

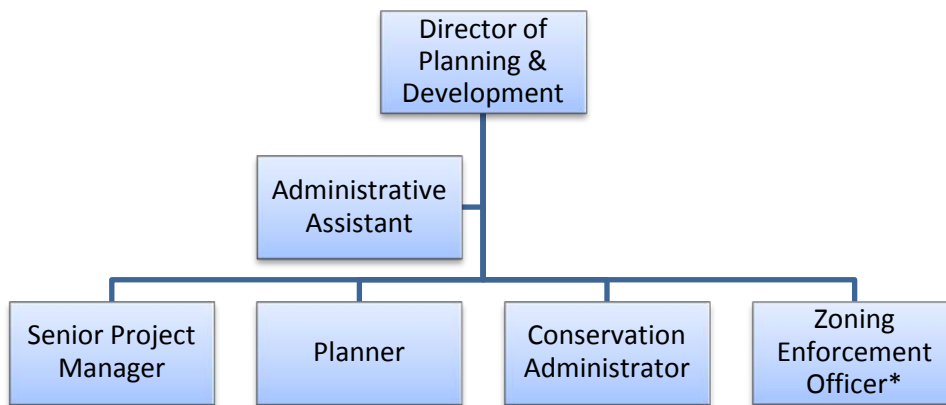
Section 7:
Planning and Development

PLANNING & 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 supports economic development within the City through regulatory improvements, streamlined permitting processes and assistance to new and expanding businesses. The Department also promotes sustainable growth initiatives to reduce burdens on the City’s financial capacity, infrastructure, wildlife and natural resources.

ORGANIZATIONAL OVERVIEW



Position	FY2016 Actual	FY2017 Actual	FY2018 Budgeted
Director of Planning & Development	1.0	1.0	1.0
Senior Project Manager	1.0	1.0	1.0
Staff Planner	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0
Conservation Administrator	0.5	0.5	0.5
Total Full Time-Equivalents	4.5	4.5	4.5

*Twelve hours per week to start. Full-time anticipated in September 2017.

Funding by permit fee revolving funds and planning & zoning revolving fund.

PERFORMANCE MEASUREMENTS

Performance Indicator	Unit of Measure	Actual FY2014	Actual FY2015	Actual FY2016	Estimated FY2017
Total Permit Applications	#	73	111	122	113
Special Permits	#	48	52	51	46
Variances	#	15	33	34	44
Appeals	#	0	4	1	0
Approval Not Required Plans	#	7	7	16	9
Subdivisions	#	0	2	1	0
Site Plan Reviews	#	3	6	7	1
Smart Growth District Plan Reviews	#	N/A	N/A	1	0
DCOD Special Permits	#	N/A	5	1	2
DOD Special Permits	#	N/A	2	1	5
Average Number of Weeks for Permitting	Weeks	7.2	6.33	8.6	7.8
CPA Grant Applications	#	20	12	22	14
Resource Area Delineation	#	3	1	2	0
Notice of Intent	#	13	26	12	16
Determination of Applicability	#	16	17	17	2
Demolition Delay	#	24	15	7	4

FY2017 ACCOMPLISHMENTS

Zoning & Regulations:

- Drafted revisions to the Newburyport Zoning Ordinance (NZO) in order to encourage new growth in the Business & Industry Park, direct new residential and mixed-use transit-oriented development into the 40R Smart Growth District (around the MBTA Commuter Rail Station), while adding additional massing and design criteria for permitting residential infill within the National Register Historic District and “Demolition Control Overlay District.”
- Worked with New England Development (NED), the Planning Board and City Council Planning & Development (P&D) Committee towards consensus on a master development plan and zoning amendments for the downtown’s “Waterfront West” area in order to permit additional residential units to support downtown businesses, a hotel and conference space to support additional tourism and economic development, as well as ancillary commercial/retail space intended to activate a neglected segment of Merrimac Street and an expanded publicly accessible boardwalk between the Black Cow and Michael’s Harborside.

- Continued to assist the various permitting boards in their review of development applications and to streamline the permitting process by working with applicants to address potential issues prior to board reviews in order to expedite the permitting process.
- Coordinated with various City agencies on issues relating to permitting for the Evergreen Commons Open Space Residential Development (OSRD) project, including traffic and circulation, protection of the City's existing water supply and exploration of the site for a new potential City Well.

Long-Range Planning:

- Worked with consultant Community Opportunities Group (COG) to finalize a ten-year update to Newburyport's Master Plan document which addresses community vision, policies, goals and objectives for implantation during the next ten years under an action plan. The plan, intended to unify and coordinate City efforts over the next ten years, addresses areas such as:
 - Land Use Planning & Growth Management (Includes Development, Buildout & Demographics)
 - Economic Development
 - Housing (Includes Affordable Housing)
 - Transportation & Mobility
 - Natural Resources, Open Space & Recreation
 - Cultural & Historical Resources
 - Municipal Facilities & Services (includes City Land, Buildings, Infrastructure & CIP)
 - Energy & Sustainability (includes climate change)
 - Education
- 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.
- Continued to implement the recommendations of the Newburyport Master Plan, 2003 Waterfront Strategic Plan, 2004 Strategic Land Use Plan, 2012 Open Space & Recreation Plan, 2013 Affordable Housing Production Plan and other short and long-term plans.

Community Mapping:

- Continued enhancements to the City's Geographic Information System (GIS), including the development of new data layers with internal and external links to Building Department and Assessors data, all permitting (ZBA, PB, Conservation, Historical) data, as well as use of new online aerial photography of the City of use to all City departments and boards.
- Worked with the Merrimack Valley Planning Commission (MVPC) to advance a new web-based project tracking map based on the City's Geographic Information System (GIS) allowing City staff, Council members and the general public to track the location and nature of private development and public infrastructure projects in the pipeline and to see related project drawings, plans and applications.

Economic Development & Project Permitting:

- Coordinated with the Massachusetts Bay Transit Authority (MBTA) and development firm MINCO Corporation on a mixed-use, transit-oriented development at One Boston Way and efforts to resolve abutter concerns regarding overall project size.
- Coordinated with Berkeley Investments to ensure completion of the Towle Complex Redevelopment project, including approval of revised plans for high-end waterfront residential units known as “Newburyport Landing,” restoration of historic structures and two affordable units along Merrimac Street.
- Coordinated twelve (12) monthly Technical Review Committee meetings with various City departments for the purposes of reviewing major development projects and addressing key issues in development projects before, during and after permitting, including but not limited to the One Boston Way Smart Growth District redevelopment, Evergreen Valley Golf Course Open Space Residential Development (OSRD) project, Hillside Center for Sustainable Living, Towle Redevelopment project, and UFP Technologies business expansion.
- Continued meetings with New England Development (NED) regarding the construction of a new downtown hotel and townhouse-style waterfront condo units, partnership for the construction of a new downtown parking garage, and potential changes to the Waterfront West Overlay District (WWOD) zoning.
- Negotiated with developer of the Merrimac Street Ale House project to ensure adequate pedestrian crossing upgrades at the intersection of Merrimac Street and Green Street.
- Negotiated with developer of the Wine/Hamilton Estates Subdivision to ensure grant of a permanent easement to the City for construction and use of the new “Richie Eaton Ballfield” behind the Nock/Molin School.

Capital Improvement Projects:

- Continued to work with the Merrimack Valley Regional Transit Authority (MVRTA) to obtain funding, develop designs, secure site control and address permitting issues related to a new Intermodal Transit & Parking Facility at the so-called Titcomb Street site. Issued Requests for Proposals (RFPs) to obtain the services of a qualified Owner’s Project Manager (OPM) and relocation consultant (to assist with displaced businesses). Negotiated contractual terms with the MVRTA and design team to increase efficiency in project management and ensure City control over the project after completion of the 30% design phase.
- Worked with the Harbor Commission, Architectural firm Keery Design, LLC and Castagna Construction to finalize construction of the Newburyport Harbormaster & Visiting Boater Facility.
- Assisted MassDOT with oversight on construction of the Phase II Clipper City Rail Trail project, including resolution of various abutter concerns along this route.
- Developed a conceptual plan for the Phase III Clipper City Rail Trail project to allow safe crossings of Route One and State Street near the Courthouse.
- Worked with the consulting firm Winter Street Architects of Salem, MA to complete an Adaptive Reuse Feasibility Study for the former Brown School and issue a Request for Proposals (RFP) to

solicit proposals from developers for the adaptive reuse of this former school building as senior housing, affordable housing, market rate housing or artist studios.

- Worked with the City Council to establish terms for long-term lease of the 115 Water Street building adjacent to the Wastewater Treatment Plant Facility and to issue a Request for Proposals (RFP) accordingly.
- Worked with the private development firm Diamond Sinacori under a Purchase and Sale Agreement to transfer and permit the old Kelley School Building for adaptive reuse as high-end condominiums with underground parking, subject to a Preservation Restriction (PR) on the exterior of this prominent historic building.
- Continued to work with the Newburyport Redevelopment Authority to make progress in the disposition of the NRA-owned waterfront properties as additional park space and related activities (visitor center, public restrooms, a small outdoor cafe, etc.) which will result in a more meaningful connection to the downtown (Market Square) area.
- Participated in waterfront stakeholder discussions to address problems with the Waterfront Trust documents, which were originally intended simply to ensure permanent public access to the water's edge along defined "ways," but have become unnecessarily difficult to interpret and apply in recent years due to hastily approved revisions (years ago) which expanded the jurisdiction and roles of the Waterfront Trust (WFT) to include overlap with other City agencies and public interests.
- Coordinated with MVPC and the City Engineer to study redesign of the Route One Rotary for cost-effective options to redesign this gateway into the City with new traffic calming, as well as safe pedestrian and bike trail crossings.
- Continued to assist the Department of Public Services (DPS) with administration of the recently obtained "MassWorks" grant to upgrade the Graf Road Lift Station facility.

Community Development & Preservation:

- Coordinated Community Preservation Committee (CPC) review of various applications for Community Preservation Act (CPA) funding. Continued to provide oversight of projects details, funding and reimbursement requests on approved projects.

FY2018 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 2018:

- Permitting and development applications will likely continue at current levels as we move into FY2018. However, 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. FY2017 permit applications suggest that there is sustained development (and redevelopment) interest throughout the City. Smaller "infill" developments will comprise a larger portion of permit applications than large projects when compared with prior years. New zoning regulations and architectural design standards will address inappropriate infill projects and help to ensure that new infill is

compatible, particularly within the National Register Historic District, regulated locally under the Downtown Overlay District (DOD) and Demolition Control Overlay District (DCOD).

- The Office will continue to assist in all areas of review for requested zoning changes and proposed development plans to be undertaken by New England Development in the so-called “Waterfront West” area of Downtown Newburyport.
- The number of long-range plans, capital projects and initiatives that the City will be undertaking and implementing in FY’18 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 and capital improvement projects.

Increased use of technology will allow the Office of Planning and Development to reduce paperwork, and ensure that information on past, present and future planning initiatives, development projects, permits and related mapping data is available electronically. These efforts should be continued and expanded for the convenience of all City departments as well as the general public.

FY2018 GOALS & OBJECTIVES

GOAL 1: IMPLEMENT THE RECOMMENDATIONS OF THE 2017 MASTER PLAN UPDATE, 2003 WATERFRONT STRATEGIC PLAN, 2004 STRATEGIC LAND USE PLAN, 2012 OPEN SPACE & RECREATION PLAN AND 2013 AFFORDABLE HOUSING PRODUCTION PLAN

Objectives:

- Finalize the comprehensive review and update to the Newburyport Zoning Ordinance.
- Support business retention, redevelopment, and expansion in the Newburyport Business Park developing zoning revisions to improve development, redevelopment and infill projects, streamline permitting, and clarify City requirements and expectations.
- Assist with the preservation of Newburyport’s historic buildings, landscapes, and other historic resources through a variety of regulatory, management and investment strategies.
- Pursue all local, state and federal funds for affordable housing, infrastructure improvements, preservation projects and economic development initiatives within the City
- Plan for the continued funding and viability of the housing rehabilitation program.
- Support affordable housing initiatives throughout the City.
- Integrate the concepts of “sustainability”, “resilience” and “community character” into all projects, programs, regulations, policies and initiatives controlled or undertaken by the City.

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 extended around the park from Market Square.
- Provide continued planning and design for the next phase of the Clipper City Rail Trail initiative, securing rights-of-way, fundraising and permitting approvals.
- Secure funding for Phase II of the Central Waterfront Bulkhead Renovation Project.
- Assist the Mayor's office, MVRTA and others with funding and approvals for the MVRTA.
- Ensure the start of construction for Newburyport's Intermodal Transit & Parking Facility (Parking Garage).
- Assist the Mayor's office and others with plans for the disposition of the core Brown School building, while maintaining and upgrading Youth Services facilities on-site.
- Assist the Mayor's office and others with plans for the disposition of the 115 Water Street property formerly used by the Waste Water Treatment Plant.
- 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.
- Increase efforts to track and apply for potential grant funding from local, state and federal agencies on a yearly basis.

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.

GOAL5: INITIATE CONSERVATION EFFORTS, ACTIVELY WORK TO REVIEW AND ISSUE WETLAND PERMITS AND INCREASE PUBLIC AWARENESS OF CONSERVATION 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.
- 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

Long-Range Planning	Administration, Capital Planning & Project Management	Permitting & Regulatory Oversight	Community Preservation	Mapping & Permitting Databases
<ul style="list-style-type: none"> • Master Plan • Open Space & Recreation Plan • Affordable Housing Plan • Strategic Land Use Plan • Waterfront Strategic Plan • Beach Management Plan • Parking Studies & Reports • Economic development • Transportation planning • Other short & long-term plans 	<ul style="list-style-type: none"> • Grant applications & oversight • Project & contract management • Record Keeping • Budgeting • Meeting Agendas & Packets • Meeting Minutes & Documentation • Website Updates 	<ul style="list-style-type: none"> • Planning & Zoning Review • Zoning & Permitting Analysis • Recommendations to City Boards • Draft Decisions • Board Staffing/ Assistance: • <i>Planning Board</i> • <i>Zoning Board of Appeals</i> • <i>Conservation Commission</i> • <i>Historical Commission</i> • <i>Fruit Street Historic District Committee</i> 	<ul style="list-style-type: none"> • Affordable Housing Programs • Housing Rehabilitation Program • Community Preservation Projects & Funds • Historic Preservation 	<ul style="list-style-type: none"> • Geographic Information Systems (GIS) • Permitting Databases • New Mapping Layers & Updates • City Website GIS & Mapping

PLANNING AND DEVELOPMENT (01-182)

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 BUDGET	FY2018 ADOPTED	\$ CHANGE	% CHANGE
001 - PERSONNEL SERVICES						
51101 - OPD SAL PLANNING DIRECTOR	83,436	88,191	87,141	88,543	1,402	1.6%
51102 - OPD SAL PLANNER	32,418	42,527	41,441	43,596	2,156	5.2%
51103 - OPD SAL PROJECT PLANNER	72,789	76,395	77,873	80,709	2,836	3.6%
51104 - OPD SAL ADMIN ASSISTANT	53,330	55,098	55,742	56,638	897	1.6%
51105 - OPD PT CONSERVATION ADMIN	30,253	33,566	31,886	33,062	1,175	3.7%
51407 - OPD EDUCATION CREDITS	700	700	700	700	0	0.0%
001 - PERSONNEL SERVICES Total	272,926	296,477	294,783	303,248	8,465	2.9%
002 - PURCHASE OF SERVICES						
53003 - OPD GIS	6,500	9,730	12,000	12,000	0	0.0%
002 - PURCHASE OF SERVICES Total	6,500	9,730	12,000	12,000	0	0.0%
004 - SUPPLIES						
52701 - OPD OFFICE EQUIPMENT	3,008	2,589	2,000	2,000	0	0.0%
54200 - OPD OFFICE SUPPLIES	1,274	1,379	1,550	1,550	0	0.0%
55800 - OPD MISC SUPPLIES	980	1,110	1,000	1,000	0	0.0%
004 - SUPPLIES Total	5,262	5,077	4,550	4,550	0	0.0%
Grand Total	284,688	311,284	311,333	319,798	8,465	2.7%

LICENSING COMMISSION (01-165)

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 BUDGET	FY2018 ADOPTED	\$ CHANGE	% CHANGE
001 - PERSONNEL SERVICES						
51164 - LCM CLERICAL SERVICES	5,340	5,340	5,340	5,340	0	0.0%
001 - PERSONNEL SERVICES Total	5,340	5,340	5,340	5,340	0	0.0%
007 - OTHER CHARGES & EXPENSES						
57809 - LCM GENERAL EXPENSES	895	1,005	1,500	1,000	(500)	-33.3%
007 - OTHER CHARGES & EXPENSES Total	895	1,005	1,500	1,000	(500)	-33.3%
Grand Total	6,235	6,345	6,840	6,340	(500)	-7.3%

CONSERVATION COMMISSION (01-171)

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 BUDGET	FY2018 ADOPTED	\$ CHANGE	% CHANGE
001 - PERSONNEL SERVICES						
51165 - CCM MINUTE TAKER	1,800	1,800	1,800	1,800	0	0.0%
001 - PERSONNEL SERVICES Total	1,800	1,800	1,800	1,800	0	0.0%
Grand Total	1,800	1,800	1,800	1,800	0	0.0%

HISTORICAL COMMISSION (01-691)

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 BUDGET	FY2018 ADOPTED	\$ CHANGE	% CHANGE
001 - PERSONNEL SERVICES						
51165 - HCM MINUTE TAKER	1,800	1,650	1,800	1,800	0	0.0%
001 - PERSONNEL SERVICES Total	1,800	1,650	1,800	1,800	0	0.0%
Grand Total	1,800	1,650	1,800	1,800	0	0.0%

PLANNING BOARD (01-175)

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 BUDGET	FY2018 ADOPTED	\$ CHANGE	% CHANGE
001 - PERSONNEL SERVICES						
51165 - PBD MINUTE TAKER	1,650	1,800	1,800	1,800	0	0.0%
001 - PERSONNEL SERVICES Total	1,650	1,800	1,800	1,800	0	0.0%
Grand Total	1,650	1,800	1,800	1,800	0	0.0%

ZONING BOARD OF APPEALS (01-176)

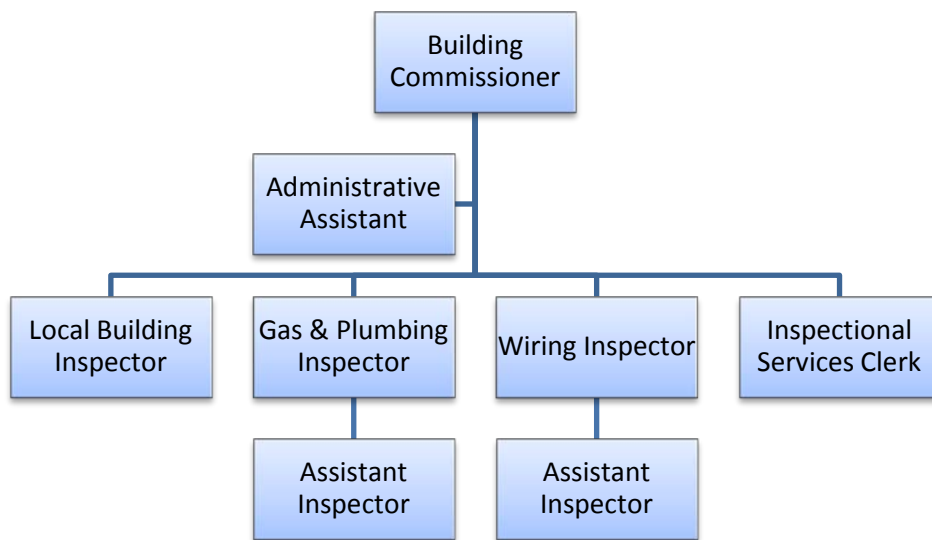
	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 BUDGET	FY2018 ADOPTED	\$ CHANGE	% CHANGE
001 - PERSONNEL SERVICES						
51165 - ZBD MINUTE TAKER	1,800	1,800	1,800	1,800	0	0.0%
001 - PERSONNEL SERVICES Total	1,800	1,800	1,800	1,800	0	0.0%
Grand Total	1,800	1,800	1,800	1,800	0	0.0%

BUILDING DEPARTMENT

MISSION STATEMENT

The mission of the Newburyport Building Department is to provide for public safety through the permitting process and conduct all project reviews in a fair and consistent manner with regards to local and state codes. We are committed to working with the public at large in helping them work through the proper channels for their specific projects.

ORGANIZATIONAL OVERVIEW



Position	FY2016 Actual	FY2017 Actual	FY2018 Budgeted
Building Commissioner	1.0	1.0	1.0
Local Building Inspector	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0
Inspectional Services Clerk	0.5	0.5	0.5
Plumbing/Gas Inspector	0.5	0.5	0.5
Electrical Inspector	0.5	0.5	0.5
Total Full Time Equivalents	4.5	4.5	4.5

PERFORMANCE MEASUREMENTS

Performance Indicator	Unit of Measure	Actual FY2014	Actual FY2015	Actual FY2016	Estimated FY2017
Building Permits*	# of	833	870	926	900
Electrical Permits	# of	577	590	639	640
Gas Permits	# of	472	465	443	450
Plumbing Permits	# of	483	491	469	475
Zoning Denial Decisions	# of	82	72	87	80

*Includes sheet metal permits.

FY2017 ACCOMPLISHMENTS

- Created and implemented sheet metal permits as part of the overall building application process ensuring compliance with Mass requirements, expanding public safety and creating new fee stream for the department. Inspect approximately 10 sheet metal permits per month.
- Continued joint review for all planning and zoning denials with Planning Department staff ensuring accurate application processes and correct board/commission deliberations.
- Conducted accurate and compliant plan review on a record number of permits while ensuring 100% of all complete applications were acted on within 10 days.
- Studied the feasibility of scanning existing project plans and hard copy files to reduce the backlog of previous hard copy records while continuing to input older building permit information to the building database.
- Continued to review and process a record amount of permits/fees for various construction projects totaling \$71,178,438 and producing permit fees totaling \$847,371.
- Participated in internal staff meetings and project reviews with other city departments for major municipal and private projects such as the Harbormaster facility, Port Rehab facility, Towle project, numerous Business Park investment and the Kelley School re-use project.

FY2018 TRENDS

The FY2017 period continued seeing steady construction activities with spikes in major private development projects. Considering the anticipated start of multiple projects under staff review, or already approved and preparing to start, there is ample reason to assume continued healthy growth in the area of private investments. These represent assessable growth that is a boost in the long term. Current reviews include NED Waterfront West, a multiple lot sub-division for single family homes on the golf course property, Minco condominiums behind Michaels Harborside, as well as, their 84 unit smart growth project, and the anticipated start of the net zero apartment project on Cottage Court. FY2018 continues to trend towards positive growth.

FY2018 GOALS & OBJECTIVES

GOAL 1: DEVELOP A PERMIT/PLAN DATABASE

Objectives:

- Develop a system to scan all plans and permits to eliminate the current backlog of hard copy permit records.
- Study the possibilities of on line permitting.
- Develop a system of electronic processing of all inspection results with iPad capability.

GOAL 2: IMPLEMENT THE NEW NINTH EDITION OF THE MASS STATE BUILDING CODE.

Objectives:

- This will be the major goal of this fiscal year as we adopt the new 2015 International Construction Code (ICC) Building with Massachusetts amendments for all aspects of code administration. This will result in a major shift in code interpretation and enforcement.
- Work with all applicable Municipal Boards and Commissions explaining all code changes that may affect their technical review and decisions.
- Work with the contractors in the field to educate them as to these changes and ensure compliance.
- Continue with staff training on all aspects, including monthly Massachusetts Building Commissioners and Inspectors Association (MBCIA) trainings and seminars offered by the Board of Building Regulations and Standards (BBRS).

GOAL 3: CONTINUE A POSITIVE WORKING RELATIONSHIP WITH NEWBURYPORT RESIDENTS AND MUNICIPAL PERSONNEL.

Objectives:

- Conduct counter business in a professional and fair manner.
- Conduct field inspections in a timely and respectful manner.
- Conduct yearly public safety inspections along with the Health and Fire Departments that ensure a safe assembly space while working with the business owners.
- Attend technical review meetings, municipal job meetings, while continuing to work closely with the Newburyport Fire Department, Health Department, Planning Department and DPS on multi-faceted projects that require co-ordination.

PROGRAMS & SERVICES

Inspectional Services

- Review all building permit applications
- Inspect all renovations, alterations and new construction
- Inspect all daycares, restaurants, schools, churches, and places of public assembly on a yearly basis

Building Code Enforcement

- Building including weatherization, MAAB/ADA compliance
- Plumbing
- Gas
- Electrical

Zoning Code Enforcement

- Review all applications for Building and Use compliance
- Coordinate with City Planner/Planning Office
- Citizen complaint investigation of zoning violations
- Act in an advisory role to the ZBA and Planning Board

BUILDING DEPARTMENT (01-241)

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 BUDGET	FY2018 ADOPTED	\$ CHANGE	% CHANGE
001 - PERSONNEL SERVICES						
51101 - BLD SAL BLDG INSPECTOR	79,280	83,378	81,914	83,552	1,638	2.0%
51103 - BLD SAL ADMIN ASSISTANT	53,716	54,616	55,742	56,638	897	1.6%
51160 - BLD SAL ASST BLDG INSPECTOR	22,880	24,523	22,750	23,205	455	2.0%
51401 - BLD LONGEVITY	5,882	6,828	2,442	2,442	0	0.0%
51402 - BLD TRAVEL STIPENDS	4,508	4,715	5,100	10,200	5,100	100.0%
51412 - BLD CLOTHING ALLOWANCE	500	500	500	1,000	500	100.0%
001 - PERSONNEL SERVICES Total	166,766	174,560	168,448	177,038	8,590	5.1%
002 - PURCHASE OF SERVICES						
53401 - BLD PRINTING	500	500	0	500	500	0.0%
55800 - BLD MISC EXPENSE	575	575	0	500	500	0.0%
002 - PURCHASE OF SERVICES Total	1,075	1,075	0	1,000	1,000	0.0%
Grand Total	167,841	175,635	168,448	178,038	9,590	5.7%

COMMISSION ON DISABILITIES (01-921)

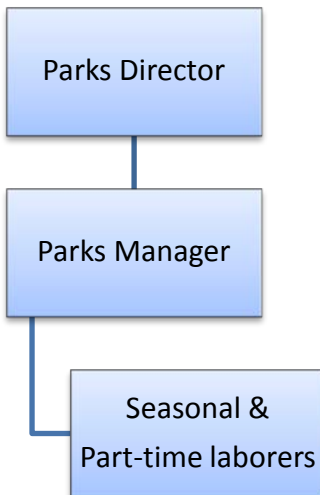
	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 BUDGET	FY2018 ADOPTED	\$ CHANGE	% CHANGE
001 - PERSONNEL SERVICES						
51161 - COD SAL ADA COORDINATOR	2,640	2,147	2,703	2,640	(63)	-2.3%
001 - PERSONNEL SERVICES Total	2,640	2,147	2,703	2,640	(63)	-2.3%
004 - SUPPLIES						
53120 - COD POSTAGE/MAILING	541	0	0	0	0	0.0%
53601 - COD OFFICE SUPPLIES	1,250	1,037	0	0	0	0.0%
004 - SUPPLIES Total	1,791	1,037	0	0	0	0.0%
Grand Total	4,431	3,184	2,703	2,640	(63)	-2.3%

PARKS DEPARTMENT

MISSION STATEMENT

The Newburyport Parks Department and Commission are dedicated to fostering a vibrant community by providing safe and beautifully maintained parks and athletic facilities, and connecting people with nature through programming, events and a parks system focused on service and responsiveness to park users.

We are committed to consumer-level stewardship of the city’s outstanding network of parks, trails and fields that act as gathering places to encourage social connections, offer safe places to play and relax, support economic development, increase property values, promote public health and well-being, protect environmental resources, and offer access to the serenity and inspiration of nature for current and future generations. We provide programming and events that fortify health, wellness, community spirit and public pride.



Position	FY2016 Actual	FY2017 Actual	FY2018 Budgeted
Parks Director	1.0	1.0	1.0
Parks Manager	0.0	1.0	1.0
Part-time laborers	0.0	1.5	1.5
Total Full Time-Equivalents	1.0	3.5	3.5

PERFORMANCE MEASUREMENTS

Performance Indicator	Unit of Measure	Actual FY2014	Actual FY2015	Actual FY2016	Estimated FY2017
Number of volunteer hours/savings to city	Hours/\$	1,454/ \$37,811	1,085/ \$28,235	1,759/ \$47,549	2,000/ \$52,000
Essex County Sheriff service crews used/savings to city	Hours/\$	1,680/ \$43,680	1,680/ \$43,680	576/ \$14,976	1,248/ \$32,448
Public-private partnership savings to city in park/field maintenance costs	\$	\$74,530	\$62,655	\$83,825	\$88,325
Donations received of equipment, supplies, materials	\$	\$101	\$2,411	\$3,159	\$5,650
Acreage under Parks Commission/Dept. Care	Acres	108.31	111.46	111.46	125.21
Cost of pet waste disposal per ton	\$.	\$2,584	\$2,584	TBD
Acres mowed	Acres/week	24.92	24.62	39.64	56.39
Response time to safety issues	Calendar Days	30	30	1	1
Response time to general repairs	Calendar Days	30+	30+	14-21	14-21
Number of Bench Sponsorships	#	2	7	16	6
Permits issued	#	82	85	96	110
Number of park/field improvement projects	Project	1	5	6	6
Parks Conservancy donations rec'd	\$	\$42,713	\$62,218	\$97,223	\$65,000
Grants/sponsorships awarded	\$	\$205,991	\$1,775,824	\$482,413	\$673,280

FY2017 ACCOMPLISHMENTS

- Advanced park & field improvement projects
 - Completed Phase I construction of Bradley Fuller Athletic Field facility renovation project; Cherry Hill soccer field; Richie Eaton Baseball field; new synthetic turf field at NHS
 - Began Fuller north field and Nock-Molin multi-purpose field renovations
 - Restored & expanded east, gravel parking lot at Pioneer Fields - Lower Atkinson
 - Began renovation of Joppa Park seawall walkway
 - Completed design phase of Joppa boat ramp replacement and parking improvements
 - Replaced additional benches on Inn Street in playground and Byron's Court area
 - Began lawn restorations at Atkinson Common and older portion of Atwood Park

- Began implementation of Frog Pond water quality cleanup
- Increased parks staff
 - Added certifications: Mass Certified Landscape Professional; Accredited Organic Landcare Professional; Certified Pool Operator; International Society of Arboriculture Certified Arborist; CDL driver class B; MA pesticide license; MA hoisting license 2A; Certified Park and Recreation Professional
- Increased service
 - Assumed maintenance of 6 school athletic fields (stadium managed by school custodians), saving schools \$18,000
 - Increased acres mowed by 30%
 - Assumed maintenance of Green Street Parking Lot plant beds, saving \$11,545
 - Assumed Inn Street Fountain management, saving \$13,000
 - Assumed maintenance of dog waste stations, providing better service and saving \$10,000
 - Increased snow and ice management to provide same-day snow removal on Clipper City Rail Trail, Moseley Woods and all relevant parks
 - Assumed maintenance of skate park
 - Provided licensed pesticide services to schools, Youth Services and Senior Community Center.
- Reduced operating costs
 - Reduced mowing labor cost by 65% since FY16
 - Reduced snow and ice management costs by 29% since FY16
 - Repurposed wood chips as playground safety surfacing, saving \$13,500 in materials costs
- Secured non-taxpayer revenue & savings
 - Our public-private partnerships with private sports leagues saved the city \$88,325
 - Secured \$65,000 in Parks Conservancy donations
 - Secured \$673,280 in grant funding
 - Oversaw approximately 2,000 volunteer hours for a total savings to the city of \$52,000, a 9% increase over FY16
 - Oversaw 1,248 hours donated by the Essex County Sheriff's Department saving the city \$32,448
- Addressed deferred maintenance
 - Atkinson Common – Restored pine grove & made extensive, park-wide removals of underbrush and plantings that had outlived their landscape value
 - Moseley Woods – Removed 25 high hazard trees, addressed prioritized tree-related tasks, and deferred pruning and underbrush removals throughout park
 - Atwood Park
 - completed renovation of old asphalt lot into a new green space, Garrison Gardens;

- removed invasive trees, pruned overgrown canopy and began restoration of lawn in “older” section of park
 - Clipper City Rail Trail Phase 1 – Extensive removals of overgrowth and some deferred tree pruning throughout the park
- Heightened playground safety
 - Added federal compliance playground safety standard to bi-annual safety assessments for all city playgrounds
- Increased social media presence with regular postings on Facebook, responding to local social media sites such as Nextdoor.
- Established parks-wide tree management plan
 - Completed inventories for Atkinson and Moseley Woods
 - Established prioritized task list
 - Worked with Tree Warden, Tree Commission & Merrimack Valley Planning Commission to develop an online tree inventory iPad app to manage program.
- Increased resident participation by enhancing working relationships with more parks advocate groups:
 - Belleville Improvement Society
 - dedicated friends group for Atwood Park
 - neighbors of Joppa Park
 - Downtown Newburyport Enhancement Team
- Simplified permitting process by channeling all permit applications through Parks Department rather than through satellite commissions. Parks Director coordinates on applicant’s behalf any permission needed from other parks boards.

FY2018 TRENDS

1. There will continue to be a strong demand for parks in their central role in our community’s health and well-being, and as a source of community involvement and pride.
 - a. According to the National Recreation and Park Association (NRPA), an increasing body of evidence shows that those who live where there are good parks have been found to live longer. NRPA adds, “Local healthcare providers will increasingly refer patients to evidence-based health activities in parks.” The Parks Department will continue to look for park-oriented opportunities for Council on Aging programs and to respond to resident requests for city-led hikes, pickle ball and other parks-based activities for adults.
 - b. Volunteerism will continue as a strong partner to parks staff. We see an increasing number of individuals, non-profit groups, friends groups and private sector companies looking for volunteer project opportunities. The Parks Department and Commission will continue to foster these volunteer relationships.

2. Parks will continue to serve a role in the City’s green initiatives. We will continue to integrate environmentally responsible methods to address issues such as storm-surge resiliency and sustainability. We will address drought, look for ways to reduce permeable surfaces, increase green space, and protect our shorelines from sea level rise. We will seek ways to involve the community in these efforts.
3. Dog ownership will continue to rise. The number of licensed dogs in Newburyport grew 30% between 2011 and 2016 reflecting a national yearly growth pattern of 4% of households that own a dog. 75% of FY16 Parks Commission public meetings dealt with dog-related issues. This trend for increasing dog ownership means the Parks Department and Commission will continue to address the need for pet waste management and off leash accommodations in our parks.
4. We will continue to foster cooperation between the Parks Department and the School System, working to rebuild and maintain high quality athletic facilities and working toward a unified fee structure and scheduling system.
Trees will be a higher priority as we make a deliberate effort to further develop and implement a tree management plan. Managing hazardous trees will reduce risks and liability by avoiding vulnerability to claims of negligence or breach of duty. By addressing ongoing tree-health we will increase our healthy tree assets and reduce future costs by reducing the number of hazardous trees.

GOAL 1: PROTECT, IMPROVE AND MAINTAIN NEWBURYPORT’S OPEN SPACE ASSETS

Objectives:

- Continue to provide high level of park maintenance
 - Provide “consumer-quality” landscaping of lawns, planting beds, trees, walkways, and fields
 - Maintain parks and school athletic fields at a level equivalent to guidelines recommended by Baseball Tomorrow Fund, Major League Baseball and the Major League Baseball Players Association
 - Maintain functioning drinking fountains from May 1 through October 1
 - Strictly adhere to playground safety policy
 - Adhere to prescribed inspection schedule
 - Bring all playgrounds into compliance with federal safety guidelines
 - Provide consistent, timely pet waste management service
- Continue to improve response time to issues that arise
 - Respond to safety issues the same day
 - Respond to general repairs within a week whenever possible
 - Provide same-day snow removal and ice management in all relevant parks & on rail trail
- Continue to address deferred maintenance and park improvement projects
 - Complete Frog Pond water quality cleanup
 - Complete renovation of landscape buffer between Kent Street and Cushing Park

- Complete Lily Pond renovation project at Atkinson Common
- Work with Pioneer League to advance park improvement project
 - improve parking layout at Pioneer Fields at Atkinson Common
 - Construct new playground at Pioneer Fields
 - Begin design and construction of new clubhouse
- Address deferred maintenance on Inn Street
 - Remove efflorescence from brickwork
 - Reset hazardous brick areas
 - Repair railing & waterproof elevated walkway
- Complete renovation of Joppa Park boat ramp and parking area
- Continue renovation of Joppa Park sea wall walkway
- Renovate lawn at Moseley Woods
- Continue to address field space needs as recommended by the 2013 Field Space Task Force report
 - Acquire infield grooming equipment to properly maintain our softball and baseball infields
 - Begin Phase II construction of Bradley Fuller Athletic Facility
 - Continue to improve turf on Nock-Molin multi-purpose field, Fuller north field, and NHS Pettingell field
 - Renovate Cashman and Perkins infields
- Address dog-related needs
 - Construct off-leash dog park
 - Implement a solution to off leash concerns at Cashman Park
 - Add pet waste stations where needed
 - Coordinate dog-owner education day and/or month with Health Department and City Clerk
- Enhance structure of the volunteer program, to recruit, coordinate and oversee expanded volunteer efforts
- Continue to seek funding through grant awards and Newburyport Parks Conservancy fundraising
- Address resiliency and sustainability issues
 - Address drought
 - Investigate use of wells for irrigation to conserve municipal drinking water resources
 - Employ winter turf blankets and drought resistant plant materials to reduce damage to green infrastructure
 - Look for ways to reduce impermeable surfaces, such as parking lots & walkways to increase green space and permeable hard surfaces
 - Construct Cushing Park green buffer and rain garden
 - Include permeable pavers in boat ramp parking renovation at Joppa
 - Continue to replace asphalt with permeable paver walkways throughout parks
 - Work toward protecting our shorelines from sea level rise

- Work with Conservation Commission, city engineers, Massachusetts Office of Coastal Zone Management (CZM), National Wildlife Federation and others to look for ways in which green infrastructure projects such as “living shoreline” approaches at waterfront parks including Cashman, Joppa and Moseley Woods Parks can restore and enhance the shoreline, create natural erosion control and flood protection.
- Continue to implement a parks tree management plan
 - Create a formal tree management plan document
 - Continue to inventory all parks trees on a prioritized basis, starting with Clipper City Rail Trail, Woodman Park, Perkins Park, Inn Street & Patrick Tracy Square
 - Continue to address pruning, removal and tree healthcare tasks identified during inventory and inspections
 - Implement ongoing tree health maintenance measures

GOAL 2: CONNECT PEOPLE WITH NATURE THROUGH OUR PARKS

Objectives:

- Provide health and wellness opportunities for our adult population
 - Continue to lead area hikes and offer other adult recreation programs
 - Pursue grants to support adult recreation programming
 - Work with Council on Aging to provide park-based programs for seniors
- Organize and promote community building events
 - Host city-wide Clean Sweep
 - Host monthly concerts at Moseley Woods Pavilion
 - Organize second annual Independence Day weekend waterfront music festival at Market Landing Park
 - Host Old Newburyport Day at Bartlet Mall
 - Host a free movie night at Cashman Park
 - Organize regular volunteer cleanup efforts throughout our parks
- Support schools use of our parks
- Support Youth Services use of our parks
- Keep Clipper City Rail Trail, parking lots and walkways at all relevant parks clear of snow and ice for year round recreation
- Work with schools to offer online, consolidated park and athletic field permitting
- Educate the public about trees
 - Offer tree inventory training and work program for volunteers
 - Offer an online-based tree tour of notable trees in our parks
 - Encourage schools and Youth Services programs involving trees
- Work with other city agencies to implement bike sharing program

Administration & Community Services

- Issue parks use permits
- Respond to public inquiries
- Coordinate with Parks Groups
- Coordinate with City Departments
- Coordinate with Sports Leagues, Youth Services & School Athletic Dept.
- Manage and update Parks website
- Coordinate volunteers
- Maintain public records related to Parks Commission activities
- Coordinate memorial bench & mile-marker fundraising program
- Organize community events
- Provide adult recreation opportunities

Facilities Management

- Landscape parks & school athletic fields
- Inspect and report on facilities and equipment bi-annually
- Manage park & athletic field improvement projects
- Oversee park repairs and maintenance
- Manage Clipper City Rail Trail
- Coordinate volunteer maintenance and improvement efforts

Long-Range Planning

- Formulate a consistent city wide vision for improvements and maintenance in cooperation with Planning Department
- Foster Public-Private partnerships to benefit the maintenance and improvement of city parks and athletic fields
- Support the recommendations of the Field Space Task to seek out opportunities for athletic field expansion and improvement and ways to maximize use and achieve high level of maintenance of existing fields
- Support resiliency and sustainability initiatives

PARKS (01-630)

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 BUDGET	FY2018 ADOPTED	\$ CHANGE	% CHANGE
001 - PERSONNEL SERVICES						
51166 - PRK SAL PARKS DIRECTOR	64,000	66,215	66,842	67,917	1,076	1.6%
51167 - PRK SAL PARKS MGR/CARETAKER	0	0	60,231	61,200	969	1.6%
51190 - PRK SEASONAL EMPLOYEES	0	0	15,235	25,000	9,765	64.1%
51404 - PRK TRAVEL STIPENDS	0	0	5,400	6,600	1,200	22.2%
51405 - PARKS CLOTHING STIPEND	0	0	0	250	250	0.0%
001 - PERSONNEL SERVICES Total	64,000	66,215	147,708	160,967	13,260	9.0%
002 - PURCHASE OF SERVICES						
52404 - PRK MAINT-TREES	0	0	10,000	10,000	0	0.0%
52405 - PRK MAINT-INN ST FOUNTAIN	0	0	15,000	0	(15,000)	-100.0%
52420 - PRK MAINT-PARKS	64,853	63,752	17,000	29,400	12,400	72.9%
52422 - PRK BARTLET MALL	4,878	4,864	0	0	0	0.0%
52423 - PRK MOSELEY WOODS	1,000	1,000	1,000	1,000	0	0.0%
52424 - PRK ATKINSON COMMON	20,000	16,093	0	0	0	0.0%
52426 - PRK RAIL TRAIL	8,000	8,800	0	0	0	0.0%
002 - PURCHASE OF SERVICES Total	98,731	94,509	43,000	40,400	(2,600)	-6.0%
004 - SUPPLIES						
55800 - PRK EQUIP/SUPPLIES	5,000	5,000	5,000	5,000	0	0.0%
004 - SUPPLIES Total	5,000	5,000	5,000	5,000	0	0.0%
Grand Total	167,731	165,725	195,708	206,367	10,660	5.4%