

Development Services Advisory Committee Meeting

Facilitated by Planning
and Development

February 13, 2025



Agenda

- Introductions
- Land Development Process Updates
 - Concurrent Review
 - Business Rule Change
- TCA Text Change Update
- Staffing
- Response to DSAC Inquiries
 - CICS
 - Raleigh Water
 - Zoning
 - Stormwater
 - Solid Waste Services
- Q & A

Land Development Process Update

Concurrent Development Plan Reviews

Objective:

- Expedite the plan review by allowing processes to overlap

Pilot Project:

- Site Permit Review and Recorded Map
 - Analyzing staggered submittals vs staggered benchmarks
- Administrative Site Review and Subdivision
 - 2 Affordable Housing Projects set to be submitted in a few weeks
- Administrative Site Review and Site Permit Review combined submittals are not being piloted at this time.

Business Rule Change

Objective:

- Expedite the plan review by allowing processes to overlap

Current Rule:

- Site Permit Review Drawings must be stamped and release to submit a building into review

Proposed Rule:

- SPR Drawings must be in final review, holds may apply

Text Change Update

Text Change Update

- **TC-9-24 MM Tree Preservation/Infill Standards**
 - Council authorized infill but did not act on Tree preservation
 - Adoption of SL2024-57 has led to a delay in the discussion
- **TC-10-24 (External Request): Cottage Court attached garages**
 - Draft is on the Engagement Portal, see link below
 - <https://publicinput.com/F5368>
 - **Text Change Committee review**
 - February 19, Raleigh Municipal Building Room 305

Text Change

S.L. 2024-57

- Enacted Dec. 11, 2024, amended NCGS 160D to impact local government authority.
- Redefines “down-zoning”, affects large area rezonings, and future text changes.
 - Requires property owner consent to down-zone property
- Also nullified several adopted text changes (effective June 14, 2024 or later)

Vacancy and Staffing Update

Vacancy and Staffing Update

Urban Forestry

- One Plan Reviewer, and an anticipated reviewer vacancy

Transportation

- One Surety Coordinator, Interviews start this week
- A Right of Way Supervisor was hired

Stormwater Management

- Fully Staffed

Raleigh Water

- Fully Staffed

Vacancy Update

Comprehensive Planning

- Three Senior Planners

Building and Safety

- Two Commercial Building Inspectors, One Residential

Zoning and Land Development

- Two Planner 1, One Senior Planner

Continuous Improvement and Customer Service

- One Business Systems Analyst- Reviewing applications

Response to Inquiries

Continuous Improvement and Customer Service

Plan Review Software

Current Software

- Bluebeam
 - Dropping support for Studio Prime in all integrations effective 6/2025
 - EP&L upgrade to 2024 version will include Bluebeam Integration
 - Next EP&L upgrade to 2025 version will no longer include Bluebeam integration, effective 2026.

New Software being negotiated with Tyler

- Avolve Software - DigEplan
 - Allows batch stamping
 - Allows simultaneous plan review with visible mark-ups for all users

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Intake Processing

- Residential Building Permit Applications
 - 2-3 Business Days for processing
 - Ticket has been submitted to update email automation from 5-7 to 2-3 business days
- Tracking
 - 2024 application completion step was removed from EnerGov for new applications
 - Application completion allowed Staff to track processing times
 - Power BI report is in the development phase to track processing times
 - Manually tracking since December 2024

General Statute 160D-110 (b)- Residential Building Plans

- Benchmarks are within the parameters of state law

Continuous Improvement and Customer Service

Residential Permit Benchmark Report for 2024-Calendar Year

| | Goal Met | 1-2 Days Late | 3-4 Days Late | 5+ Days Late | Total Plans Reviewed |
|---|--------------|---------------|---------------|--------------|----------------------|
| Total 2024 Residential Dwelling & Townhomes Review | | | | | |
| All Associated Trades | 8395 85.4 | 713 7.3% | 394 4.0% | 328 3.3% | 9,833 |

*The chart is based published review times

*New Residential Single family and Townhomes: 10 business days for 1st cycle and 5 business days on subsequent review cycles

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Approvals per Review Cycle

City of Raleigh Plan Review

02/07/2025

Approval Rates / Review Cycle
January 01, 2024 - December 31, 2024

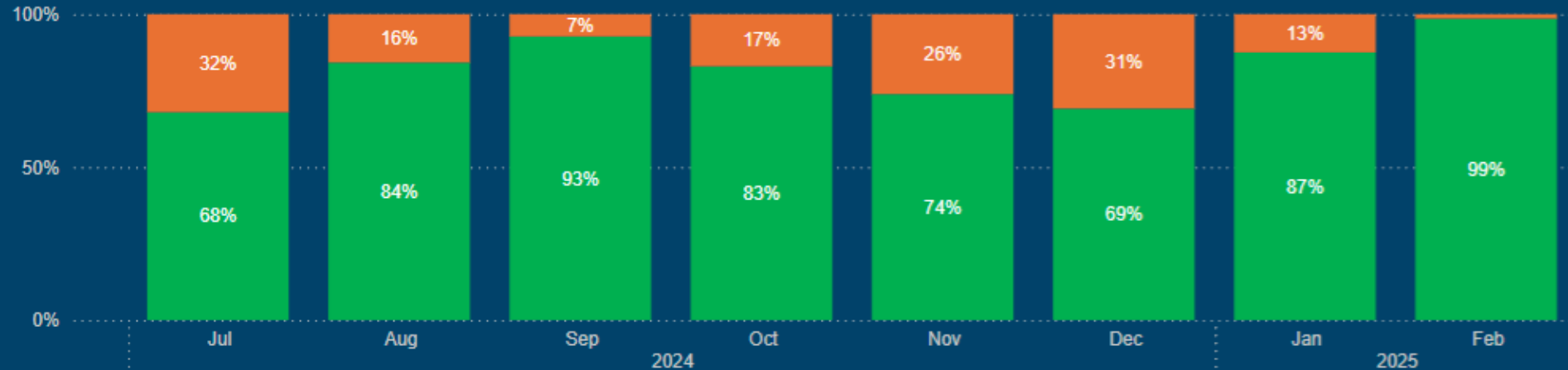
| | Approved During 1st Review | Approved During 2nd Review | Approved During 3rd Review | Approved During 4th Review | Approved During 5th or Greater Review | Total |
|---|-------------------------------|-------------------------------|-------------------------------|-------------------------------|---|-------|
| Administrative Site Review [ASR] - Administrative Site Review | 1% | 9% | 38% | 26% | 26% | 81 |
| Building (Residential) - New Residential Dwelling | 23% | 44% | 22% | 8% | 4% | 790 |
| Building (Residential) - Townhouse | 15% | 54% | 22% | 5% | 3% | 206 |
| Mass Grading | 32% | 39% | 21% | 6% | 1% | 84 |
| Preliminary Subdivision | 1% | 11% | 41% | 20% | 26% | 70 |

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Final Review Processing

Total Reviews by Timeliness

On Time ● Yes ● No



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Announcement

EnerGov, Online Permit and Development Portal

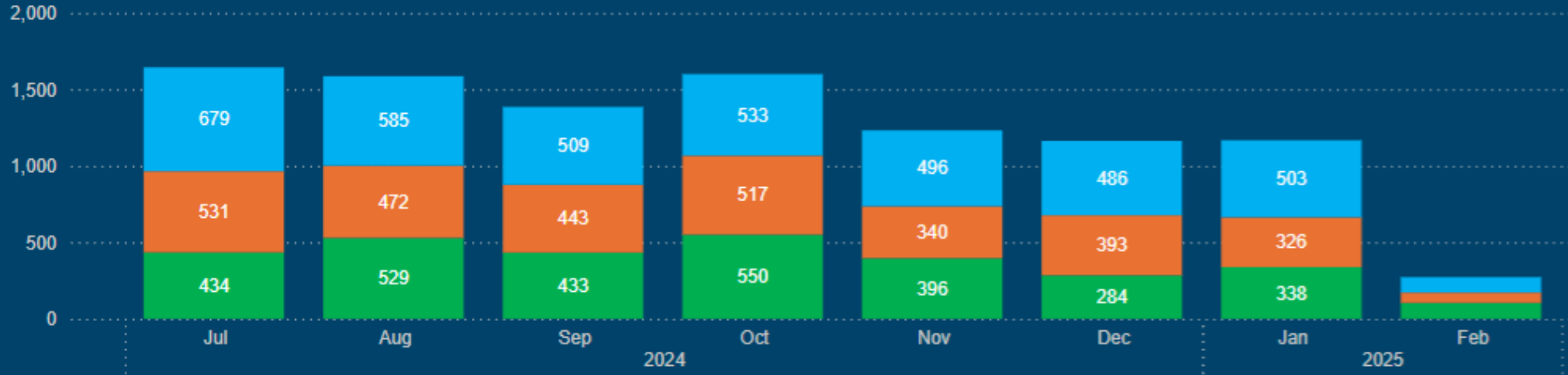
- EnerGov and Portal will be updated *Thursday, March 6th*
- No Activity will be allowed in the portal
- Notice will be sent to portal users and other stakeholders
- The Customer Service Center will be closed at 11am
- Projects that are normally submitted via email during the outage will be allowed
- A submittal normally processed through the portal will not be accepted via email

Continuous Improvement and Customer Service

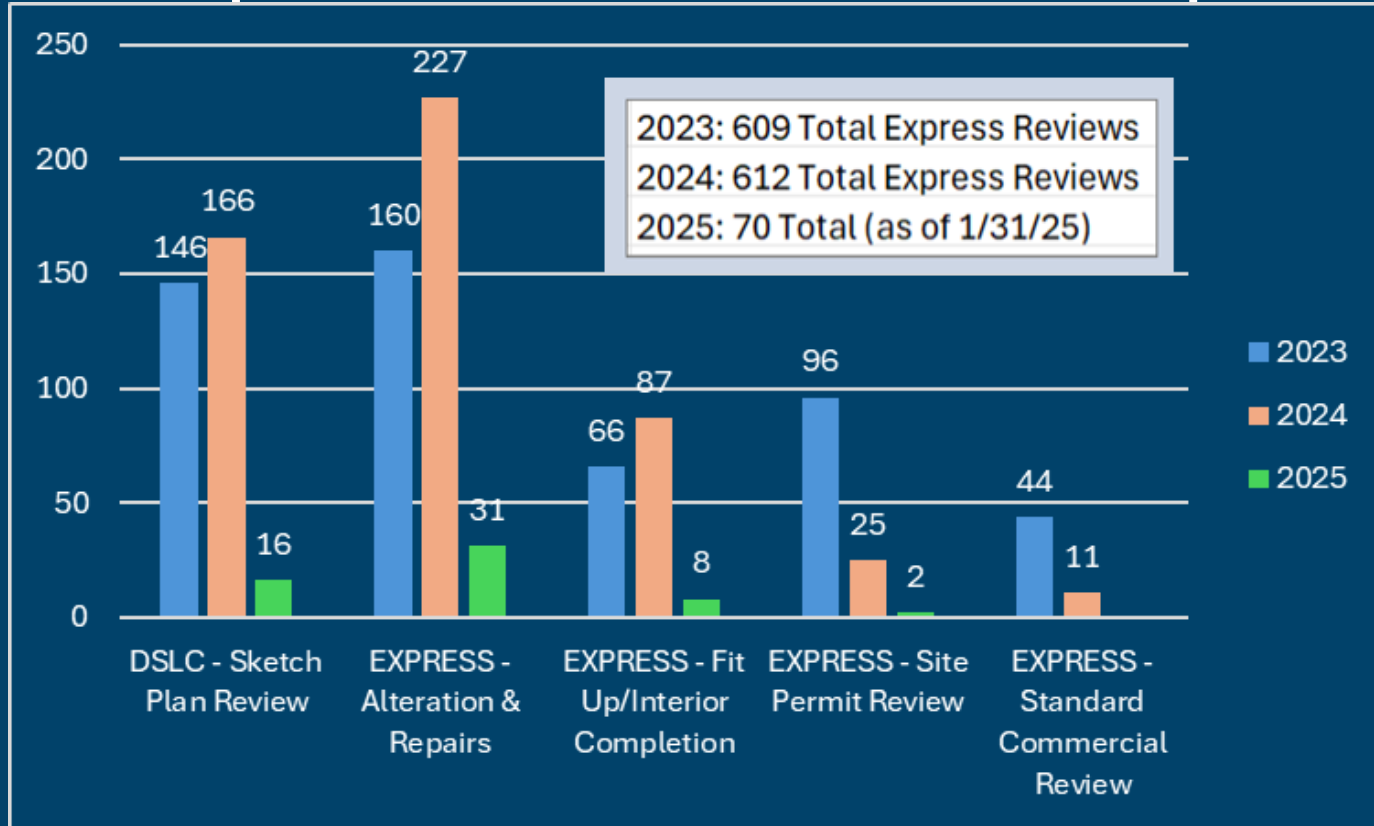
Final Review Processing

Total Reviews by Category

Review Category ● Land ● Non-Residential ● Residential



Continuous Improvement and Customer Service Express Review



Raleigh Water

Raleigh Water – Inquiry – As-builts

“My client and I had a Teams meeting with a rep from the Raleigh GIS Dept to discuss the public utility as-built comments on a project in Wendell. Later in the conversation the GIS rep said that the department plans to request a change to the City as-built checklist that will require locations of where the actual sewer service and water service tie into the mains. Secondly, they want to require all the plan views on the engineer’s plan and profile sheets to show as-built info. For decades all we had to do was strike out the manhole tops, inverts, any material change and length of pipe in the profile part. Although this P&P modification will be a small added expense for a Raleigh project, what is going to increase in cost is keeping a surveyor on site to locate every water and sewer tap on the mains as the contractor installs them or, leave the trench open each day and have the surveyor make additional trips to take shots on the taps. I asked the GIS Dept rep if this new requirement will be presented to a Stakeholders Committee, and he did not know. This new requirement has not been enacted yet, but the GIS Dept rep made it sound like the Dept intends to suggest it very soon. Depending on the size of the subdivision this could mean several thousands of dollars of extra survey work alone.”

Review of inquiry

- public utility as-built comments
- As-builts and their completeness are reviewed by Infrastructure Inspectors and Merger Town inspectors and mapped according to RW – PU Design Manual.
- Water As-Built requirements - Page 66 Section 2.5.23 - As-Built Plans
- Sewer As-Built requirements - Page 127 Section 3.5.27 - As-Built Plans
- Any as-builts are mapped by the GIS Team in Raleigh Water directly.

New Requirement?

- department plans to request a change to the City as-built checklist that will require locations of where the actual sewer service and water service tie into the mains
- 2014 Handbook required laterals to be shown
- Page 26 – Digital As-built requirements

type defined, abandoned and/or removed features. For current Wake County parcel information in the project area is to be defined and properly labeled with PIN. All streets in the project area shall be defined and labeled. The water distribution system drawings shall show main sizes, materials, and locations, locations of hydrants, valves, blow-off assemblies, FDC's, fittings on main if known, meter boxes, connections to existing utilities and any other relevant information (service laterals, backflow preventers, air release valves, casings, reducers/increasers, etc.). All service stubs shall be shown on the surveyed "as-built" plans. All mains shall be labeled as public or private. The surveyed "as-built" plans shall have North Carolina State Plane grid X and Y coordinates in US Survey feet for all valves, hydrants, backflow preventers, blow-offs and connections to existing utilities. Horizontal datum must be NAD 83, please specify which realization of NAD 83. The NC CORS Base Station Network is referenced to the NAD 83(2011) datum. Vertical datum must be NAVD88, geoid 03 or later and indicated in survey text file. Elevations (taken at ground surface) are not shown on the as-built plan, but are required in the survey text file (detailed below). The COR plan identification number (if applicable) and water permit number information must also be included.

2024 Design Manual

- Page 66 Section 2.5.23 Sewer and Page 127 Section 3.5.27

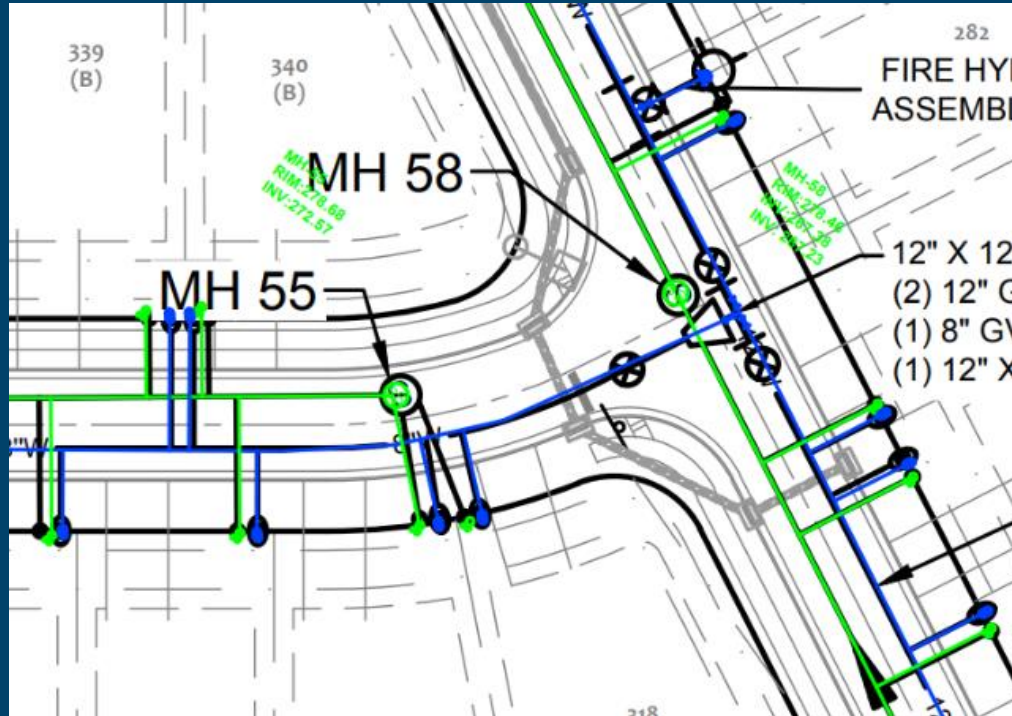
following information on a twenty-four by thirty-six (24x36) inch layout (paper for initial walk-through, mylar for final): “as-built” date, project title, permit number, page numbering, north arrow, scale of drawing, bar scale, all casements labeled with book and page number and dimensioned, pipe section, pipe size, pipe material, fitting type defined, valve type defined, meters, backflow preventers, length of bore and jack, abandoned and/or removed features, and connections to existing utilities.

- E. All service stubs shall be shown, and all mains shall be labeled as public or private.
- F. A twenty-four by thirty-six (24x36) inch paper copy shall be submitted to the Inspector for review and comment before initial walk-through. Once these comments are addressed, a twenty-four by thirty-six (24x36) inch mylar copy of each sheet shall be re-submitted. In addition to hard copy mylars, a PDF file of each signed and sealed mylar sheet must be

Requirements and Guidance

- Cleanout and meter box locations shall be shown along with lateral connection to the main.
- Can be depicted on the plans in the field and submitted with the as-built.
- Less offset the cost of repairs to residences.
- Time and money savings to keep utility costs down in Raleigh.

Examples of As-built information (depiction)



Examples of As-built information (lat/long)

| | | | | |
|-------|-------------|-------------|-----|---------|
| 95271 | 791628.4466 | 2139930.842 | N/A | CO |
| 95276 | 791635.0377 | 2140260.24 | N/A | FH |
| 95277 | 791567.4417 | 2140334.619 | 4' | SSMH 81 |
| 95279 | 791593.1678 | 2140174.829 | N/A | WM |
| 95280 | 791591.0813 | 2140171.313 | N/A | CO |
| 95281 | 791555.3761 | 2140166.312 | N/A | CO |
| 95282 | 791549.9342 | 2140169.355 | N/A | WM |
| 95285 | 791517.1415 | 2140220.563 | N/A | CO |
| 95287 | 791513.06 | 2140220.52 | N/A | WM |
| 95290 | 791467.346 | 2140213.949 | N/A | WM |
| 95291 | 791473.5021 | 2140213.61 | N/A | CO |

Zoning

Zoning

- *Zoning Review Times*
- AA letters – a member states that it recently took 3 weeks to receive the AA letter for a project. Is there a policy on how long this should take?

Stormwater Management

Stormwater Management

- Variance Discussion

Solid Waste Services

Solid Waste Services

- Solid waste – trash bin requirements. A member was recently required to provide space for 5 large trash receptacles for each townhome lot. The reasoning was that each townhome needed space for a trash and recycling receptacle which is understood. But the extra 3 were required “just in case” the owner ever added them. Why would a townhome lot ever produce that much trash?

Questions?





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Daniel L. Stegall

Assistant Director

Planning and Development Department

Daniel.Stegall@raleighnc.gov | 919-996-2712

Seth Langdon

Development Manager-Client Acceptance

Planning and Development Department

Seth.Langdon@raleighnc.gov | 919-996-2693

Isaac Roldan

Development Manager-Client Solutions

Planning and Development Department

Isaac.Roldan@raleighnc.gov | 919-996-2438

Chevy Edwards

Development Manager-Project Completion

Planning and Development Department

Chevydene.Edwards@raleighnc.gov | 919-996-2199



Raleigh

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Celia McCoy

Senior Permit Advocate (Commercial Permit Intake)

Planning and Development Department

Celia.McCoy@raleighnc.gov | 919-996-2751

Jenna Hurley

Senior Permit Advocate (Special Projects, Permit, ASR and Sub Intake)

Planning and Development Department

Seth.Langdon@raleighnc.gov | 919-996-4202

Samantha Cadman

Senior Permit Advocate-(Special Projects, Map, ASR, Subdivision Intake)

Planning and Development Department

Samantha.Cadman@raleighnc.gov | 919-996-2566

Cornelia Stallings

Senior Permit Advocate-(Residential Permit Intake)

Planning and Development Department

Cornelia.Stallings@raleighnc.gov | 919-996-4209