

Section 7: Planning and Development

Parks

MISSION STATEMENT

The Newburyport Board of Parks Commissioners was established to serve the residents of the city and other park users through the establishment and implementation of plans for the maintenance, expansion, and betterment of the open spaces, parks and recreational facilities over which the Commission has jurisdiction. The Commission shall serve to monitor and officially act on issues affecting the use and management of facilities in a manner that provides the most optimal facilities for the residents of Newburyport and other users. The Commission shall engage the public in a democratic manner to allow for a continuous dialogue in striving to meet the intent of the mission statement and marshaling the resources within its powers to address the needs of the community.

FY 2013 ACCOMPLISHMENTS

- Established the Newburyport Parks Conservancy, a 501c3 dedicated entirely to care and improvement of Newburyport parks
- Secured \$15,000 from the Mayor Gayden W. Morrill Charitable Foundation for Phase II of a project to beautify Joppa Park. Applied for \$40,000 in CPA funding and another \$15,000 from the Mayor Gayden W. Morrill Charitable Foundation
- Completed historic interpretive panels for Joppa Park funded by CPA
- Worked with Department of Fish and Game to design a new boat ramp at Joppa Park, to be funded by the state through a reimbursement grant program.
- Established Landscape Partnership with two professional landscapers and Opportunity Works to provide higher level of park maintenance in exchange for signage. Sponsored parks include Atwood Park, Joppa Park and Brown Square
- Spearheaded deferred park maintenance. Worked with City Council and Mayor's office to acquire supplemental budget funding to address much needed parks repairs. As a result, repairs to be addressed in 2013 include the following high priority and safety issues:
 - Slide replacements at Cashman and Perkins playgrounds;
 - Increased safety surfacing;
 - Replacement of landscaping timbers at Cashman and Ayers Playground;
 - Repairs to lighting at Bartlet Mall;
 - Replacement of rusted basketball backboard at Jason Sawyer Playground;
 - Installation of safety swing mats at several playgrounds;
 - Replacement of broken spring horse and spring motorcycle at Ayers Playground;
 - Preventative maintenance for Gillis Bridge underpass on Clipper City Rail Trail;

- Improvement of visibility at Parker Street crossing on Clipper City Rail Trail.
- Organized a wine tasting fundraiser to raise money for park maintenance
- Repaired the Bartlet Mall fountain using volunteers, donated labor and materials. Secured \$2,500 donation toward new pump and piping to increase volume of water flowing through the fountain
- Increased volunteer engagement. Established a program to encourage and acknowledge resident and business stewardship of City parks in exchange signage
- Coordinated all-volunteer installation and maintenance of new gateway gardens on the Clipper City Rail Trail
- Utilized senior-citizen volunteer program to help organize fundraising events
- Coordinated annual fall cleanup of the Rail Trail
- Organized an expanded City-wide Clean Sweep
- Worked with the Planning Department and Brown-Walker Associates to finalize revision of the City's Seven Year Open Space and Recreation Plan
- Coordinated grant funding totaling \$84,500 from the Mayor Gayden W. Morrill Charitable Foundation toward restoration of the Atkinson Common Civil War Memorial; Clipper City Rail Trail Phase II enhancements; Phase II of the Joppa Park Improvement Project; signage for Bartlet Mall; signage for Oak Hill Cemetery; and the Range Light Sculpture Garden
- Secured grant funding from the United States Tennis Association, the Mayor Gayden W. Morrill Charitable Foundation, and the Newburyport Youth Tennis Association for renovation of badly deteriorated tennis courts at Atkinson Common
- Renovated the courts at Atkinson Common
- Worked with NYSA to further a field improvement project at the Cherry Hill soccer fields
- Enhanced the effectiveness of the Parks Commission by developing an increased presence within the City's organizational structure
- Completed *Findings & Recommendations of the Field Space Task Force: Investigation of Additional Field Space Locations within the City of Newburyport*
- Completed design of reconfiguration of Nock-Molin and Bradley Fuller athletic fields
- Applied for CPA grant funding for improvement projects at Joppa Park, Atwood Park, Bartlet Mall, & Cherry Hill soccer fields
- Began work on programming for those groups not served by Youth Services or Newburyport Adult Education
- Formalized fee schedule and developed marketing materials for use of Newburyport Parks as wedding venues

Parks (cont.)

FY 2014 TRENDS

The Newburyport Parks continue to receive the much-needed attention they deserve. Over the past several years, the City has gradually increased personnel hours and, despite budgetary constraints, has continued to allocate additional financial resources each year.

The City continues to expand its parks facilities with the addition of parks, such as 270 Water Street and Phase II of the Clipper City Rail Trail. There are many generous local donors looking for capital improvements and beautification projects to fund, however we continue to be mindful of the need for proper design and long-term planning and, ultimately, the resources that are needed to care for and maintain these projects for years to come.

The Parks Commission has been creative in addressing these issues by pursuing fundraising opportunities, which can provide a funding stream for yearly maintenance and by looking toward state and federal grant programs as a source of funding for improvement projects. The City appropriation in the FY2014 Budget for parks maintenance is a significant step towards addressing these funding needs and demonstrates the City's ongoing commitment to supporting our parks as vital community resources.

FY 2014 GOALS & OBJECTIVES

Goal I: Continue to improve the quality of city parks and open space facilities and maintain high quality facilities.

Objectives:

- Apply for PARC grant funding needed to complete the Joppa Park Improvement Project
- Continue to foster public-private partnerships to support parks improvements and maintenance
- Seek new revenue streams through grant-writing and establishment of new fundraising opportunities
- Continue to apply for parks improvement donations from the Mayor Gayden W. Morrill Charitable Foundation, CPA and other outside funding sources
- Address repair of all safety items reported in inspection reports
- Acquire funding for next phases of Joppa Park beautification project
- Continue to seek additional athletic field space seek ways to optimize use of existing field space by carrying out the recommendations made in *Findings & Recommendations of the Field Space Task Force: Investigation of Additional Field Space Locations within the City of Newburyport*
- Increase volunteer engagement in fundraising and parks improvement efforts
- Develop a plan for renovation of the Bartlet Mall fountain

- Increase personnel hours by way of increased paid hours or increased volunteer activity

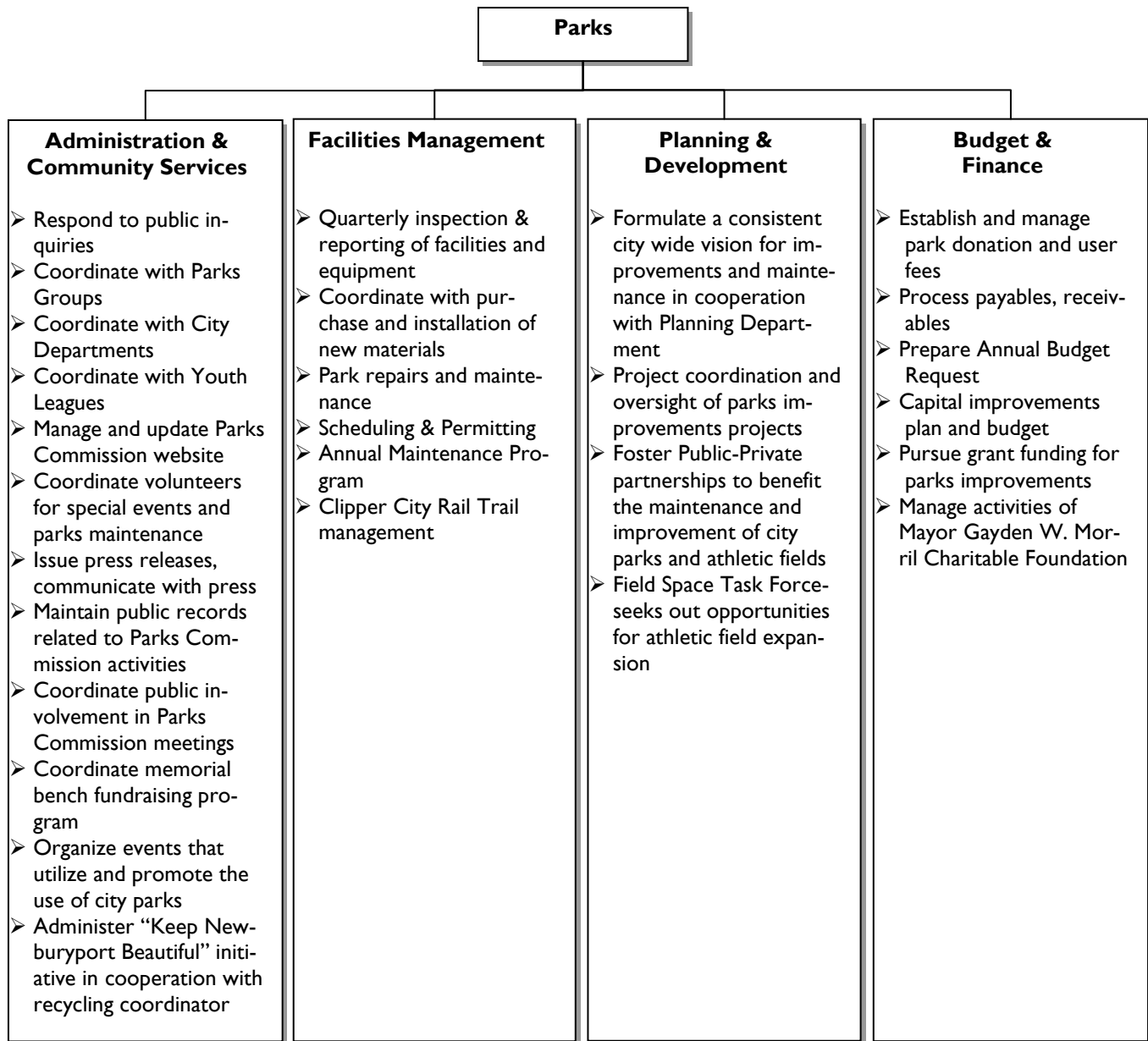
Goal 2: Increase awareness and public use of City parks

Objectives:

- Increase use of web and social networking to communicate parks message to the public
- Implement programming for those groups not served by existing recreational programming such as Youth Services or Adult Education

Parks (cont.)

PROGRAMS & SERVICES



PERSONNEL SUMMARY

PARKS COMMISSION			
<u>Position</u>	<u>FY 2012 Actual</u>	<u>FY 2013 Actual</u>	<u>FY 2014 Budget</u>
Parks Coordinator	0.5	0.57	0.57
Total Full-Time Equivalents:	0.5	0.57	0.57

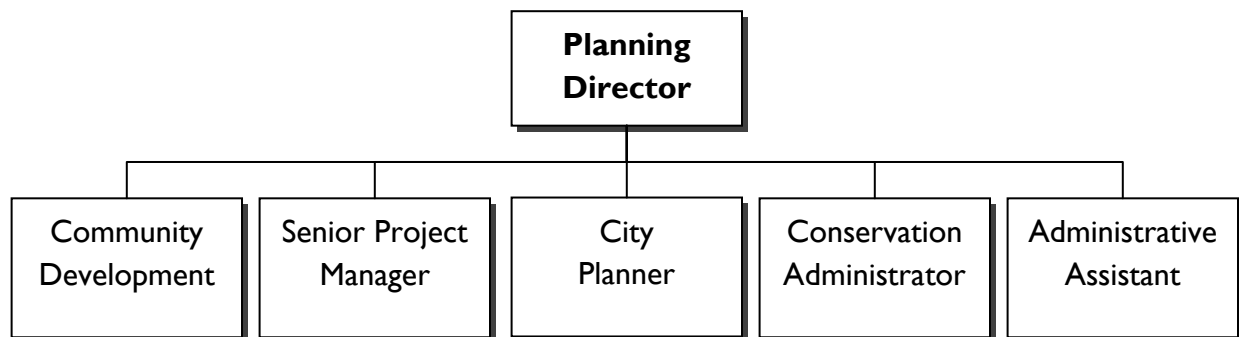
PARKS

	FY2010 ACTUAL	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 APPROVED	FY2014 PROPOSED	FY2014 APPROVED
001 - PERSONAL SERVICES						
51166 PRK PARK ADMINISTRATION	0	13,104	24,586	31,500	36,500	36,500.00
001 - PERSONAL SERVICES Total	0	13,104	24,586	31,500	36,500	36,500.00
002 - PURCHASE OF SERVICES						
52420 PRK PARK MAINTENANCE	9,604	12,900	12,900	12,900	52,760	52,760.00
52421 PRK MAINT-ATHLETIC FIELD	10,503	0	0	0	-	0.00
52422 PRK BARTLETT MALL	1,450	1,470	3,720	1,470	4,950	4,950.00
52423 PRK MOSELEY WOODS	7,500	492	405	500	1,000	1,000.00
52424 PRK ATKINSON COMMON	7,500	5,000	5,000	3,000	16,165	16,165.00
52425 PRK WATERFRONT TRUST	2,750	1,000	0	0	-	0.00
52426 PRK RAIL TRAIL	0	8,247	8,900	7,000	8,000	8,000.00
002 - PURCHASE OF SERVICES Total	39,307	29,108	30,925	24,870	82,875	82,875.00
004 - SUPPLIES						
55800 PRK OTHER SUPPLIES	10,000	30,000	7,014	5,000	5,000	5,000.00
004 - SUPPLIES Total	10,000	30,000	7,014	5,000	5,000	5,000.00
Grand Total	49,307	72,212	62,525	61,370	124,375	124,375.00

Planning and Development

MISSION STATEMENT

The mission of the Office of Planning and Development is to provide capital planning, advance planning, project management, regulatory, and housing assistance services to the City, its boards and commissions, and the general public so as to protect and enhance Newburyport's built and natural environment and to improve the quality of life for all who live, work and visit the City. The Department also promotes sustainable growth initiatives to reduce burdens on the City's financial capacity, wildlife and natural resources.



FY 2013 ACCOMPLISHMENTS

- Drafted several versions of a **Local Historic District Ordinance** for City Council and Local Historic District Study Committee review and assisted all parties in the consideration of various factors related to architectural preservation
- Drafted several variations on amendments to the City's **Demolition Delay Ordinance** to strengthen the existing Ordinance and provide clarity regarding interpretation and application of this regulation
- Continued **oversight of the Oleo Subdivision** off Russell Terrace, now under construction
- Oversaw **permitting of the Northbridge Assisted Living Facility**, a new **subdivision off of High Street**, the **Merrimac Ale House**, the **Merrimac Street/ Mechanics Court redevelopment**, and several other development projects
- Coordinated with the **Massachusetts Bay Transit Authority (MBTA)** to ensure issuance of a bid by the agency for developers interested in creating a mixed-use, transit-oriented development at this location. Lead discussions with potential developers relative to adoption of a local "**40R Smart Growth District**" for the site
- Assisted the **Newburyport Business Park Association** with the permitting necessary to undertake drainage swale maintenance and improvement projects **to alleviate flooding conditions** in the **Newburyport Business Park** (formerly referred to as the "industrial park" or NAID properties)

- Continued to **meet regularly with the Chamber of Commerce Economic Development Action Committee (EDAC)** to address issues related to economic development, such as tourism, marketing, availability of parking, regulatory changes, large projects and the permitting process in general
- Worked with **MassDOT** to ensure that construction of the new **Whittier Bridge** will not hinder pedestrian access under the new bridge abutments and that minimal grading work will be necessary if and when the City wishes to create an east-west connection along the Merrimack
- Continued to work with the **Newburyport Redevelopment Authority** to implement the unified downtown parking program, and to make progress in the disposition of the NRA-owned waterfront properties as additional park space and related activities (shops, cafes, etc.) which result in a meaningful connection to this park from the existing downtown
- Provided oversight of housing consultant **Karen Sunnarborg Consulting / Abacus Architects & Planners** in the development of a an **Affordable Housing Production Plan**, required by the state
- Continued to offer **down payment assistance** and marketing assistance for affordable units through the use of **Community Preservation and Affordable Housing Trust funds**
- Received and provided **HOME program funding** for capital improvements at the Market Street **YMCA** units. Committed City and regional HOME funding to the YWCA's project to provide additional affordable units on Market Street
- Continued to implement the well-utilized **Housing Rehabilitation Program** to ensure that the housing stock in Newburyport is appropriately preserved and affordable for all our residents
- Drafted a comprehensive **Tree Protection Ordinance** for review and approval of the City Council to better protect street trees and public trees throughout the City
- Completed renovations to the south side of the **High School Stadium** using Community Preservation Funds. Prepared a cost estimate for completion of work related to the north stadium as well as installation of a turf field
- Oversaw the **completion of cleanup and landscaping work for 270 Water Street** and finalized a license agreement with National Grid, so that the City may use this area as a passive expansion of the adjacent Perkins Playground
- Provided oversight of planning consultant **Brown Walker Planners, Inc.**, in a comprehensive update of the **City's Open Space and Recreation Plan** as required by state grant programs
- Provided oversight of a consultant to prepare draft and final design plans for the **Phase II section of the Clipper City Rail Trail**. Engaged in a series of meetings and reviews with MassDOT, New England Development and National Grid to ensure the approval of plans and funding necessary to construct the length of this bike trail

Planning and Development (cont.)

- Assisted with the design, permitting and implementation of all aspects of the **unified downtown parking program**, including negotiations/renewals with the Newburyport Redevelopment Authority (NRA) and Waterfront Trust. Assisted with the selection of parking meters and signage necessary to improve public awareness and accessibility to municipal parking
- Continued to work with the **Merrimack Valley Regional Transit Authority** (MVRTA) to obtain funding, develop designs, and address permitting issues related to a MVRTA/municipal parking garage at the Titcomb Street site
- Provided oversight of contractors responsible for installing **lighting improvements on Inn Street** as well as renovations to the brick “turret” stairwells providing access to the raised concrete walkway, so that they are now safer and more open to the larger plaza
- Applied for Community Preservation Funds from the Community Preservation Committee (CPC) to complete upgrades to the Inn Street Fountain in 2013
- **Hired an Architect, Sterling Associates and EGA and Owner’s Project Manager, Heery, required to complete and oversee the design and construction of a Senior Center** on the site of the Bresnahan Elementary School. Developed schematic plans, cost estimates and bid documents for the completion of this project. Coordinated site planning issues with the School Building Committee and their Architect for a new Bresnahan Elementary School
- Drafted a comprehensive **Wetlands Protection Ordinance** approved by the City Council to better protect wetland resource areas not only on Plum Island, but throughout the City
- Worked with the **Merrimack River Beach Alliance** (MRBA) to push for federal funding and permits necessary for **Jetty Repairs** which will make navigation safer and help beach sand to accumulate on the east side of Plum Island. Assisted the Army Corp with access agreements and municipal coordination necessary to complete the South (Newburyport) Jetty repairs under the Disaster Relief Appropriations Act
- Participation in the development of the state’s **Whittier Bridge/I-95 Project** and coordination of Whittier Working Group (WWG) communications to the Massachusetts Department of Transportation (MassDOT)
- Continued progress on the **Little River Transit Village Zoning amendments**. Work continues toward establishment of a **40R “Smart Growth” District** in coordination with the Planning Board and Massachusetts Bay Transportation Authority (MBTA)
- Continued **enhancements to GIS system**, including the development of new data layers (open space, subdivisions, street acceptance, municipal facilities, community preservation projects, cultural and historical resources, and internal and external links to Building Department data and all permitting (ZBA, PB, Conservation, Historical) data, as well as use of new online oblique Pictometry images

FY 2014 TRENDS

The following is a description of the trends that will continue to impact the Office of Planning and Development's processes, programs and services during FY 2014:

- The economic recession has reduced the number of applications to the Planning Board and Zoning Board of Appeals during the past two years, but is gradually increasing as we move into FY 2014. The relative level of buildout in Newburyport limits the number of large-scale projects that the City will need to review and permit in future years. However, FY 2013 permit applications suggest that there is sustained development (and redevelopment) interest throughout the City. Two large-scale projects which may see planning and permitting efforts in FY 2014 are the Waterfront West development by New England Development and the 40R Smart Growth District at the MBTA Commuter Rail Station. We are also engaged in discussions with the First Republic Corporation of America in the effort to encourage their completion of the outstanding Towle Redevelopment project.
- The number of long-range plans, capital projects and initiatives that the City will be undertaking and implementing in FY'14 and future years will continue to be significant. Additional staff time will be devoted to the development, management and implementation of long-range plans, community preservation projects and capital improvement projects.
- A ten-year update to the City's Master Plan will identify a number of regulatory and policy-level changes for adoption by the Mayor and City Council. Additional staff time will be devoted to rewriting applicable ordinances and regulations consistent with the new plan. If funding is not made available for the Master Plan update, all efforts should be made to complete the plan update in-house.
- Increased use of technology will allow the Office of Planning and Development to consolidate resources, reduce paperwork, and ensure that information on past, present and future planning initiatives, development projects, and mapping information is available electronically.

FY 2014 GOALS AND OBJECTIVES

Goal I: Implement the recommendations of the 2001 Newburyport Master Plan, 2003 Waterfront Strategic Plan, 2004 Strategic Land Use Plan, 2012 Open Space & Recreation Plan and 2013 Affordable Housing Production Plan.

Objectives:

- Coordinate the review of development plans for the Waterfront West Overlay District
- Finalize zoning amendments for the Little River Transit Village project (40R Smart Growth District)
- Plan for the continued funding and viability of the housing rehabilitation program
- Support affordable housing initiatives throughout the City
- Support business retention, redevelopment, and expansion in the Newburyport Business Park

Planning and Development (cont.)

- Assist with the preservation of Newburyport's historic buildings, landscapes, and other historic resources through a variety of regulatory, management and investment strategies, including consideration of local historic district(s) regulations
- Develop incremental zoning revisions to improve development outcomes, streamline permitting, and clarify City requirements and expectations
- Pursue all local, state and federal funds for affordable housing, infrastructure improvements and economic development initiatives within the City
- Assist the Mayor's office with maintaining a unified downtown parking management plan, with the possibility of shared parking agreements with private parties thereby expanding available parking for the general public in these areas when not in use
- Develop a ten-year update to the 2001 Master Plan guidance document

Goal 2: Implement capital improvement projects

Objectives:

- Work with the Mayor's Office, Newburyport Redevelopment Authority, Waterfront Trust, and others toward design, permitting and redevelopment of the central waterfront as an expanded **Maritime Park** and activated uses (mixed-use buildings) extended around the park from Market Square, consistent with the plans and renderings provided by **Union Studios Architects**
- Provide continued planning and design for the next phase of the Clipper City Rail Trail initiative, securing rights-of-way, fundraising and permitting approvals
- Implement the **Central Waterfront Bulkhead Renovation Project**
- Seek construction funding for the Commercial Fish Pier Dredging project, and implement as funds become available
- Provide oversight for the final design, bidding and construction of a new Senior/Community Center
- Assist the Mayor's office, MVRTA and others with the intermodal parking facility project
- Assist the Mayor's office and others with plans for the disposition of the Brown School building and it's potential reuse for the creation of affordable housing
- Assist, as needed, in project management of CPA-funded projects
- Assist the Mayor's office with continued implementation of a city-wide capital improvement program (CIP) and ensure yearly progress in funding of projects consistent with the plan
- Assist the Mayor's office and School Department with the development of an outdoor place-based education program at Cashman Park, using the planned relocated Towle Barn, or consider alternative contributions by First Republic Corporation of America toward

preservation efforts in Newburyport

Goal 3: Streamline and improve the effectiveness of the development review process

Objectives:

- Use the City's mapping technology and aerial photography to enhance the decision-making process. Lead the City's GIS Users group and to improve the on-going maintenance of this resource
- Make the web site responsive to the public's desire for information and to use it to expand community knowledge about the development process, on-going projects and public policy issues
- Provide technical assistance to applicants and the general public
- Perform site visits, document decisions made in the field, and to improve communication with all interested parties
- Coordinate monthly project review meetings with other departments and monitor feedback from Boards and Commissions and schedule periodic joint meetings between Boards and Commissions with overlapping permitting responsibilities and jurisdiction over similar land use applications

Goal 4: Support the development, preservation and maintenance of affordable housing in Newburyport towards the long-term goal of achieving at least 10% of all units being designated as affordable

Objectives:

- Work with the Affordable Housing Trust to create, advocate for, and retain affordable housing
- Ensure that the City fulfills its obligations in accordance with the Community Preservation Act to allocate a minimum of ten percent of Annual CPA revenue to community housing
- Coordinate review of permit applications to the Planning Board and/or Zoning Board of Appeals that will supplement affordable housing opportunities in the City
- Manage the Housing Rehabilitation Program, with Community Preservation Funds
- Provide regular updates to the state subsidized housing inventory

Goal 5: Initiate conservation efforts, actively work to review and issue wetland permits and increase public awareness of Conservation Commission initiatives and responsibilities

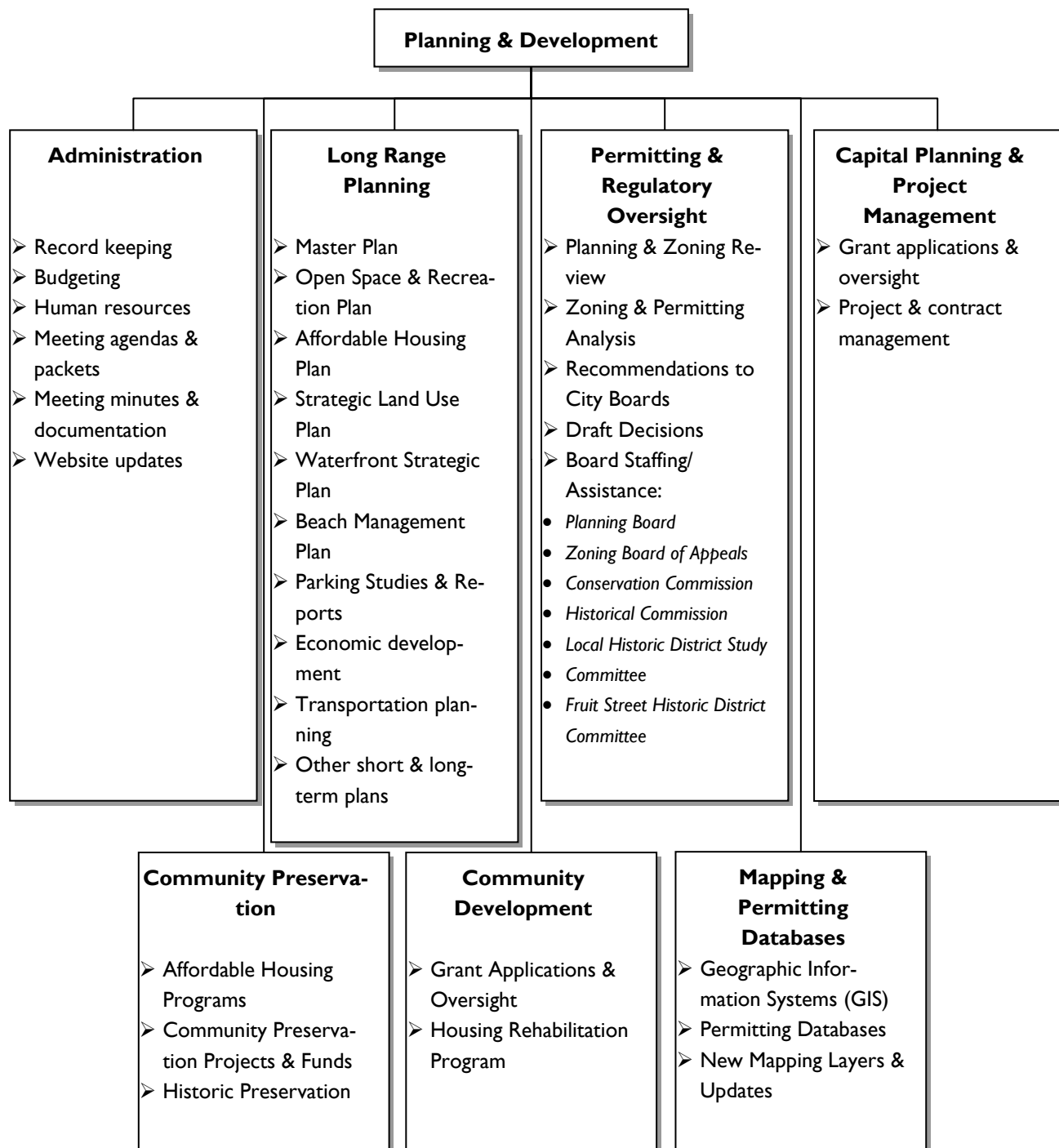
Objectives:

- Provide access to coastal areas on Plum Island that are experiencing erosion and incorporate environmental and safety mitigation measures such as dune nourishment, sand fencing, beach grass planting, sand ramps, boardwalks, stairs, mobi-mats, etc.

Planning and Development (cont.)

- Secure funding to develop informational/interpretive signage publicizing the value of Barrier Beach resources; develop an informational brochure detailing the value of wetlands and the role of the Conservation Commission in administering the Wetlands Protection Act
- Ensure prompt, comprehensive and efficient permitting of projects in and adjacent to wetlands resource areas

PROGRAMS & SERVICES



PERSONNEL SUMMARY

PLANNING DEPARTMENT			
<u>Position</u>	FY 2012 <u>Actual</u>	FY 2013 <u>Actual</u>	FY 2014 <u>Budget</u>
Director of Planning & Development	1	1	1
Senior Project Manager	1	1	1
Planning & Zoning Administrator	0.69	1	1
Administrative Assistant	1	1	1
Conservation Administrator	0.54	0.54	0.54
Total Full-Time Equivalents:	4.23	4.54	4.54

PLANNING AND DEVELOPMENT

	FY2010 ACTUAL	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 APPROVED	FY2014 PROPOSED	FY2014 APPROVED
001 - PERSONAL SERVICES						
51101 OPD SAL PLANNING DIRECTOR	70,172	84,040	78,683	80,111	84,598	84,597.70
51102 OPD SAL PLANNER	41,950	52,155	37,472	31,155	31,622	31,622.49
51103 OPD SAL PROJECT PLANNER	66,814	65,980	67,263	67,300	68,310	68,309.86
51104 OPD SAL ADMIN ASSIST	47,751	49,272	49,893	50,258	53,593	53,593.07
51105 OPD CONSERVTN COM P/T	35,000	35,000	10,331	23,062	23,408	23,408.13
51407 OPD EDUCATION CREDITS	0	0	0	700	700	700.00
53001 OPD PROF SVC	0	0	15,500	0	-	0.00
001 - PERSONAL SERVICES Total	261,686	286,448	259,143	252,587	262,231	262,231.25
002 - PURCHASE OF SERVICES						
53001 OPD PROFESSIONAL SERVICES	0	0	0	0	10,000	0.00
53003 OPD GIS	0	0	11,483	10,000	10,000	10,000.00
002 - PURCHASE OF SERVICES Total	0	0	11,483	10,000	20,000	10,000.00
004 - SUPPLIES						
52701 OPD COPY MACHINE LEASE	2,465	3,000	3,017	3,500	3,500	3,500.00
54200 OPD OFFICE SUPPLIES	1,900	1,675	1,619	1,675	1,675	1,675.00
55800 OPD OTHER SUPPLIES	874	844	832	875	875	875.00
004 - SUPPLIES Total	5,240	5,519	5,468	6,050	6,050	6,050.00
Grand Total	266,926	291,967	276,095	268,637	288,281	278,281.25

LICENSING COMMISSION

	FY2010 ACTUAL	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 APPROVED	FY2014 PROPOSED	FY2014 APPROVED
001 - PERSONAL SERVICES						
51164 LCM PR CLERICAL SVC	5,340	4,760	5,340	5,340	5,340	5,340.00
001 - PERSONAL SERVICES Total	5,340	4,760	5,340	5,340	5,340	5,340.00
007 - OTHER CHARGES & EXPENSES						
57809 LCM GENERAL EXP	669	146	751	1,500	1,500	1,500.00
007 - OTHER CHARGES & EXPENSES Total	669	146	751	1,500	1,500	1,500.00
Grand Total	6,009	4,906	6,091	6,840	6,840	6,840.00

CONSERVATION COMMISSION

	FY2010 ACTUAL	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 APPROVED	FY2014 PROPOSED	FY2014 APPROVED
001 - PERSONAL SERVICES						
51165 CCM MINUTE TAKER	3,200	3,600	0	0	3,600	1,800.00
001 - PERSONAL SERVICES Total	3,200	3,600	0	0	3,600	1,800.00
Grand Total	3,200	3,600	0	0	3,600	1,800.00

HISTORICAL COMMISSION

	FY2010 ACTUAL	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 APPROVED	FY2014 PROPOSED	FY2014 APPROVED
001 - PERSONAL SERVICES						
51165 HCM MINUTE TAKER	1,100	0	0	0	3,600	1,800.00
001 - PERSONAL SERVICES Total	1,100	0	0	0	3,600	1,800.00
Grand Total	1,100	0	0	0	3,600	1,800.00

PLANNING BOARD

	FY2010 ACTUAL	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 APPROVED	FY2014 PROPOSED	FY2014 APPROVED
001 - PERSONAL SERVICES						
51165 PBD MINUTE TAKER	3,450	0	0	0	3,600	1,800.00
001 - PERSONAL SERVICES Total	3,450	0	0	0	3,600	1,800.00
Grand Total	3,450	0	0	0	3,600	1,800.00

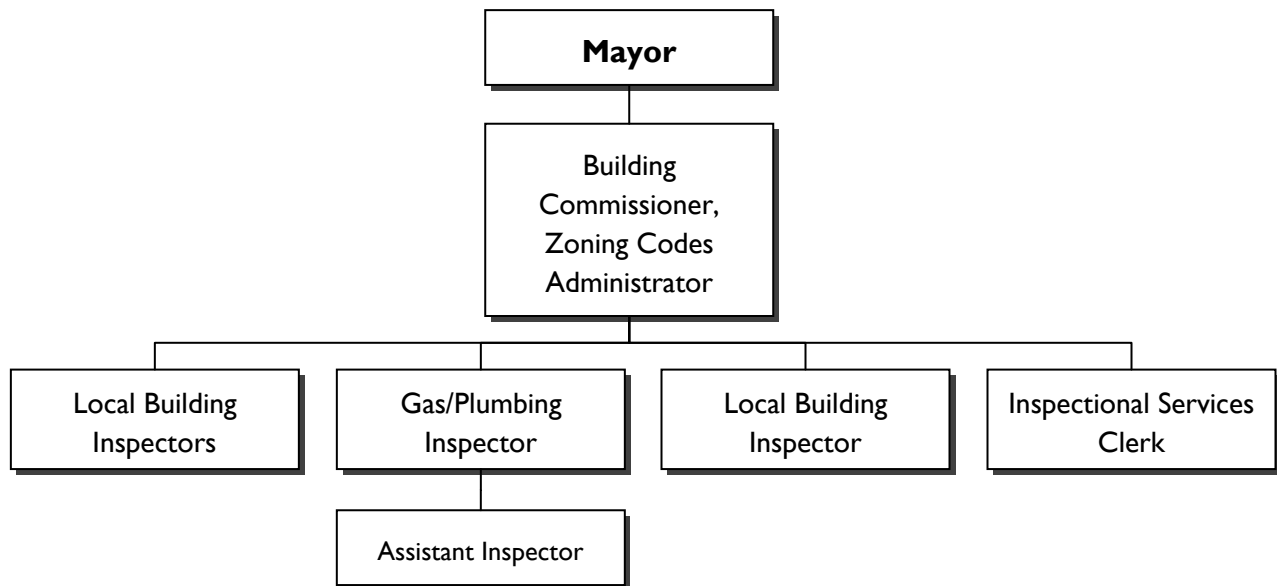
ZONING BOARD OF APPEALS

	FY2010 ACTUAL	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 APPROVED	FY2014 PROPOSED	FY2014 APPROVED
001 - PERSONAL SERVICES						
51165 ZBD MINUTE TAKER	3,450	0	0	0	3,600	1,800.00
001 - PERSONAL SERVICES Total	3,450	0	0	0	3,600	1,800.00
Grand Total	3,450	0	0	0	3,600	1,800.00

Building Department

MISSION STATEMENT

The mission of the Newburyport Building Department is to consistently and expeditiously provide equitable information and services to the public at large to accomplish their personal property use and building goals.



FY 2013 ACCOMPLISHMENTS

- Continued to provide information and assistance to the public related to all building and zoning issues within the City of Newburyport
- Inputted all gas, plumbing, electrical and building permits to date to a customized Microsoft Access Data Base that is transferred to the City wide MiMap system
- Continued to input old building permits back to 1978
- Maintained City streetlights, traffic signals, and electrical infrastructure
- The Building Department issued (695) permits for new buildings, additions, alterations
- Participated in on-site inspections including complaints, homeowner requests, zoning clarifications and emergency requests. The Department also issued (515) electrical permits, (455) gas permits, (455) plumbing permits.
- The Department will be providing mobile inspectional computers to record field inspections, that will be downloaded to the City's MiMap system to the benefit of the general public
- Updated The Building Department's webpage to reflect the current changes

FY 2014 TRENDS

The national economic downturn has not had as severe an impact in the Building Department as in other communities in 2013, though there is a general uptick of building activity throughout the local area. The Department was able to produce revenue for the General Fund and create new growth.

Existing zoning restrictions limit the size of development projects in the City. Local homeowners and builders have become increasingly creative in designing projects that minimize the oversight of City's Boards. While technically working within the confines of the law, this trend tends to produce smaller-scale projects which do not generate the same kind of revenue that larger projects would produce. This process also restricts new growth in the City from reaching its full potential. For these reasons, a comprehensive review of the City's zoning ordinance would be of great benefit.

FY 2014 GOALS AND OBJECTIVES

Goal 1: Complete the modernization and streamlining of all building permits

Objectives:

- To insure proper paperwork is completed in a less complicated format for the Contractors and public at large
- Lessen the paperwork required to pull a building permit

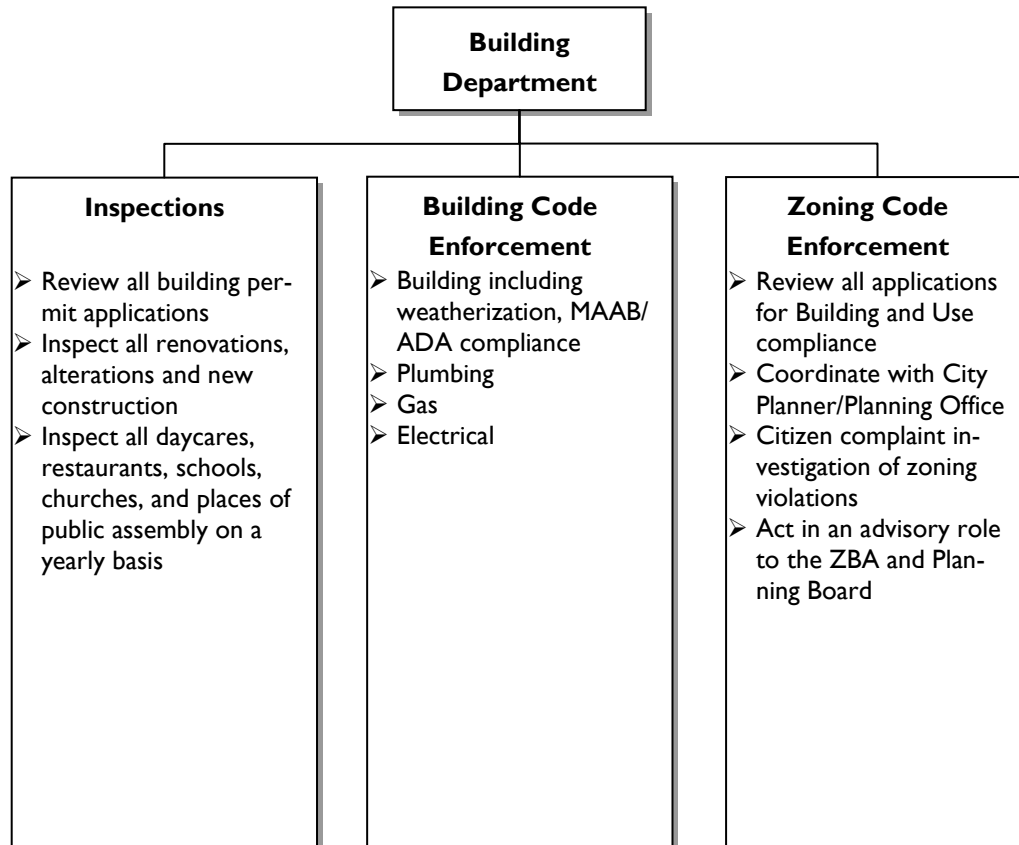
Goal 2: Implement a new permit for HVAC contractors with a new part-time Building Inspector to provide enforcement

Objectives:

- To insure compliance with new mandated HVAC laws required by the State
- Increase revenue to the City
- Insure the public good in the construction of building

Building Department (cont.)

PROGRAMS & SERVICES



PERSONNEL SUMMARY

BUILDING DEPARTMENT			
	FY 2012	FY 2013	FY 2014
Position	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>
Building Commissioner	1	1	1
Administrative Assistant	1	1	1
Inspectional Services Clerk*	1	1	1
Electrical Inspector	1	1	0**
Plumbing/Gas Inspector*	1	1	1
Assistant Building Inspector	0	0	1
Total Full-Time Equivalents:	5	5	5

*Funded by Inspections/Fees

**Moved to DPS in FY14

BUILDING DEPARTMENT

	FY2010 ACTUAL	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 APPROVED	FY2014 PROPOSED	FY2014 APPROVED
001 - PERSONAL SERVICES						
51101 BLD SAL BLDG INSPECTOR	72,515	73,965	73,966	73,965	78,107	78,106.65
51103 BLD SAL ADMIN SECRETARY	48,121	49,083	49,085	49,085	52,398	52,397.80
51160 BLD SAL ASST BLDG INSPECTOR	0	0	0	0	21,736	21,736.00
51401 BLD LONGEVITY	5,059	5,059	5,112	5,112	5,899	5,899.40
51402 BLD TRAVEL EXP STPND	3,700	4,472	4,600	4,600	4,900	4,900.00
51412 BLD CLOTHING ALLOWANCE	250	250	250	250	500	500.00
001 - PERSONAL SERVICES Total	129,645	132,830	133,013	133,012	163,540	163,539.85
002 - PURCHASE OF SERVICES						
53401 BLD PRINTING	165	694	427	750	750	750.00
55800 BLD MISC EXPENSE	278	575	500	575	575	575.00
002 - PURCHASE OF SERVICES Total	443	1,269	928	1,325	1,325	1,325.00
Grand Total	130,088	134,098	133,941	134,337	164,865	164,864.85