



COMMUNITY PRESERVATION APPLICATION FOR FUNDING

City of Newburyport
Community Preservation Committee

Applications for funding are due by **Thursday, February 11, 2016 at 4:00 p.m.** with the Community Preservation Committee, c/o Office of Planning and Development, City Hall, 60 Pleasant St., Newburyport MA 01950.

Application Instructions:

- Applicants should file ten (10) paper copies and one electronic copy of the completed application and all accompanying documents.
- Applications should be stapled or clipped. Bound applications are not required.
- Please be mindful of extraneous paper.

PROJECT NAME: Newburyport Historic Structure Survey Update Project

PROJECT ADDRESS: c/o Newburyport Historical Commission

Planning Department

60 Pleasant Street

Newburyport, MA 01950

MAP/LOT: _____

APPLICANT NAME: Newburyport Historical Commission

(Group or Committee Affiliation)

CONTACT PERSON: Sarah White, Chair

TELEPHONE/FAX NO.: 978.317.7794

ADDRESS: same as above

EMAIL: sarah_m_white@yahoo.com

COMMUNITY PRESERVATION CATEGORY:

(Please check all that apply)

- Open Space
- Historic Resource
- Affordable Housing*
- Recreation

* Applicants seeking Affordable Housing funds must attend a Newburyport Affordable Housing Trust meeting to review and discuss their application. This review must occur prior to the Community Preservation Committee deliberations.

The Committee may require, as a condition for funding, that the applicant grant to the City or other authorized grantee certain restrictions, including: preservation restrictions on rehabilitated or acquired historic resources, conservation restrictions on preserved or acquired lands, and deed restrictions on affordable housing projects. If applicable, the restriction shall be recorded at the Southern Essex Registry of Deeds.

PROJECT SUMMARY: Provide a description of the Project, including the property involved and its proposed use.

A. Project Goals

The purpose of this the Newburyport Historic Structure Survey Update project (known hereafter as the “Project”) is three-fold, in order of importance:

- i. Capture principal structures that are within the National Register District (NRD) but which lack a Form B;
- ii. Survey historic accessory structures (such as carriage houses, barns and the like) and prepare a Form B for each;
- iii. Update existing survey forms whose historic or architectural information is known to be incorrect.

Given the proposed budget (including volunteer efforts and potential state matching funds), the NHC aims for the survey work to be conducted on 150 historic structures.

The proposed survey project will greatly help Newburyport manage and better protect its inventory of historic architectural assets.

Narrative Statement

Newburyport finds itself in a challenging situation with regard to historic preservation. After the failure to secure a large Local Historic District (LHD) in early 2013, the City Council passed an ordinance designed to provide some measure of protection of the community’s historic architectural assets until a more comprehensive regulatory mechanism is achieved. The measure has proved problematic and, politically, there is little appetite for changing the law at this time.

Briefly, the City has been divided into three areas with three different “special permit granting authorities”. They are as follows:

- The DOD (demolition overlay district): advisory review on exterior changes to historic structures, including demolition, is provided by the Newburyport Historical Commission (NHC) to the Planning Board which has the final authority in allowing proposed work to continue. The area covered by the DOD is the core Federal period commercial center of the city. The portion of the city is within the National Register District (NRD). Newburyport’s demolition delay ordinance is no longer in effect in the DOD. **The only way a structure can come under DOD review is for it to have its own Form B. Without a Form B, no review by the NHC nor the Planning Board can occur and the property owner can proceed at-will.**
- The DCOD (demolition overlay district): advisory review on the demolition (partial or whole) of historic structures is provided by the

NHC to the Zoning Board of Appeals (ZBA) which has the final authority in allowing demolition to occur. The area covered by the DCOD is the remainder of the National Register District. Newburyport's demolition delay ordinance is no longer in effect in the DCOD. As with the DOD, **the only way a structure can come under DOD review is for it to have its own Form B. Without a Form B, there is no demolition review on a structure and it can be demolished without any formal negotiation or delay period.**

- Demolition Delay: the NHC has demolition delay power in all other areas of the City, which is not extensive. Newburyport has a 1-year demolition delay period.

The Newburyport Historical Commission, local policy makers, preservation stakeholders and others have found that, since April, 2014, when the DCOD and DOD were voted into local law, there are significant gaps in the Form B survey forms. Despite being listed on the National Register listing, no Form Bs exist for numerous principal structures. Further, outbuildings are almost universally excluded for Newburyport's Form Bs. While historic outbuildings may be mentioned in passing in the narrative for a principal structure, under Newburyport's laws, lack of a Form B precludes any structure from demolition review. We are scheduled to lose a c.1874 historic barn and have already lost a Mansard-roofed carriage house built to match the style of the principal Mansard structure which it served.

PUBLIC BENEFIT: Describe in detail the benefits Newburyport will receive from the Project and how the Project fulfills the Community Preservation Committee's Project Evaluation Criteria.

Capturing all of the contributing buildings within the National Register District along with the historic outbuildings will help to mitigate the loss of additional historic structures from the City to demolition. Without Form Bs for every such structure, our existing laws cannot protect one of Newburyport's most valuable economic and public assets – its historic built environment.

CONTROL OF SITE: Indicate whether the applicant owns or has a purchase agreement for the Project site. If the property is under agreement, include a description of the agreement and the timing and conditions. If the applicant does not have site control, explain.

N/A

FEASIBILITY: List all steps that may be required for completion of the Project, such as environmental assessment, zoning or other approvals, agreement on terms of any required conservation, affordability or historic preservation restrictions, and any other known issues. For projects that may impact abutters or the neighborhood, describe support or objections from those affected.

PROJECT TIMELINE: Describe the anticipated steps or phases for completion of the Project. Demonstrate whether the Project will be ready to proceed in the coming fiscal year.

The following timeline proposal is in keeping with Massachusetts Historical Commission (MHC) standards and will require their participation for review of progress.

Prior to Phase I, a and RFP must be released to solicit proposals from qualified consultants.

Phase I (6 weeks)

- Meet with local project coordinator (historical commission chair with support from Planning Director and MHC staff. Include selected consultant
- Provide consultant and MHC with list of priority structures based on the priority list of project goals described in section A. above.
- Because of the extensive research conducted for the creation of the NRD in the early 1980s, many of the items suggested in phases 1 and 2 of the MHC sample scope of work can likely be combined either to collapse the timeframe of these two phases.

Deliverables: assessment of existing documentation

Examples of information gathered about sample properties to-date

Bibliography to-date

Schedule of milestones

Phase II (8 weeks)

- Continue architectural assessments and documentary research
- Conduct periodic meetings with local coordinator to review progress
- Meet with MHC to review progress

Deliverables: draft form of inventories for the 150 identified properties

Extended bibliography

Phase III (20 weeks)

- Continue architectural assessments and documentary research
- Conduct periodic meetings with local coordinator to review progress
- Meet with MHC to review progress

Deliverables: Completed survey forms for all 150 properties

Final bibliography

Phase IV (7 weeks)

- Correct survey forms as-needed/as-identified by local project manager

- Add inventory numbers/letters to forms
- Appropriately name all files to conform to MHC naming conventions.
- Complete National Register forms as-appropriate for all structures not previously individually listed.
- Prepare base map(s) identifying all newly-inventoried / updated properties
- Prepare street index of inventoried areas and properties.

Deliverables – as required by MHC

Because the NHC is a voluntary board, there will be no personnel costs incurred for this project. The inclusion of the Planning Director as an additional source/contact for this project is to ensure that he is kept in-the-loop by the state agency, MHC. Ultimately, the NHC “reports” to the Planning Director and his inclusion in this process is necessary.

The NHC expects to be able to hire qualified consultants to perform the survey work. In addition, the NHC will be able to secure assistance from local preservation organizations and related volunteers to assist with property/building identification, research, review of draft forms, photography and other project elements as-needed.

This project would be completed no later than June 30, 2017.

FUNDING:

A. **Amount of Newburyport Community Preservation Funding Requested:**

\$ _____ 15,000.00 _____

B. **Other Sources of Funding Available:** If funding from other sources may be available for the Project, please complete the following table:

SOURCE OF FUNDING	AMOUNT REQUESTED	STATUS (COMMITTED Y/N IF NOT-WHEN)	CONTINGENT ON CP FUNDS (Y/N)
MHC	15,000.00	Currently under review	Y
Volunteer efforts	5,000.00	pending	N

ATTACHMENTS:

Include the following with ALL copies of the application:

- Assessor’s map showing location of the Project
- Photographs
- Recent written estimates of cost with detailed scope of work
- Proposed oversight and management plan for the Project
- If the project involves public property, provide verification that the applicable public agency or department supports the project as presented and will oversee the project if funded.
- Historic resources include buildings, structures, vessel real properties, documents or artifacts that are listed or eligible for listing on the state register of historic place or determined to be significant in the history, archeology, architecture or culture of the city

by the local historic preservation commission. If the project involves a historic resource, please provide evidence (date of listing on the state register or a letter from the Newburyport Historical Commission confirming its determination of significance) with the application that it meets these criteria

Include the following, if applicable and available:

- Architectural plans and specifications, for new construction or rehabilitation
- Maps, renderings, site plans
- Historic structures report, existing conditions report
- Names and addresses of project architects, contractors and consultants
- Budgets
- Letters of Support

Attach additional sheets as necessary to answer all questions.

YOU MAY BE REQUESTED TO PROVIDE ADDITIONAL INFORMATION.

For questions contact: Office of Planning and Development
Newburyport City Hall
planning@cityofnewburyport.com
(978) 465-4400