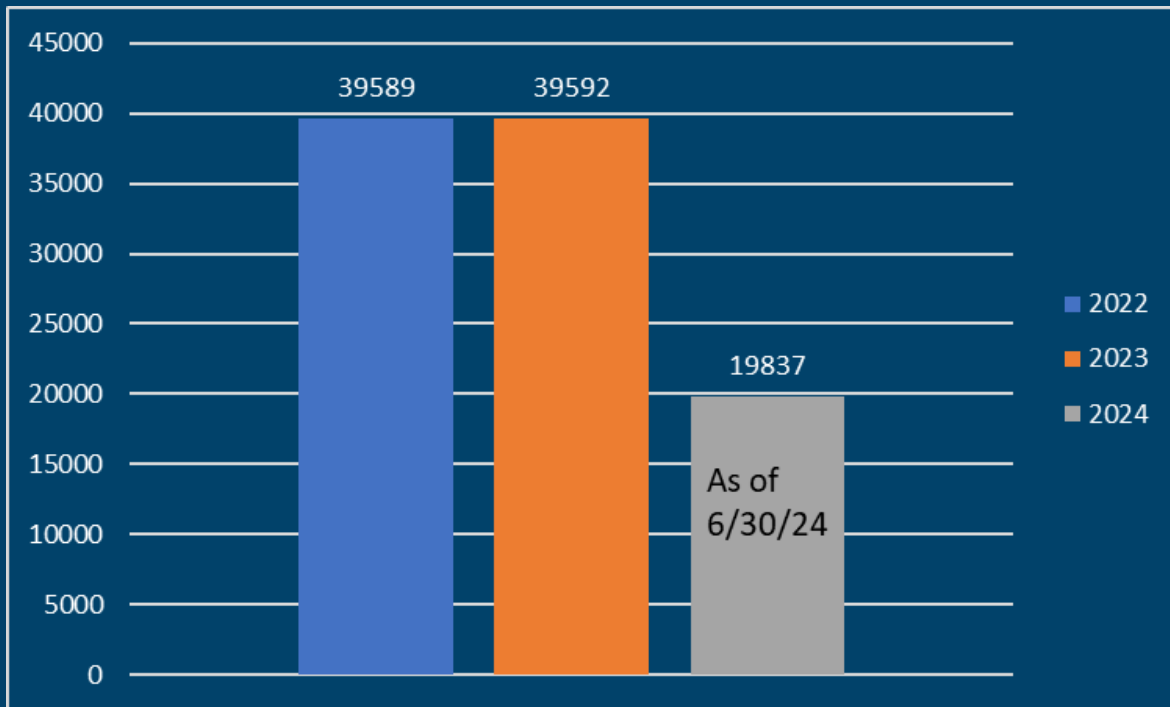
Department	Position	Number of Vacancies
Raleigh Water*	<ul style="list-style-type: none">• Sr. Engineer• Engineer	<div>1</div> <div>1</div>
Transportation	<ul style="list-style-type: none">• Engineer (R/W Services)• Sr. Engineer (Development Review)	<div>1</div> <div>1</div>



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Planning & Development Metrics

Commercial & Residential Trade Permits Issued

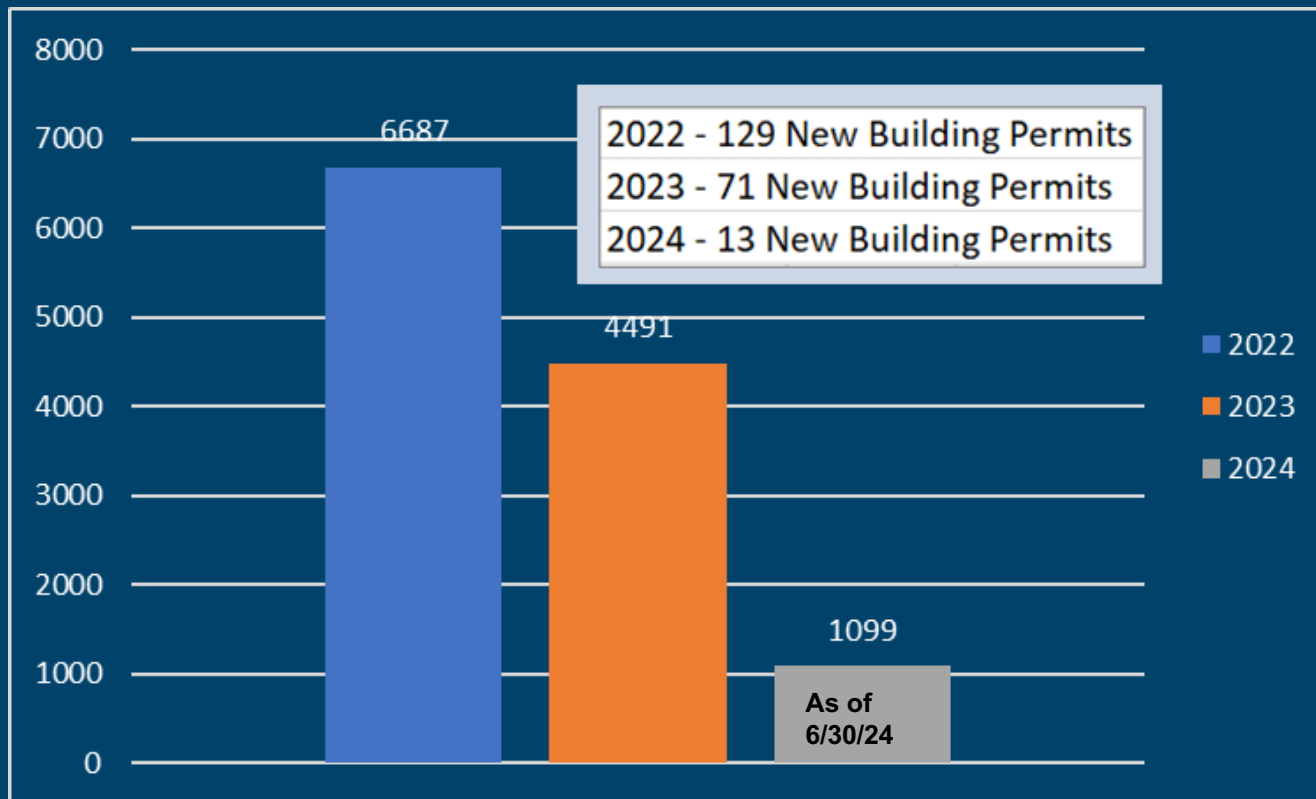




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Planning & Development Metrics

Apartment and Condo Units

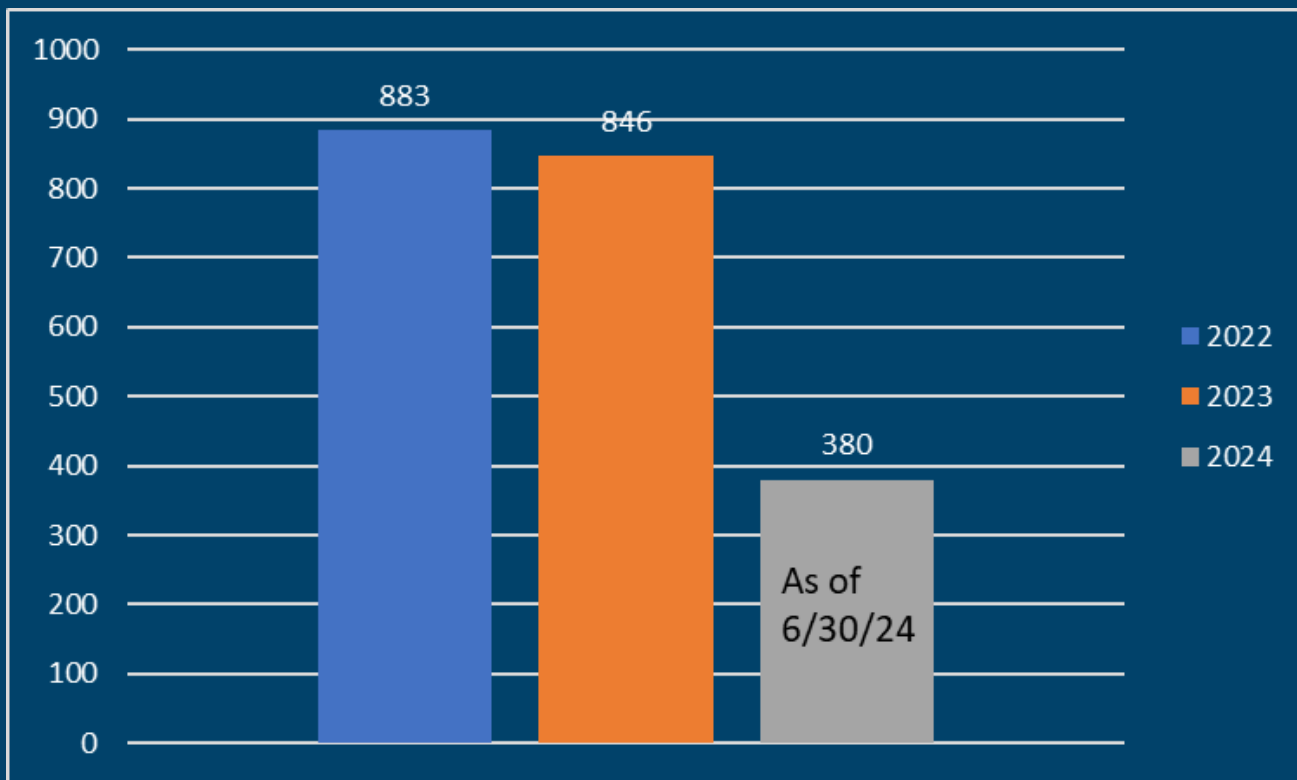




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Planning & Development Metrics

SFD and Duplex Permits Issued

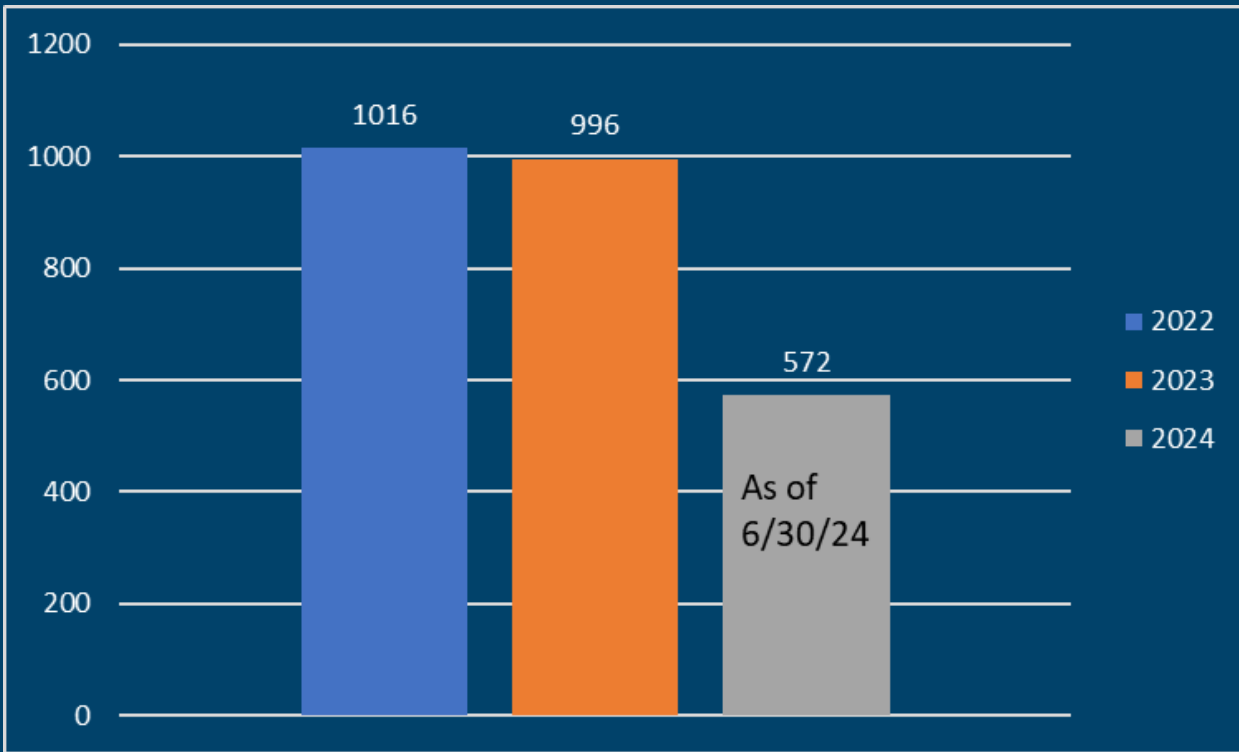




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Planning & Development Metrics

Townhome Permits Issued

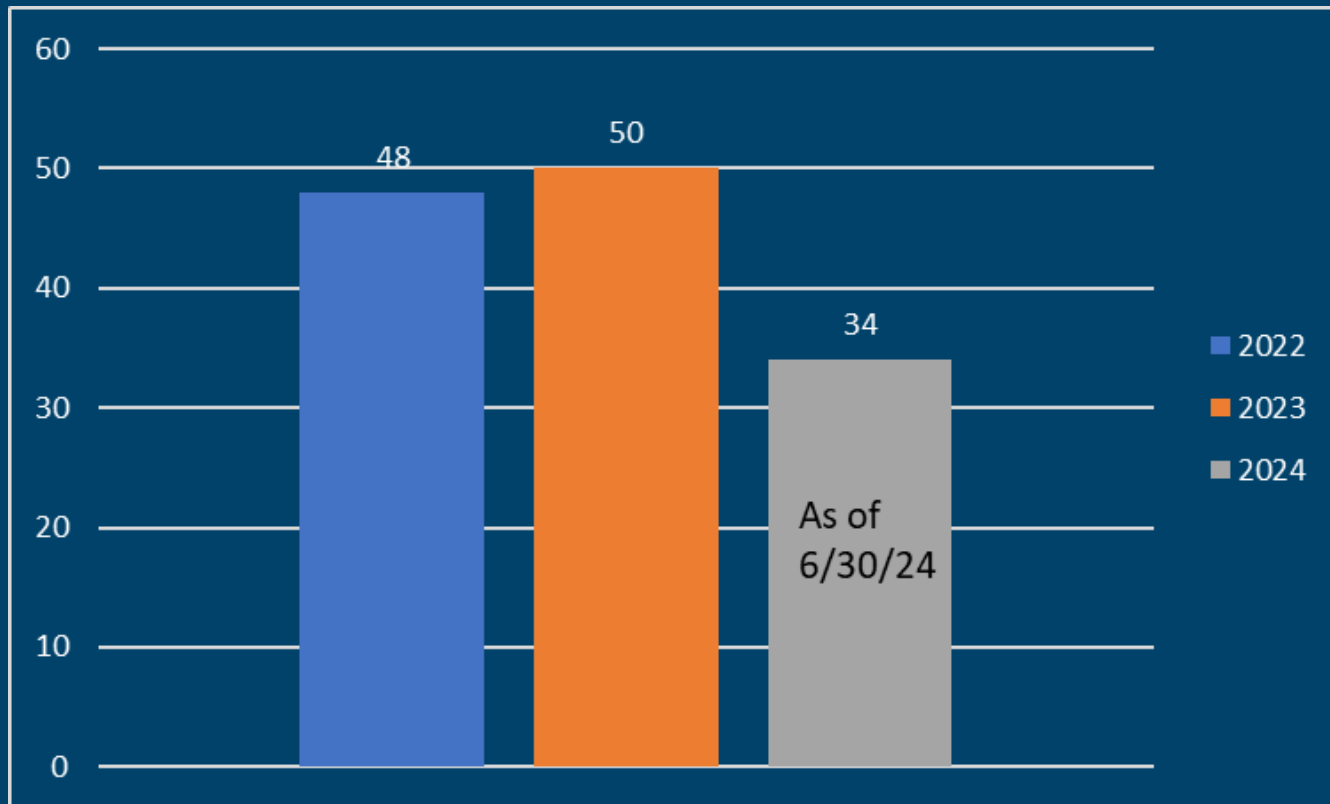




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Planning & Development Metrics

Approved Administrative Site Reviews

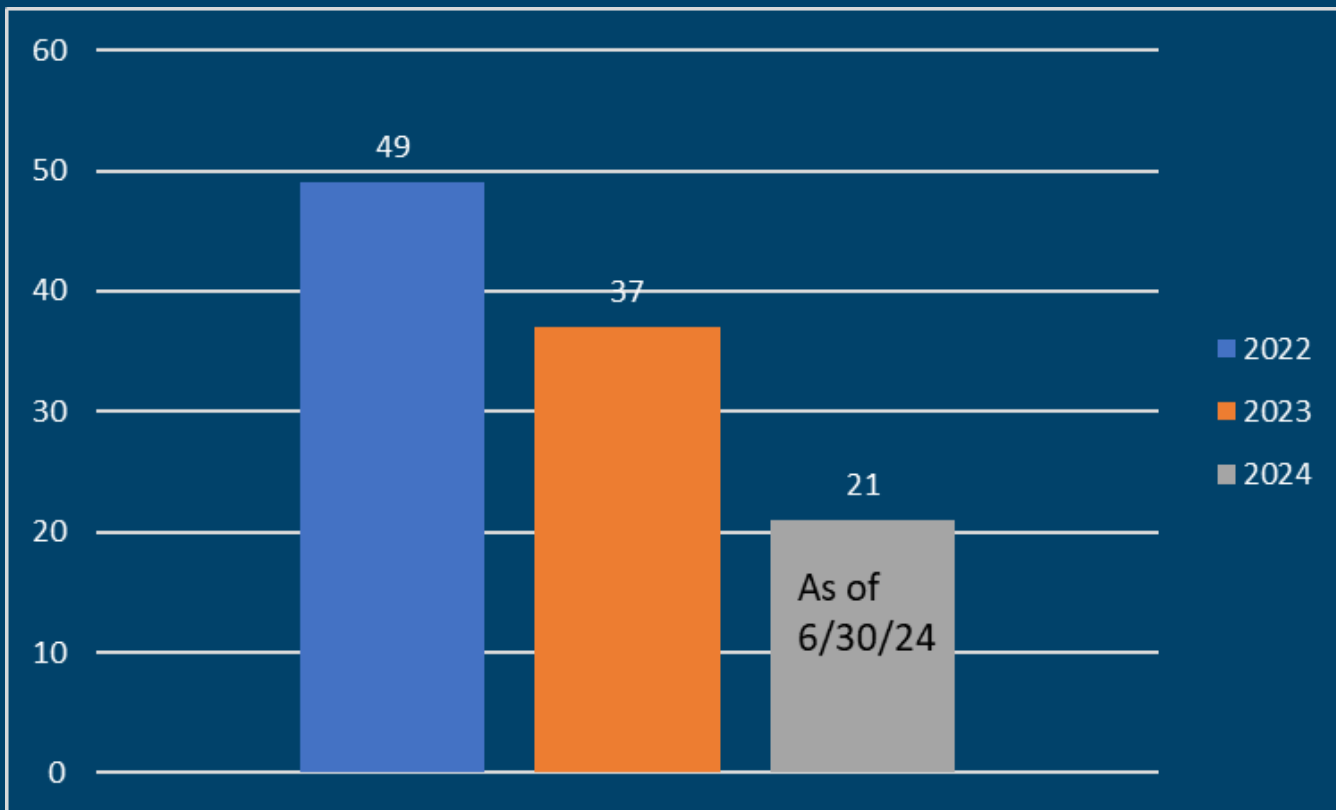




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Planning & Development Metrics

Approved Subdivisions



Fee Update

Alyssa Halle-Schramm





FY25 Fee Changes

Removed Fees	New Fees	Modified Fees
<ul style="list-style-type: none">No fees removed	<ul style="list-style-type: none">Streetscape Plan Amendment FeeCustom Signage Plan Fee	<ul style="list-style-type: none">Fee changes have a maximum 10% increase or decrease due to their recovery rate being lower or higher than 100%30% of fees = no change23% of fees = decreased47% of fees = increased



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FY25 Fee Changes

How are fees charged?

Fees are charged based on the fee in effect when project is submitted or when the project has completed plan review.

Front-End Fees – Plan Review (Building, ASR, SUB, SPR)

Effective fee rate is the fee in effect when the application is submitted

- First Submittal – Fee in effect as of the submittal date
- Subsequent submittals - Fee in effect as of the re-submittal date

Back-End Fees – Building Permits, SPR Permits

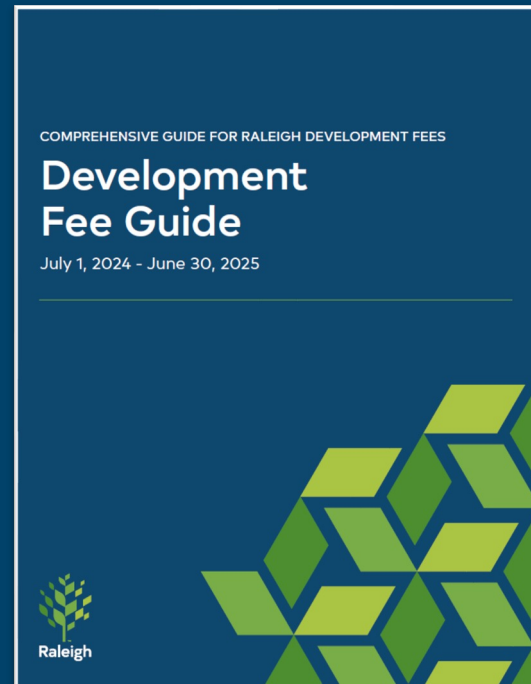
Effective fee rate is the fee in effect as of when the plan review is complete, and the final review is done.



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FY25 Fees

- City Council adopted the FY25 budget
- Effective July 1st
 - Updated Development Fee Guide
 - Updated Permit and Development Portal
 - Updated Fee Calculator



Department Updates





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Continuous Improvement and Customer Service

Portal updates

- Completed configuration and launch of the following Portal Applications:
 - Residential-Non-Residential Fence (Zoning Permit): 5/30/2024
 - Residential Demo: 5/30/2024
 - Residential Generator: 5/30/2024



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Continuous Improvement and Customer Service

Portal updates

- Configuration ongoing for "eLite" versions of Portal Applications with the phased release of following work types:
 - Phase 1:
 - Non-Res New Building Targeted Date: 8/15
 - Non-Res Addition Targeted Date: 8/15
 - Phase 2:
 - Mass Grading Targeted Date: TBD
 - Non-Res Alteration Targeted Date: TBD
 - Phase 3:
 - Non-Res Change of Use Targeted Date: TBD
 - Site Permit Review (SPR) Targeted Date: TBD



Continuous Improvement and Customer Service

What does "eLite" mean?

- Minimal customization and configuration
- Paper applications will be uploaded along with plans and supporting documents
- Staff will review, complete data entry, and route for review
- Goal: To reduce capacity on servers



Continuous Improvement and Customer Service

Preliminary Subdivision Plans

- Due to a scripting error, payment confirmations for Plan Review fees were not consistently being sent to staff upon a completed review payment.
- Identified on 07/01, corrected by IT and Vendor on 07/02
- To avoid any future delays in processing, please reach out to directly the Permit Advocate and SiteReview@RaleighNC.gov to update staff when a payment has been processed for any Plan review or CommercialBuilding@raleighnc.gov for any Permit review fee.

Raleigh Water Updates





Raleigh Water Handbook

- Currently in Text Change Group (internal) period.
- Will be available after internal comments are addressed on TC Portal.
- Planning Commission/Public Comment Period and back to Council.
- Approval expected around Q1 2025.
- Permit Choice will keep both handbooks active for a time.



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Development Review Webpage

New webpage with improved language and coordination

<https://raleighnc.gov/water/service-unit/water-and-sewer-development-review>

Water and Sewer Development Review

A division or service unit of the Public Utilities Department

This is the starting point for developers, engineers, and residences who seek information about water and sewer connection and permitting in the City of Raleigh's service area.

When our shared water and sewer infrastructure needs extending; plans, designs, and connection processes are reviewed to ensure compliance with all applicable codes, regulations, and material standards. These services are provided for public and private projects located in Garner, Knightdale, Raleigh, Rolesville, Wake Forest, Wendell, and Zebulon, and cover project services from preliminary planning to issuing connection permits and acceptance.

Permit payments for Merger Communities

Customers will be able to pay for utility connection and stub permits in Merger Communities on our [Permit and Development Portal](#) starting December 1.

SERVICES



Backflow Device Compliance
Water and Sewer



Public Utilities Handbook
Water and Sewer



Raleigh Water General Information
Water and Sewer



Steps for Raleigh Water Reimbursement Requests
Water and Sewer




Water and Sewer Service Connections
Water and Sewer



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Reimbursement Process

- Submit over Portal
- Process page - <https://raleighnc.gov/water/service-unit/water-and-sewer-development-review>
- Development Portal - Apply – Plans

**Public Infrastructure Reimbursement - Utilities**Apply

Category Name:	Description:
Infrastructure	Request for reimbursements of water and sewer mains in accordance with the Public Utilities Handbook and the Major Mains and Urban Redevelopment Main Replacement Reimbursement Policy.

- As-Builts
- Letter of Acceptance
- Reimbursement Estimate – Excel Format
- Reimbursement Request Letter
- Final contract required after approval.



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Raleigh Water Team and contacts

Team email for general information – water.review@raleighnc.gov

Development plan review group Raleigh Water			
Team member		Title	Area
Cydney Terry	Cydney.terry@raleighnc.gov	Engineer, Senior	Wendell/Knightdale
Mike Fowler	Mike.fowler@raleighnc.gov	Engineer, Senior	Zebulon
Vacant		Engineer, Senior	
Tim Beasley	Timothy.beasley@raleighnc.gov	Engineer, Senior	Wake Forest/Rolesville
Pat Paine	Patrick.paine@raleighnc.gov	Engineer, Senior	Garner
Vacant		Engineer	
Mitchell Wilson	Mitchell.wilson@raleighnc.gov	Engineer	Wendell/Zebulon, Raleigh
Autumn Smith	Autumn.smith@raleighnc.gov	Engineer	Wake Forest/Rolesville, Raleigh
Rene Haagen	Rene.haagen@raleighnc.gov	Engineering Supervisor	
Jonathan Ham	Jonathan.ham@raleighnc.gov	Division Manager	



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Infrastructure updates continued

- Updated Infrastructure Inspections Quantities Table
- Additional line items for
 - Force main
 - Private Water mains
 - Private Sewer mains
 - Average Daily Flow

INFRASTRUCTURE INSPECTIONS QUANTITIES TABLE			
Phase Number(s)	PHASE 1	PHASE 2	PHASE 3
Number of Lot (s)	15	30	12
Lot Number (s) by Phase	1-15	16-45	46-57
Number of Units			
Livable Buildings	15	30	12
Open Space?	Yes	No	No
Number of Open Space Lots	2	0	0
Public Water (LF)	235	587	218
Private Water* (LF)			
Public Sewer (LF)	289	612	237
Public Force Main (LF)			
Private Sewer** (LF)			
Public Street (LF) - FULL	365	590	309
Public Street (LF) - PARTIAL	118	256	333
Public Sidewalk (LF) - FULL	243	600	235
Public Sidewalk (LF) - PARTIAL	499	621	323
Multi-Use Path*** (LF)			
Public Stormdrain (LF)			
Street Signs (LF)	365	590	309
Water Service Stubs	15	30	12
Sewer Service Stubs	15	30	12
Average Daily Flow per phase****			
* Water mains 4" and larger			
**Sewer mains and manholes as part of a collection system			
*** 10 or 12 ft wide path in lieu of sidewalk or a Multi-Use path as part of a development amenity			
****Entire Project Flow. Based on 75gpd per bedroom for residential (Apartments, single Family dwelling, townhouse, condos), or based on 15A NCAC 02T .0114 Wastewater Design Flow Rates for Commercial and Industrial.			



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Updated Notes in Appendix D

- Updated Site Permitting Page for the additional items from appendix D of the Public Utilities Handbook

5. [Traffic Control and Pedestrian Plan \(TCPED\) Notes](#) (placed on cover sheet)
6. [Financial Responsibility Ownership form](#)
7. [Public Improvement Quantity Table](#) (required on ALL SPR Majors even if there are no improvements. Put "0" if there are not improvements)
8. [Appendix - D](#) – Public Utility notes and Signature blocks.
 - A. [Contractor Note](#) – required on all plans requiring water and sewer main extensions (public or private)
 - B. [Permits/Signature Blocks](#) – required on Cover page, Utility page, Plan and Profiles.
 - C. [Standard Utility Notes](#) – required on the Utility page
9. For retaining walls five feet or higher, a [Building Code Summary Sheet](#) ^α is required.

Stormwater Design Manual

July 2024 Updates





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Stormwater Design Manual Timeline

- Public Hearing at City Council –
Tues, September 3 at 7 PM

Earliest Possible Dates

- City Council Adoption – Tues, September 3
- Effective Date – Saturday, November 2



Trainings and Outreach

~15 days after adoption

- Website for Public Audience

~30 days after adoption

- Home Builder/Small Site Workshop (Hybrid)
- Designer/Large Site Workshop (Hybrid)
- Website for Applicants with Checklists

Shot Clock Bill





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Shot Clock Bill

Chapter 160D-1110.1

- Shot Clock Bill effective: July 1st
- Bill addresses the following:
 - Plan review time frames
 - At Risk Permitting
 - Tentative Process



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Shot Clock Bill

Plan Review Times

- Bill - Plan Review Times
 - Initial 45 Business Days
 - Resubmittals require 10 business days
- City of Raleigh Plan Review Time, At-Risk
 - Standard Initial 15 Business Days
 - Resubmittals are routed 8 Business Days



Shot Clock Bill – At Risk Permitting

- What's At- Risk?
 - Applicant assumes all risks of liability, local government is discharged and released from liabilities, duties and responsibilities attributed to the review, approval or construction
- Minimum Criteria for requesting Pre-Submittal Conference
 - Building project plans are complete and sealed
 - Plans are identical to plans under normal process
 - Were best efforts made to prepare required documents
 - Applicant determines whether At-Risk is an option



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Shot Clock Bill At-Risk Permitting

Process

1. Book Pre-Submittal Meeting
 - At-Risk Webpage
2. Attend Pre-Submittal Meeting
3. Submit:
 - At Risk Building Application
 - Approved Erosion Control Plan or the case number
 - Sealed/Complete Construction Plans
 - Foundation only, subsequent building review
4. Review 15 Business days, subsequent 8 days

Questions?

