

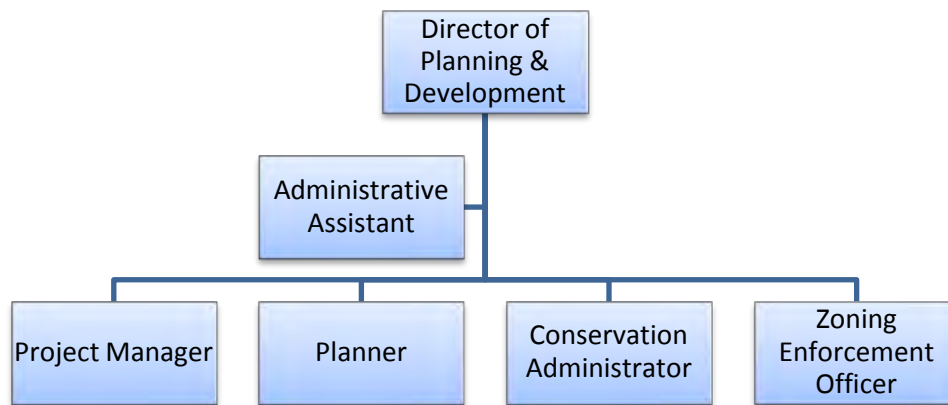
Section 7:
Planning and Development

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 | FY2017 Actual | FY2018 Actual | FY2019 Budgeted |
|---|------------------|------------------|--------------------|
| Director of Planning & Development | 1.0 | 1.0 | 1.0 |
| Project Manager | 1.0 | 1.0 | 1.0 |
| Staff Planner^A | 1.0 | 1.0 | 1.0 |
| Administrative Assistant | 1.0 | 1.0 | 1.0 |
| Conservation Administrator | 0.5 | 0.5 | 0.5 |
| Zoning Administrator^B | 0.0 | 0.5 | 1.0 |
| Total Full Time-Equivalents | 4.5 | 5.0 | 5.5 |

^A Position is partly funded by the Community Preservation Act (CPA) and Affordable Housing Trust (AHT) Fund.

^B Position is funded by building permit fee revolving funds.

PERFORMANCE MEASUREMENTS

| Performance Indicator | Unit of Measure | Actual FY2015 | Actual FY2016 | Actual FY2017 | Estimated FY2018 |
|---|-----------------|---------------|---------------|---------------|------------------|
| Total Permit Applications | # | 111 | 122 | 178 | 267 |
| Special Permits | # | 52 | 51 | 57 | 47 |
| Variances | # | 33 | 34 | 49 | 21 |
| Appeals | # | 4 | 1 | 0 | 0 |
| Approval Not Required Plans | # | 7 | 16 | 11 | 11 |
| Subdivisions | # | 2 | 1 | 0 | 6 |
| Site Plan Reviews | # | 6 | 7 | 3 | 8 |
| Smart Growth District Plan Reviews | # | N/A | 1 | 0 | 0 |
| DCOD Special Permits | # | 5 | 1 | 2 | 1 |
| DOD Special Permits | # | 2 | 1 | 5 | 8 |
| Average Number of Weeks for Permitting | Weeks | 6.33 | 8.6 | 7.7 | 7.4 |
| CPA Grant Applications | # | 12 | 22 | 14 | 13 |
| Resource Area Delineation | # | 1 | 2 | 0 | 1 |
| Notice of Intent | # | 26 | 12 | 20 | 26 |
| Determination of Applicability | # | 17 | 17 | 3 | 6 |
| Demolition Delay | # | 15 | 7 | 4 | 6 |
| Zoning Denial/Admin Requests | # | N/A | N/A | N/A | 72 |
| Zoning Enforcement Requests | # | N/A | N/A | N/A | 30 |

FY2018 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.”
- Combine Worked with New England Development (NED), the Planning Board and City Council Planning & Development (P&D) Committee on a potential master development plan and specific 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, open space conservation and protection of the City’s existing water supply (aquifer) beneath the site.
- Coordinated meetings of the Ad Hoc Zoning Advisory Committee and Recreational Marijuana Ad Hoc Committee to develop new zoning regulations and standards for various uses throughout the City, including a new (and somewhat controversial) use – the cultivation and sales of recreational marijuana.
- Assisted the City Council and Planning Board with drafting revisions to key sections of the Newburyport Zoning Ordinance (NZO) to address specific problems identified in earlier versions of the document, to improve development review standards, and to address policy changes such as architectural design standards, use table changes, regulation of short term rental housing units and “sustainability.”

Long-Range Planning:

- Worked with consultant Community Opportunities Group (COG) to finalize, and obtain Council adoption of, 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 development 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.

- Initiated work required to undertake an update to the 2013 Affordable Housing Production Plan and 2012 Open Space & Recreation Plan, pursuant to state requirements.

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 related 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 the creation of two new 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.
- Coordinated with developer of the Merrimac Street Ale House project (new home of the Black Cow Restaurant) to ensure adequate pedestrian crossing upgrades at the intersection of Merrimac Street and Green Street.
- Coordinated with developers of the Wine/Hamilton Estates Subdivision, Brown Street Extension Subdivision, Donahue Court Subdivision and other projects throughout the City to ensure proper permitting, review and approval of proposed plans. Monitored construction progress for compliance with approved plans and conditions.

- Initiated new full-time Zoning Administrator position responsible for ensuring zoning compliance throughout the permitting process, and to ensure enforcement of the Newburyport Zoning Ordinance (NZO) and permits issued thereunder by various City boards.

Capital Improvement Projects:

- 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 construction issues and 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 for review by MassDOT in advance of full design and permitting.
- Evaluated responses to a Request for Proposals (RFP) previously issued by the City for adaptive reuse of the former Brown School building (as senior housing, affordable housing, market rate housing or artist studios). Assisted in community discussions regarding modified terms for the disposition of this property (to be included in a revised RFP), and to plan for renovations and/or relocation of the Youth Services program, currently located at the Brown School.
- Worked with the City Council to establish terms for the disposition of the 115 Water Street building adjacent to the Wastewater Treatment Plant Facility.
- Continued to work with the Newburyport Redevelopment Authority (NRA) to make progress in the disposition of the NRA-owned waterfront properties as additional park space and related activities (visitor center, public restrooms, etc.) which will result in a more meaningful connection to the downtown (Market Square) area. Participated in waterfront stakeholder discussions to address updates to the Waterfront Trust documents and preparations for conveyance of NRA properties and their dissolution.
- 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.

FY2019 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 2019:

- Permitting and development applications will likely continue at current levels as we move into FY2019. 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. FY2018 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 “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’19 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.

FY2019 GOALS & OBJECTIVES

GOAL 1: IMPLEMENT THE RECOMMENDATIONS OF THE 2017 MASTER PLAN UPDATE.

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
- Provide updates to the Mayor, City Council and public on FY18 – FY19 actions identified in the Master Plan

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 for Phase III across the Route 1 Traffic Circle and State Street along the Parker Street Right-of-Way
- Secure funding for Phase II of the Central Waterfront Bulkhead Renovation Project
- Oversee construction of the new Intermodal Transit & Parking Facility
- Assist the Mayor's office and others with plans for disposition of the core Brown School building, while ensuring adequate Youth Services facilities at a new off-site location
- 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
- Continually upgrade the web site to ensure responsiveness 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 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 • Zoning & Code Enforcement • 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)

| | FY2016 ACTUAL | FY2017 ACTUAL | FY2018 BUDGET | FY2019 PROPOSED | \$ CHANGE | % CHANGE |
|---|--------------------------|--------------------------|--------------------------|----------------------------|----------------------|---------------------|
| 001 - PERSONNEL SERVICES | | | | | | |
| 51101 - OPD SAL PLANNING DIRECTOR | 88,191 | 86,998 | 88,543 | 88,543 | 0 | 0.0% |
| 51102 - OPD SAL PLANNER | 42,527 | 42,522 | 43,596 | 44,468 | 872 | 2.0% |
| 51103 - OPD SAL PROJECT PLANNER | 76,395 | 79,313 | 80,709 | 71,114 | (9,595) | -11.9% |
| 51104 - OPD SAL ADMIN ASSISTANT | 55,098 | 55,650 | 56,638 | 58,913 | 2,275 | 4.0% |
| 51105 - OPD PT CONSERVATION ADMIN | 33,566 | 32,924 | 33,062 | 33,723 | 661 | 2.0% |
| 51407 - OPD EDUCATION CREDITS | 700 | 700 | 700 | 700 | 0 | 0.0% |
| 001 - PERSONNEL SERVICES Total | 296,477 | 298,107 | 303,248 | 297,461 | (5,787) | -1.9% |
| 002 - PURCHASE OF SERVICES | | | | | | |
| 53003 - OPD GIS | 9,730 | 11,800 | 12,000 | 12,000 | 0 | 0.0% |
| 002 - PURCHASE OF SERVICES Total | 9,730 | 11,800 | 12,000 | 12,000 | 0 | 0.0% |
| 004 - SUPPLIES | | | | | | |
| 52701 - OPD OFFICE EQUIPMENT | 2,589 | 2,000 | 2,000 | 2,000 | 0 | 0.0% |
| 54200 - OPD OFFICE SUPPLIES | 1,379 | 1,550 | 1,550 | 1,550 | 0 | 0.0% |
| 55800 - OPD MISC SUPPLIES | 1,110 | 1,000 | 1,000 | 1,500 | 500 | 50.0% |
| 004 - SUPPLIES Total | 5,077 | 4,550 | 4,550 | 5,050 | 500 | 11.0% |
| Grand Total | 311,284 | 314,457 | 319,798 | 314,511 | (5,287) | -1.7% |

LICENSING COMMISSION (01-165)

| | FY2016 | FY2017 | FY2018 | FY2019 | \$ | % |
|---|---------------|---------------|---------------|-----------------|---------------|---------------|
| | ACTUAL | ACTUAL | BUDGET | PROPOSED | 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 | 1,005 | 1,026 | 1,000 | 1,000 | 0 | 0.0% |
| 007 - OTHER CHARGES & EXPENSES Total | 1,005 | 1,026 | 1,000 | 1,000 | 0 | 0.0% |
| | | | | | | |
| Grand Total | 6,345 | 6,366 | 6,340 | 6,340 | 0 | 0.0% |

CONSERVATION COMMISSION (01-171)

| | FY2016 | FY2017 | FY2018 | FY2019 | \$ | % |
|---------------------------------------|---------------|---------------|---------------|-----------------|---------------|---------------|
| | ACTUAL | ACTUAL | BUDGET | PROPOSED | 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)

| | FY2016 | FY2017 | FY2018 | FY2019 | \$ | % |
|---------------------------------------|---------------|---------------|---------------|-----------------|---------------|---------------|
| | ACTUAL | ACTUAL | BUDGET | PROPOSED | CHANGE | CHANGE |
| 001 - PERSONNEL SERVICES | | | | | | |
| 51165 - HCM 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% |

PLANNING BOARD (01-175)

| | FY2016 ACTUAL | FY2017 ACTUAL | FY2018 BUDGET | FY2019 PROPOSED | \$ CHANGE | % CHANGE |
|---------------------------------------|--------------------------|--------------------------|--------------------------|----------------------------|----------------------|---------------------|
| 001 - PERSONNEL SERVICES | | | | | | |
| 51165 - PBD 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% |

ZONING BOARD OF APPEALS (01-176)

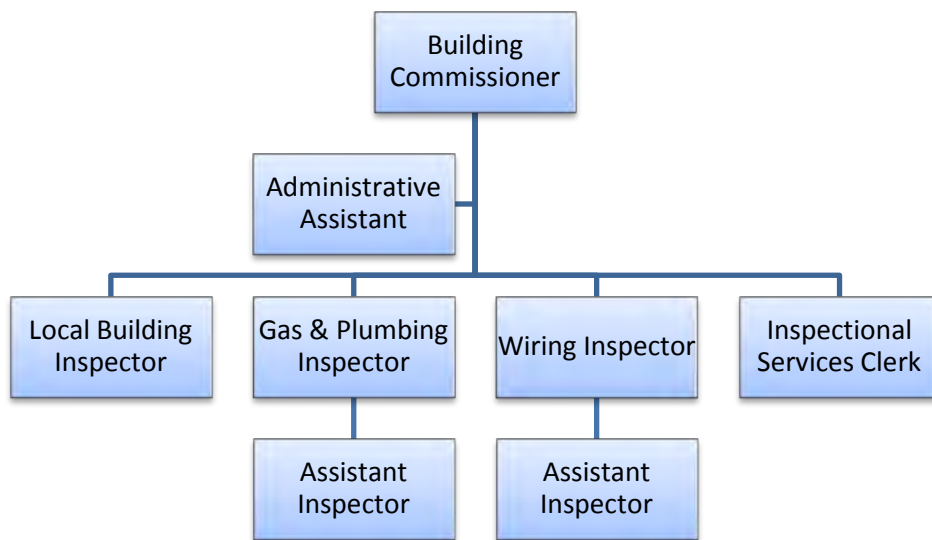
| | FY2016 ACTUAL | FY2017 ACTUAL | FY2018 BUDGET | FY2019 PROPOSED | \$ CHANGE | % CHANGE |
|---------------------------------------|--------------------------|--------------------------|--------------------------|----------------------------|----------------------|---------------------|
| 001 - PERSONNEL SERVICES | | | | | | |
| 51165 - ZBD 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% |

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 | FY2017 Actual | FY2018 Actual | FY2019 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 FY2015 | Actual FY2016 | Actual FY2017 | Estimated FY2018 |
|--------------------------------|-----------------|---------------|---------------|---------------|------------------|
| Building Permits* | # of | 870 | 926 | 933 | 860 |
| Electrical Permits | # of | 590 | 639 | 582 | 603 |
| Gas Permits | # of | 465 | 443 | 432 | 446 |
| Plumbing Permits | # of | 491 | 469 | 485 | 482 |
| Zoning Denial Decisions | # of | 72 | 87 | 88 | N/A |

*Includes sheet metal permits.

FY2018 ACCOMPLISHMENTS

- 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
- Completed the Building Department data base upgrade to accept the field inspections recorded electronically using lap tops for a more efficient data collection system regarding project progress and potential violations
- Completed a re-format of the building permit application, creating a more user friendly document. Uploaded all permit applications and a complete list of additional information needed so clients can print out documents and not have to physically come to the office
- Participated in year-long continuing education to successfully transition from the 2009 series of building codes to the 2015 editions adopted by the State and in effect as of 1/1/2018; worked with residents and contractors to highlight changes relevant to their projects
- Continued to review and process a record number of permits for various construction projects totaling \$54,163,751 and producing permit fees totaling \$463,844; recorded and logged all approved applications and plans
- Participated in internal staff meetings and project reviews with other City departments for major municipal and private projects such as the Inter-model Parking Garage, Port Rehab facility, Avita assisted living addition, numerous Business Park investments, CVS construction, One Boston Way and the Kelley School re-use project

FY2019 TRENDS

The FY2018 period continued to see steady construction activities with regards to the number of building permits issued. Major private development projects currently underway include One Boston Way, Hillside Sustainable Living and the Hines Way and Hamilton Way Sub-Divisions. Currently under review include the various Waterfront West projects, the Evergreen Sub-Division, the City parking facility, and the repurposing of the Brown School property. Also, while the number of residential

permits remains strong, the project costs associated with them has reduced. It is reasonable to assume FY 2019 will slow in both the number and value of these residential permits as a result of both a market adjustment and lack of inventory.

FY2019 GOALS & OBJECTIVES

GOAL 1: WORK TO TRANSITION THE REVIEW AND ENFORCEMENT OF LOCAL ZONING

Objectives:

- Develop a process that coordinates the responsibilities of local zoning issues with a successful building permit application process
- Ensure the process from review to construction is linear and user-friendly to the applicant
- Require zoning review on all building permit applications before a permit can be issued

GOAL 2: EFFECTIVE 1/1/2018, ENFORCE THE 2015 MASS STATE BUILDING CODE

Objectives:

- Continue work on house education regarding new code changes to the practical application in the field and during plan review, as we adopt the new 2015 International Construction Code (ICC) Building with Massachusetts amendments for all aspects of code administration effective 1/1/2018
- Work with all applicable Municipal Departments explaining all code changes that may affect their technical review and decisions
- Continue to 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:

- Provide professional and equitable high-level customer service
- 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 project 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 | Building Code Enforcement | Zoning Code Enforcement |
|---|--|---|
| <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• Building including weatherization, MAAB/ADA compliance• Plumbing• Gas• Electrical | <ul style="list-style-type: none">• 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)

| | FY2016 ACTUAL | FY2017 ACTUAL | FY2018 BUDGET | FY2019 PROPOSED | \$ CHANGE | % CHANGE |
|---|--------------------------|--------------------------|--------------------------|----------------------------|----------------------|---------------------|
| 001 - PERSONNEL SERVICES | | | | | | |
| 51101 - BLD SAL BLDG INSPECTOR | 83,378 | 81,915 | 83,552 | 83,552 | 0 | 0.0% |
| 51103 - BLD SAL ADMIN ASSISTANT | 54,616 | 55,742 | 56,638 | 58,913 | 2,275 | 4.0% |
| 51160 - BLD SAL ASST BLDG INSPECTOR | 24,523 | 22,718 | 23,205 | 23,205 | 0 | 0.0% |
| 51401 - BLD LONGEVITY | 6,828 | 2,442 | 2,442 | 2,442 | 0 | 0.0% |
| 51402 - BLD TRAVEL ALLOWANCE | 4,715 | 5,100 | 10,200 | 10,200 | 0 | 0.0% |
| 51412 - BLD CLOTHING ALLOWANCE | 500 | 500 | 1,000 | 1,000 | 0 | 0.0% |
| 001 - PERSONNEL SERVICES Total | 174,560 | 168,417 | 177,038 | 179,313 | 2,275 | 1.3% |
| 002 - PURCHASE OF SERVICES | | | | | | |
| 53401 - BLD PRINTING | 500 | 0 | 500 | 500 | 0 | 0.0% |
| 55800 - BLD MISC EXPENSE | 575 | 0 | 500 | 500 | 0 | 0.0% |
| 002 - PURCHASE OF SERVICES Total | 1,075 | 0 | 1,000 | 1,000 | 0 | 0.0% |
| Grand Total | 175,635 | 168,417 | 178,038 | 180,313 | 2,275 | 1.3% |

COMMISSION ON DISABILITIES (01-921)

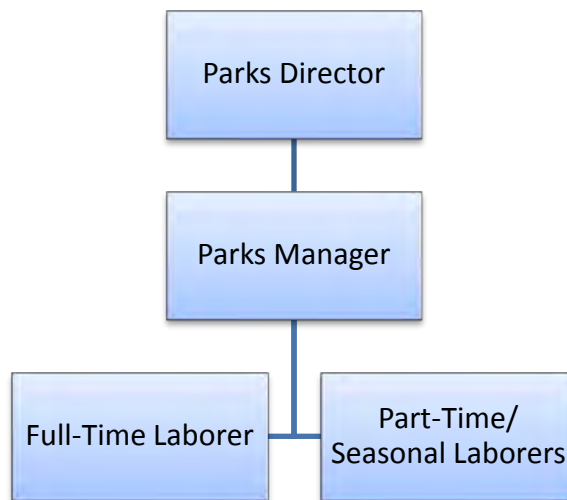
| | FY2016 | FY2017 | FY2018 | FY2019 | \$ | % |
|---------------------------------------|---------------|---------------|---------------|-----------------|---------------|---------------|
| | ACTUAL | ACTUAL | BUDGET | PROPOSED | CHANGE | CHANGE |
| 001 - PERSONNEL SERVICES | | | | | | |
| 51161 - COD SAL ADA COORDINATOR | 2,147 | 2,647 | 2,640 | 2,640 | 0 | 0.0% |
| 001 - PERSONNEL SERVICES Total | 2,147 | 2,647 | 2,640 | 2,640 | 0 | 0.0% |
| | | | | | | |
| 004 - SUPPLIES | | | | | | |
| 53601 - COD OFFICE SUPPLIES | 1,037 | 0 | 0 | 0 | 0 | |
| 004 - SUPPLIES Total | 1,037 | 0 | 0 | 0 | 0 | |
| | | | | | | |
| Grand Total | 3,184 | 2,647 | 2,640 | 2,640 | 0 | 0.0% |

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 to connecting people with nature and building community 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 | FY2017 Actual | FY2018 Actual | FY2019 Budgeted |
|-------------------------------------|------------------|------------------|--------------------|
| Parks Director | 1.0 | 1.0 | 1.0 |
| Parks Manager | 1.0 | 1.0 | 1.0 |
| Full-time Laborer | 0.0 | 0.0 | 1.0 |
| Part-time/Seasonal Laborers | 0.8 | 0.9 | 0.4 |
| Total Full Time-Equivalents* | 2.8 | 2.9 | 3.4 |

*Does not include additional staff hired on a temporary basis to complete grant-funded capital projects (i.e. projects funded by Community Preservation Act or Gayden Morrill Foundation).

PERFORMANCE MEASUREMENTS

| Performance Indicator | Unit of Measure | Actual FY2015 | Actual FY2016 | Actual FY2017 | Estimated FY2018 |
|--|-----------------|---------------|---------------|---------------|------------------|
| Number of volunteer hours | Hours | 1,085 | 1,759 | 2,000 | 2,213 |
| Essex County Sheriff service crews used | Hours | 1,680 | 576 | 1,440 | 1,440 |
| Public-private partnership savings to City in park/field maintenance costs | \$ | \$62,655 | \$83,825 | \$88,325 | \$76,730 |
| Donations received of equipment, supplies, materials | \$ | \$2,411 | \$3,159 | \$5,650 | \$7,783 |
| Acreage under Parks Commission/Dept. Care | Acres | 111.46 | 111.46 | 125.21 | 127.12 |
| Trees pruned | Each | | | | 60 |
| Hazardous trees removed | Each | | | | 80 |
| Trees planted | | | | | 18 |
| Flowers & shrubs planted | | | | | 555 |
| Number of Bench Sponsorships | # | 7 | 16 | 6 | 11 |
| Permits issued | # | 85 | 96 | 110 | 146 |

FY2018 ACCOMPLISHMENTS

Park & Field Improvement Projects

- Completed:
 - Design phase of Joppa boat ramp replacement and parking improvements
 - Replaced additional benches on Inn Street with new benches
 - Rain garden-landscape buffer at Cushing Park
 - Landscape fencing around Inn Street playground, manufactured in-house
 - Atkinson Common Heritage Tree Management project
 - Cherry Hill soccer field electrical connections
 - Richie Eaton Baseball field dugouts, built in-house at a cost savings of 30% over contractor bid price
 - Phase II construction of Bradley Fuller Athletic Field facility renovation project: fencing
- Underway:
 - Phase II construction of Bradley Fuller Athletic Field facility renovation project: electrical, grandstands, sound & timing system, field house renovation
 - Renovation of Joppa Park seawall walkway
 - Water quality cleanup at Frog Pond
 - Phase I of Bartlet Mall Restoration project
 - Renovation of Atwood Park Central Garden

- Atkinson Common Lily Pond renovation
- NHS Pettingell Baseball Field infield improvements

General Parks Management

- Provided on-schedule landscape maintenance & snow-ice management of 62 acres of park land and athletic fields & licensed pesticide services to multiple departments
- Installed plant bed irrigation system at Senior Community Center
- Created gardening crew to improve weeding and general care of plant beds in all parks and Green Street parking lot including deferred landscape maintenance of adjacent Nichols Park along Merrimac Street
 - Installed additional plantings at:
 - Green Street: 80 perennials, 5 hydrangeas (shrubs)
 - Atkinson Common: 120 perennials, 3 trees
 - Cushing Park: 5 trees, approximately 150 shrubs, 200 perennials
 - NHS: Cherry Tree at stadium, replaced 5 failed arborvitae
- Managed Inn Street Fountain; system was down for 13 days during 168-day season
- Maintained dog waste stations with calls for service totaling just 6
- Implemented use of on-line work order system
- Updated skate park management plan

Playgrounds

- Brought safety surfacing up to federal safety guideline compliance at Perkins, Cashman, Woodman, Bartlet Mall, Ayers and Moseley Woods playgrounds
- Continued to address safety issues and repairs at all playgrounds

Tree Management

- Removed 80 high hazard trees and pruned 60 trees according to prioritized task list at 9 parks

Permitting

- Issued 146 parks use permits
- Established first parks and athletic field use fee schedule

Community Outreach

- Increased social media presence with regular postings on Facebook, responding to local social media sites such as Nextdoor as needed.
- Encouraged resident participation by inviting working relationships with neighbors and parks advocacy groups:
 - Regular meetings with neighbors of Bartlet Mall, employing their assistance with restoration project planning and fundraising

- Quarterly meetings & site visits with Belleville Improvement Society for betterment of Atkinson Common
- Initiated negotiations with Pioneer League of a formal public-private partnership for Lower Atkinson Common
- Neighbors of Atwood, Cushing and Joppa Parks, Downtown Newburyport Enhancement Team and Friends of Newburyport Dogs
- Worked with Newburyport Parks Conservancy volunteers to organize the following community-building events
 - Bartlet Mall Day to celebrate the history of Bartlet Mall
 - Clean Sweep to harness volunteer support for an annual cleanup
 - Americana Rhythm & Roots Music Festival at Waterfront Park to provide Grammy-nominated free music, kids activities & raise money for parks
 - Show Your S'Port & Distinguished Sports Service Awards to honor coaches & raise funds for sports fields

FY2019 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. We will:
 - coordinate park-oriented opportunities for seniors with the Council on Aging and offer City-led hikes and parks-based activities for adults
 - increase volunteer relationships with individuals, non-profits, friends groups and private companies as a strong partner to parks staff
 - increase our community building events offerings
2. We will respond to demands of activity-specific open space needs. We will continue to maximize use of the spaces we have and look for innovative solutions to space needs including athletic fields, community gardens, pickle ball and a fenced dog park
3. Parks will continue to serve a role in the City's green initiatives. We will:
 - integrate environmentally responsible methods to address issues such as storm-surge resiliency and sustainability
 - look for ways to reduce permeable surfaces, increase green space
 - investigate use of well-water for irrigation to reduce impact of drought
 - consider alternative power solutions such as biomass energy to power park operations
4. Dog ownership continues to rise. We will continue to address needs related to the increased canine population.
 - Licensed dogs in Newburyport increased 51% between 2011 and 2018
 - More than 30% of Parks Commission public meetings will continue to address dog-related issues.
 - We will increase pet waste management, and
 - seek a solution to the need for a fenced, off-leash dog park

5. We will continue to foster cooperation between the Parks Department and the School System. We will:
 - work to renovate and maintain high quality athletic facilities, and
 - develop a uniform fee structure and scheduling system
6. Trees will be a priority as we further develop our tree management plan. We will:
 - continue to inventory all park trees
 - address hazardous tree removals to reduce risks and liability
 - address ongoing tree-health to increase our healthy tree assets
 - tree work will focus on Moseley Woods, Bartlet Mall, Atkinson Common, Clipper City Rail Trail, and other parks as needed for high priority tasks
7. Preservation of historical assets is a fundamental concern of the City's 2017 Master Plan. We will continue to work to protect the City's natural and built historical resources through such projects as the
 - Bartlet Mall Historic Restoration Project
 - Cornelius Doyle Triangle renovation and the
 - Atkinson Common Observation Tower Restoration Project as well as
 - ensuring proper maintenance of the City's historic statues and veterans' memorials.

FY2019 GOALS & OBJECTIVES

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

Objectives:

- Maintain 24 parks and school athletic fields on schedule
- Management
 - Use CMMS on-line work-order system to
 - complete work reports for every crew, every day
 - improve planning for special tasks; achieve no last minute special task requests except for emergency safety issues
 - Complete comprehensive parks management plan
 - Post field maintenance checklist at all ball fields to maximize assistance from NHS and private league maintenance help
 - Develop written thorough and consistent training procedures for equipment use and implement with each new hire
 - Improve event work crew supervision with designated Site Supervisor
- Playgrounds
 - Increase playground inspections to monthly from May through September
 - Perform all playground repairs on schedule according to prioritized needs identified by inspections
- Continue to address deferred maintenance and park improvement projects
 - Complete Frog Pond water quality cleanup by November 2018
 - Complete Lily Pond renovation project at Atkinson Common

- Complete sealed bid process for Joppa Park boat ramp and parking area construction
- Complete 200 feet of Joppa Park sea wall walkway
- Complete design of Lower Atkinson Common parking & facilities improvements
- Address deferred maintenance on Inn Street
 - Remove efflorescence from brickwork
 - Reset one section of brick courtyard and/or steps
- Renovate lawn at Moseley Woods
- Complete grandstand installation & electrical connections at Bradley Fuller Athletic Facility
- Complete electrical connections at Cherry Hill Fields
- Renovate Perkins infield and NHS Pettingell infield
- Complete design of an off-leash dog park
- Resiliency & Sustainability
 - Apply for CZM FY19 Grant Programs to execute a feasibility study for Cashman Park

GOAL 2: CONNECT PEOPLE WITH NATURE & BUILD COMMUNITY THROUGH OUR PARKS

Objectives:

- Begin summer concert series at Moseley Woods park with at least two concerts in Summer 2018
- Implement online parks permitting; work with schools to consolidate school and parks permitting of athletic fields
- Post schedule of permitted activities at all parks
- Improve communications with the public by equipping all field employees with general parks business cards and instructions for directing residents' complaints and comments to the Parks Director
- Coordinate dog-owner education day and/or month with Health Department and City Clerk
Perform 4 park-use assessments at Cashman Park, Perkins Park, Woodman Park, Rail Trail, Inn Street, Atkinson – Upper & Lower, Bartlet Mall, Moseley Woods and Joppa Park

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, brick & mile-marker fundraising program
- Organize community events
- Provide adult recreation opportunities

Facilities Management

- Provide landscaping & other maintenance for 24 parks & school athletic fields including: 16 natural grass athletic fields; 1 running track; 5 tennis courts; 5 outdoor basketball courts; 10 playgrounds; 3 Shared-use off leash areas for dogs, Clipper City Rail Trail & Green St parking lot
- Provide snow & ice management of all parks
- licensed pesticide services to parks, School Department & other City departments
- Inspect and report on facilities and equipment bi-annually
- Manage park & athletic field improvement projects
- Coordinate volunteer efforts
- Maintain historic statues & memorials
- Adhere to tree management plan

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
- Address resiliency and sustainability initiatives to reduce impermeable surfaces and increase green space, conserve municipal drinking water, and protect shorelines
- Plan for cost-effective growth of Parks Dept.

PARKS (01-630)

| | FY2016 ACTUAL | FY2017 ACTUAL | FY2018 BUDGET | FY2019 PROPOSED | \$ CHANGE | % CHANGE |
|---|--------------------------|--------------------------|--------------------------|----------------------------|----------------------|---------------------|
| 001 - PERSONNEL SERVICES | | | | | | |
| 51166 - PRK SAL PARKS DIRECTOR | 66,215 | 67,097 | 67,917 | 69,276 | 1,358 | 2.0% |
| 51167 - PRK SAL PARKS MGR/CARETAKER | 0 | 60,124 | 61,200 | 62,424 | 1,224 | 2.0% |
| 51168 - PRK SAL FT LABOR | 0 | 0 | 0 | 41,600 | 41,600 | |
| 51190 - PRK PT/SEASONAL LABOR | 0 | 24,836 | 25,000 | 12,400 | (12,600) | -50.4% |
| 51404 - PRK TRAVEL ALLOWANCE | 0 | 5,400 | 6,600 | 6,600 | 0 | 0.0% |
| 51405 - PRK CLOTHING STIPEND | 0 | 250 | 250 | 250 | 0 | 0.0% |
| 001 - PERSONNEL SERVICES Total | 66,215 | 157,708 | 160,967 | 192,550 | 31,582 | 19.6% |
| 002 - PURCHASE OF SERVICES | | | | | | |
| 52404 - PRK MAINT-TREES | 0 | 9,864 | 10,000 | 1,000 | (9,000) | -90.0% |
| 52405 - PRK MAINT-INN ST FOUNTAIN | 0 | 14,921 | 0 | 0 | 0 | |
| 52420 - PRK MAINT-PARKS | 63,752 | 7,215 | 29,400 | 38,500 | 9,100 | 31.0% |
| 52422 - PRK BARTLET MALL | 4,864 | 0 | 0 | 0 | 0 | |
| 52423 - PRK MOSELEY WOODS | 1,000 | 1,000 | 1,000 | 1,000 | 0 | 0.0% |
| 52424 - PRK ATKINSON COMMON | 16,093 | 0 | 0 | 0 | 0 | |
| 52426 - PRK RAIL TRAIL | 8,800 | 0 | 0 | 0 | 0 | |
| 002 - PURCHASE OF SERVICES Total | 94,509 | 33,000 | 40,400 | 40,500 | 100 | 0.2% |
| 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 | 165,725 | 195,708 | 206,367 | 238,050 | 31,682 | 15.4% |