

## **Section 7:**

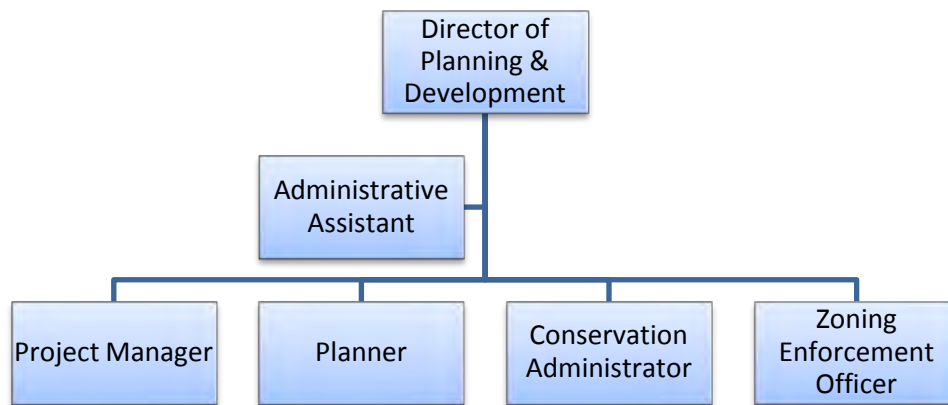
# **Planning and Development**

# 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	FY2018 Actual	FY2019 Actual	FY2020 Budgeted
<b>Director of Planning &amp; Development</b>	1.0	1.0	1.0
<b>Project Manager</b>	1.0	1.0	1.0
<b>Staff Planner<sup>A</sup></b>	1.0	1.0	1.0
<b>Administrative Assistant</b>	1.0	1.0	1.0
<b>Conservation Administrator</b>	0.5	0.5	0.5
<b>Zoning Administrator<sup>B</sup></b>	0.5	1.0	1.0
<b>Total Full Time-Equivalents</b>	<b>5.0</b>	<b>5.5</b>	<b>5.5</b>

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

<sup>B</sup> Position is funded by building permit fee revolving funds. As such, a salary line-item is not included in the Office of Planning & Development budget request or presented in the General Budget.

## PERFORMANCE MEASUREMENTS

Performance Indicator	Unit of Measure	Actual FY2016	Actual FY2017	Actual FY2018	Estimated FY2019
<b>Total Permit Applications</b>	#	122	178	159	157
<b>ZBA Special Permits</b>	#	49	46	49	41
<b>ZBA Variances</b>	#	34	49	19	12
<b>ZBA Appeals</b>	#	1	0	0	1
<b>PB Approval Not Required Plans</b>	#	16	11	10	5
<b>PB Subdivisions</b>	#	1	0	4	0
<b>PB Site Plan Reviews</b>	#	7	3	7	7
<b>PB Smart Growth Plan Reviews</b>	#	1	0	0	0
<b>PB Special Permits</b>	#	1	5	15	20
<b>Average Number of Weeks for Permitting (PB &amp; ZBA)</b>	Weeks	8.6	7.7	9.6	5.2
<b>CPA Grant Applications</b>	#	22	14	13	17
<b>CC Resource Area Delineation</b>	#	2	0	0	1
<b>CC Notice of Intent</b>	#	12	20	24	12
<b>CC Determination of Applicability</b>	#	17	3	7	3
<b>NHC Demolition Delay Reviews</b>	#	7	4	12	13
<b>Zoning Determination Requests</b>	#	N/A	N/A	53	98
<b>Zoning Enforcement Requests</b>	#	N/A	N/A	77	64

## FY2019 ACCOMPLISHMENTS

### Zoning & Regulations:

- Drafted comprehensive 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), Waterfront West Overlay District (WWOD) and Storey Ave Business District, while refining design and permitting criteria for residential infill within the sensitive National Register Historic District (NRHD).
- Worked with the City Council, its Planning & Development Committee, the Planning Board, New England Development (NED) and other stakeholders on a master development plan and related zoning changes for the “Waterfront West” area in order to permit additional residential units which can 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 the Evergreen Commons Open Space Residential Development (OSRD) project, new infrastructure associated therewith, and protection of the City's existing water supply (aquifer) beneath the site.
- Coordinated meetings of the Ad Hoc Zoning Advisory Committee (ZAC) and Recreational Marijuana Ad Hoc Committee to develop new zoning regulations and standards for various uses throughout the City, including recently legalized cultivation and retail 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:**

- Began implementation of a new ten-year Master Plan for the City which addresses community vision, policies, goals, objectives and action plans during the next ten years. The plan, intended to unify and coordinate City efforts over the next ten years, addresses areas such as:
  - Land Use Planning & Growth Management
  - 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 and sea level rise)
  - 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 update and implement recommendations of the Newburyport Master Plan, Waterfront Strategic Plan, Strategic Land Use Plan, Open Space & Recreation Plan, Affordable Housing Production Plan and other short and long-term policy 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 now under construction at One Boston Way.
- 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, in the Waterfront West Overlay District (WWOD).
- Participated in meetings with developers, local officials and other stakeholders regarding a possible new hotel and mixed-use development along Route One at the old ENPRO site adjacent to Carey Ave.
- 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 and worked with legal counsel to resolve areas of dispute.
- Implemented a full-time Zoning Administrator position responsible for ensuring zoning compliance throughout the permitting process, and to ensure enforcement of the voluminous Newburyport Zoning Ordinance (NZO) and permits issued thereunder by various City boards.

#### **Capital Improvement Projects:**

- Oversaw completion of construction associated with the City's New Titcomb Street Parking Garage (a.k.a. "Intermodal Transit & Parking Facility") for opening prior to the peak summer season.
- Explored and began planning a potential change in traffic flows for Green Street and Pleasant Street that could reduce downtown traffic congestion associated with opening of the new garage and eventual mixed-use buildout in Waterfront West.

- Assisted MassDOT with oversight over final construction of the Phase II Clipper City Rail Trail project, including resolution of various construction issues and abutter concerns along this route.
- Continued work with design consultants and various federal, state and local permitting authorities to develop plans for shoreline stabilization along the Merrimack River at the Wastewater Treatment Plant and Phase II Rail Trail Link, including the removal of PCB-contaminated soils.
- Developed conceptual plans 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. Continued to work with MassDOT District 4 on alternative designs to address the awkward safety, right-of-way and layout considerations associated with this intersection.
- Assisted in ongoing discussions, and exploration of options, regarding adaptive reuse of the former Brown School building and site, as well as possible relocation of Newburyport Youth Services (NYS) to the Emergency Management Site on Low Street.
- Finalized and executed a long-term lease for the 115 Water Street building adjacent to the Wastewater Treatment Plant Facility.
- Continued to work with the Newburyport Redevelopment Authority (NRA), City Council, Mayor's Office and other waterfront stakeholders to address updates to the Waterfront Trust documents and preparations for conveyance of NRA properties (for park and parking) and their final dissolution.
- Prepared a Request for Proposals (RFP) for adaptive reuse of the old Coast Guard Auxiliary Building on Plum Island Point.
- Assisted MassDOT with local approvals and private easements required for construction of the High Street Safe Routes to School Project in 2020.

#### **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.
- Worked with legal counsel and key City officials to improve oversight of historic preservation projects funded with CPA funds moving forward, including the mandatory recording of Preservation Restrictions (PRs) prior to disbursement of any CPA funding.

### **FY2020 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 2020:

- Permitting and development applications will likely continue at current levels as we move into FY2020. 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. FY2019 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 potential benefits, and impacts, of noteworthy development projects will need to be evaluated at the following key locations:

- 40R Smart Growth District / MBTA Commuter Rail Station
  - Downtown “Waterfront West” area
  - Redevelopment of the Storey Ave area from mere auto-centric commercial development to a true walkable mixed-use village center, with “active frontage” on first floors and residential uses above, with parking hidden behind buildings brought closer to the street.
- The Office will continue to assist the City Council and Planning Board in consideration of potential redevelopment plans for Waterfront West which has the potential to strengthen downtown Newburyport, provide year-around activation of Market Square, Market Landing Park and the extended Harborwalk.
  - The number of long-range plans, capital projects and initiatives that the City will be undertaking and implementing in FY20 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. Effort will continue to be placed on increasing the efficiency of numerous complicated processes, and sometimes conflicting expectations, associated with these and other initiatives.
  - 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.

## FY2020 GOALS & OBJECTIVES

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

#### **Objectives:**

- Finalize and implement the comprehensive update to the Newburyport Zoning Ordinance in a smooth transition ensuring broad public education and outreach efforts.
- 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 broader public on progress related to actions recommended in the Master Plan.
- Increase use of the City website and online collaboration platforms as a tool to better inform citizens and engage the larger community in planning and land use decisions.

## **GOAL 2: IMPLEMENT CAPITAL IMPROVEMENT PROJECTS**

### **Objectives:**

- Work with the Mayor’s Office and all stakeholders 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.
- 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.
- Implement comprehensive “cloud-based” permit tracking software, online application submissions, and more efficient coordination of all permit-related processes, including increased transparency and public access to current, prior and pending permit applications.



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

**PLANNING AND DEVELOPMENT (01-182)**

	<b>FY2017 ACTUAL</b>	<b>FY2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 PROPOSED</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
<b>001 - PERSONNEL SERVICES</b>						
51101 - OPD SAL PLANNING DIRECTOR	86,998	88,543	88,543	92,829	4,286	4.8%
51102 - OPD SAL PLANNER	42,522	40,583	44,468	52,527	8,059	18.1%
51103 - OPD SAL PROJECT PLANNER	79,313	74,072	71,114	85,174	14,060	19.8%
51104 - OPD SAL ADMIN ASSISTANT	55,650	56,638	58,913	69,124	10,211	17.3%
51105 - OPD PT CONSERVATION ADMIN	32,924	32,981	33,723	42,470	8,747	25.9%
51407 - OPD EDUCATION CREDITS	700	700	700	700	0	0.0%
<b>001 - PERSONNEL SERVICES Total</b>	<b>298,107</b>	<b>293,517</b>	<b>297,461</b>	<b>342,824</b>	<b>45,363</b>	<b>15.3%</b>
<b>002 - PURCHASE OF SERVICES</b>						
53002 - OPD PERMIT TRACKING SOFTWARE	0	0	0	30,000	30,000	
53003 - OPD GIS	11,800	11,899	12,000	12,000	0	0.0%
<b>002 - PURCHASE OF SERVICES Total</b>	<b>11,800</b>	<b>11,899</b>	<b>12,000</b>	<b>42,000</b>	<b>30,000</b>	<b>250.0%</b>
<b>004 - SUPPLIES</b>						
52701 - OPD OFFICE EQUIPMENT	2,000	2,000	2,000	2,000	0	0.0%
54200 - OPD OFFICE SUPPLIES	1,550	1,550	1,550	1,550	0	0.0%
55800 - OPD MISC SUPPLIES	1,000	1,000	1,500	1,500	0	0.0%
<b>004 - SUPPLIES Total</b>	<b>4,550</b>	<b>4,550</b>	<b>5,050</b>	<b>5,050</b>	<b>0</b>	<b>0.0%</b>
<b>Grand Total</b>	<b>314,457</b>	<b>309,965</b>	<b>314,511</b>	<b>389,874</b>	<b>75,363</b>	<b>24.0%</b>

**LICENSING COMMISSION (01-165)**

	<b>FY2017 ACTUAL</b>	<b>FY2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 PROPOSED</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
<b>001 - PERSONNEL SERVICES</b>						
51164 - LCM CLERICAL SERVICES	5,340	6,240	5,340	7,500	2,160	40.4%
<b>001 - PERSONNEL SERVICES Total</b>	<b>5,340</b>	<b>6,240</b>	<b>5,340</b>	<b>7,500</b>	<b>2,160</b>	<b>40.4%</b>
<b>007 - OTHER CHARGES &amp; EXPENSES</b>						
57809 - LCM GENERAL EXPENSES	1,026	1,510	1,000	1,000	0	0.0%
<b>007 - OTHER CHARGES &amp; EXPENSES Total</b>	<b>1,026</b>	<b>1,510</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0.0%</b>
<b>Grand Total</b>	<b>6,366</b>	<b>7,750</b>	<b>6,340</b>	<b>8,500</b>	<b>2,160</b>	<b>34.1%</b>

**CONSERVATION COMMISSION (01-171)**

	<b>FY2017 ACTUAL</b>	<b>FY2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 PROPOSED</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
<b>001 - PERSONNEL SERVICES</b>						
51165 - CCM MINUTE TAKER	1,800	1,800	1,800	1,800	0	0.0%
<b>001 - PERSONNEL SERVICES Total</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>0</b>	<b>0.0%</b>
<b>Grand Total</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>0</b>	<b>0.0%</b>

**HISTORICAL COMMISSION (01-691)**

	<b>FY2017 ACTUAL</b>	<b>FY2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 PROPOSED</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
<b>001 - PERSONNEL SERVICES</b>						
51165 - HCM MINUTE TAKER	1,800	1,800	1,800	1,800	0	0.0%
<b>001 - PERSONNEL SERVICES Total</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>0</b>	<b>0.0%</b>
<b>Grand Total</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>0</b>	<b>0.0%</b>

**PLANNING BOARD (01-175)**

	<b>FY2017 ACTUAL</b>	<b>FY2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 PROPOSED</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
<b>001 - PERSONNEL SERVICES</b>						
51165 - PBD MINUTE TAKER	1,800	1,800	1,800	1,800	0	0.0%
<b>001 - PERSONNEL SERVICES Total</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>0</b>	<b>0.0%</b>
<b>Grand Total</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>0</b>	<b>0.0%</b>

**ZONING BOARD OF APPEALS (01-176)**

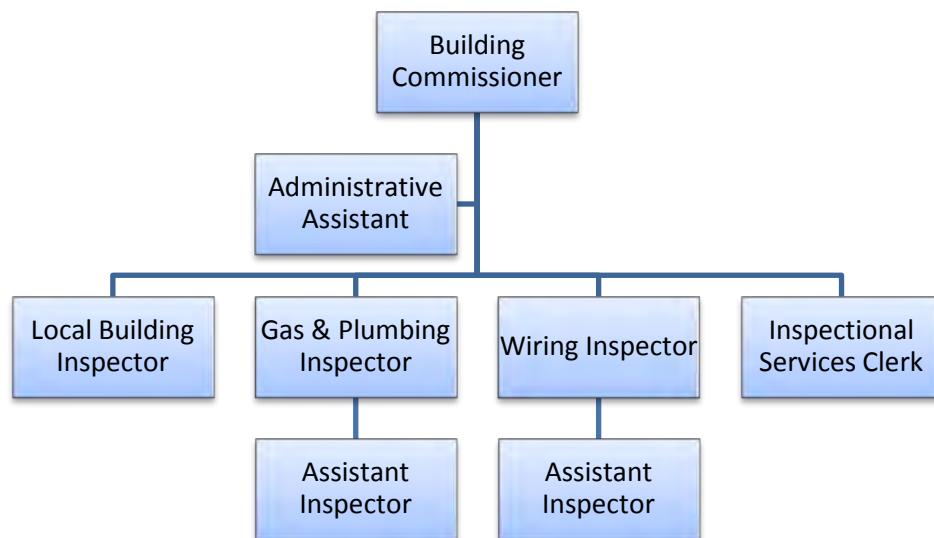
	<b>FY2017 ACTUAL</b>	<b>FY2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 PROPOSED</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
<b>001 - PERSONNEL SERVICES</b>						
51165 - ZBD MINUTE TAKER	1,650	1,800	1,800	1,800	0	0.0%
<b>001 - PERSONNEL SERVICES Total</b>	<b>1,650</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>0</b>	<b>0.0%</b>
<b>Grand Total</b>	<b>1,650</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>0</b>	<b>0.0%</b>

# 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	FY2018 Actual	FY2019 Actual	FY2020 Budgeted
<b>Building Commissioner</b>	1.0	1.0	1.0
<b>Local Building Inspector</b>	1.0	1.0	1.0
<b>Administrative Assistant</b>	1.0	1.0	1.0
<b>Inspectional Services Clerk</b>	0.5	0.5	0.5
<b>Plumbing/Gas Inspector</b>	0.5	0.5	0.5
<b>Electrical Inspector</b>	0.5	0.5	0.5
<b>Total Full Time Equivalents</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>

## PERFORMANCE MEASUREMENTS

Performance Indicator	Unit of Measure	Actual FY2016	Actual FY2017	Actual FY2018	Estimated FY2019
<b>Building Permits*</b>	# of	926	933	958	925
<b>Electrical Permits</b>	# of	639	582	637	610
<b>Gas Permits</b>	# of	443	432	522	475
<b>Plumbing Permits</b>	# of	469	485	492	480

\*Includes sheet metal permits.

## FY2019 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
- Reviewed and processed a record number of permits for various projects totaling \$77,486,246.00 in project costs, which translates to assessable growth towards the tax base.
- Collected a record amount of permit fees totaling \$918,754.00. This is by far the most the Department has ever received and processed.
- Continued an education process with contractors and homeowners to transition smoothly to the new 2015 ICC codes and Mass amendments, ninth edition.
- Worked with the Assessors and Fire Department to establish an inventory of all multi-unit housing buildings and establish a five year public safety certificate of inspection as required by Mass law. Continued to work with the Health Department and Fire Department on all annual Certificates of Inspection for all properties with assembly uses, (49 occupants and above).
- Continued with internal staff meetings and project reviews with other City departments for major municipal and private projects such as the Inter-model Parking Garage, Waterfront West, numerous Business Park investments, One Boston Way and the Kelley School re-use project.

## FY2020 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, Hamilton Way and Evergreen Commons Sub-Divisions. Currently under review include the various Waterfront West projects, the repurposing of the Brown School property, Colby Farms Sub-Division and a hotel/commercial complex on Carey Street. Permit fees and project costs were the highest they have been since the department went into effect. Newburyport remains a very viable commercial/residential city and it is expected that this trend will continue.

## FY2020 GOALS & OBJECTIVES

### **GOAL 1:** TRANSITION TO AN ONLINE PERMITTING SYSTEM

#### **Objectives:**

- Review and hire a software company to install a complete on line permitting system that will be interconnected to all applicable City Departments, enabling the Building Department to accept and process electronic permits.
- Eliminate the need for the vast majority of hard copy materials that the Building Department is now required to process, keep and store.

### **GOAL 2:** BEGIN THE PROCESS OF SETTING UP A SYSTEM FOR PUBLIC SAFETY CERTIFICATE (PSC) INSPECTIONS FOR MULTI-FAMILY HOUSING.

#### **Objectives:**

- Work with the Newburyport Fire Department and the Health Department to begin the required five year safety inspections for multi-unit housing, utilizing the new data base of these properties created by the Assessor and Building Departments.
- Issue PSC certificates to complying properties to be posted in public common areas.
- Reach out to both tenants and property owners of these multi-family buildings to explain the requirement and what our purpose is for the inspections.
- Catalogue and continue with the required five year inspections on all existing fire escapes in Newburyport.

### • **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

- 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

**BUILDING DEPARTMENT (01-241)**

	<b>FY2017 ACTUAL</b>	<b>FY2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 PROPOSED</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
<b>001 - PERSONNEL SERVICES</b>						
51101 - BLD SAL BLDG INSPECTOR	81,915	83,552	83,552	87,597	4,045	4.8%
51103 - BLD SAL ADMIN ASSISTANT	55,742	56,638	58,913	61,153	2,240	3.8%
51160 - BLD SAL ASST BLDG INSPECTOR	22,718	23,205	23,205	24,815	1,610	6.9%
51401 - BLD LONGEVITY	2,442	2,442	2,442	2,442	0	0.0%
51402 - BLD TRAVEL ALLOWANCE	5,100	4,675	10,200	10,200	0	0.0%
51412 - BLD CLOTHING ALLOWANCE	500	0	1,000	1,350	350	35.0%
<b>001 - PERSONNEL SERVICES Total</b>	<b>168,417</b>	<b>170,513</b>	<b>179,313</b>	<b>187,558</b>	<b>8,245</b>	<b>4.6%</b>
<b>002 - PURCHASE OF SERVICES</b>						
53401 - BLD PRINTING	0	482	500	500	0	0.0%
55800 - BLD MISC EXPENSE	0	518	500	500	0	0.0%
<b>002 - PURCHASE OF SERVICES Total</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0.0%</b>
<b>Grand Total</b>	<b>168,417</b>	<b>171,513</b>	<b>180,313</b>	<b>188,558</b>	<b>8,245</b>	<b>4.6%</b>

**COMMISSION ON DISABILITIES (01-921)**

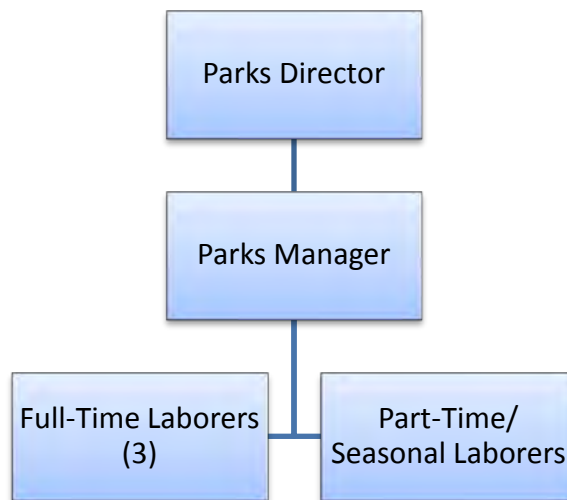
	<b>FY2017 ACTUAL</b>	<b>FY2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 PROPOSED</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
<b>001 - PERSONNEL SERVICES</b>						
51161 - COD SAL ADA COORDINATOR	2,647	2,640	2,640	2,640	0	0.0%
<b>001 - PERSONNEL SERVICES Total</b>	<b>2,647</b>	<b>2,640</b>	<b>2,640</b>	<b>2,640</b>	<b>0</b>	<b>0.0%</b>
<b>Grand Total</b>	<b>2,647</b>	<b>2,640</b>	<b>2,640</b>	<b>2,640</b>	<b>0</b>	<b>0.0%</b>

# 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 superior 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, 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	FY2018 Actual	FY2019 Actual	FY2020 Budgeted
<b>Parks Director</b>	1.0	1.0	1.0
<b>Parks Manager</b>	1.0	1.0	1.0
<b>Full-time Laborer</b>	0.0	1.0	2.0
<b>Part-time Laborers</b>	0.9	1.4	2.8
<b>Seasonable Laborers</b>	1.5	1.7	0.9
<b>Total Full Time-Equivalents*</b>	<b>4.4</b>	<b>6.1</b>	<b>7.7</b>

\*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 The Mayor Gayden W. Morrill Charitable Foundation).

## PERFORMANCE MEASUREMENTS

Performance Indicator	Unit of Measure	Actual FY2016	Actual FY2017	Actual FY2018	Estimated FY2019
Number of volunteer hours	Hours	1,759	2,000	2,213	1,995
Essex County Sheriff service Women In Transition crews	Hours	576	1,440	1,440	1,080*
Public-private partnership savings to City in park/field maintenance costs **	\$	\$83,825	\$88,325	\$76,730	\$85,043
Donations received of equipment, supplies, materials	\$	\$3,159	\$5,650	\$7,783	TBD
Trees pruned	Each			60	50
Hazardous trees removed	Each			80	38
Trees planted	Each			18	23
Flowers & shrubs planted	Each			555	557
Number of Bench Sponsorships	#	16	6	11	6
Permits issued	#	96	110	146	75
Brick sidewalks replaced	Square feet				3,385

\* Poor weather conditions limited our use of inmate crews in FY19

\*\* Newburyport Youth Soccer Association \$60,043/Pioneer League \$25,000

## FY2019 ACCOMPLISHMENTS

### Park & Field Improvement Projects

- Completed:
  - Installed new benches at Inn Street, Cushing Park, Moseley Woods.
  - Design phase of Joppa boat ramp replacement and parking improvements, construction slated for fall 2019.
  - Renovation of the central garden at Atwood Park.
  - Landscape fencing around Inn Street playground, manufactured in-house.
  - Installation of synthetic turf lawn at Inn Street playground landscape buffer (funded and executed by commercial sponsor).
  - Cherry Hill soccer field electrical connections.
  - Replacement of 3,385 square feet of brick walkways in our parks:
    - Patrick Tracy Square, 800 SF; Cornelius Doyle Triangle at Three Roads intersection, 1,085 SF, all interior walkways (funded and executed by commercial sponsor); Joppa Park, 1,500 SF.
  - Atkinson Common Lily Pond renovation.

- Underway:
  - Phase II construction of Bradley Fuller Athletic Field facility renovation project: electrical, grandstands, sound & timing system, field house renovation & concrete walkways.
  - Renovation of Joppa Park seawall walkway, 1/3 completed.
  - Water quality cleanup at Frog Pond, to be completed by end of CY 2019.
  - Phase I & II of Bartlet Mall Restoration project:
    - Completed design engineering for inclusive playground replacement
    - Extensive pruning and hazardous tree removals, and
    - Design-engineering phase of historic restoration of northwest corner of park

### **General Parks Management**

- Provided on-schedule landscape maintenance & snow-ice management of 100+ acres of park land, Green Street parking lot and athletic fields & licensed pesticide services to multiple departments.
- Provided lawn care services aeration, fertilization, & parking plant bed preparation at Senior Community Center.
- Installed 422 shrubs and perennials at the following parks and public spaces:
  - Atwood Park, Bullnose, Cornelius Doyle Triangle, George Washington garden, Moseley Woods, Rail Trail I and Rail Trail II
- Managed Inn Street Fountain; system was down for **0 days** during 168-day season.
- Maintained dog waste stations with calls for service totaling just 6.
- Worked with City Councilors to rewrite Chapter 11 of the City's Code of Ordinances including revisions to organizational structure, rules and parks use fees.
- Eliminated use of glyphosate (i.e. Roundup).

### **Playgrounds**

- Replenished safety surfacing in all playgrounds to comply with federal playground safety guidelines.
- Certified Playground Safety Inspector status on staff.

### **Tree Management**

- Removed 50 high hazard trees and pruned 38 trees according to prioritized task list at 7 parks.
- Planted 23 trees at 6 parks.

### **Permitting**

- Issued 75 parks use permits.
- Established first parks and athletic field use fee schedule.

### **Community Outreach**

- Increased social media presence on Facebook, Instagram & Twitter.
- Encouraged resident participation through:
  - Regular meetings with neighbors of Bartlet Mall & Mall Improvement Association.
  - Regular meetings & site visits with Atkinson Common neighbors.

- 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 spring cleanup.
  - Tripled attendance at the Americana Rhythm & Roots Music Festival at Waterfront Park to provide Grammy-nominated free music, kid activities & raise money for parks.
- Equipped field employees with general parks business cards and instructions for directing residents' concerns to the Parks Director.

## FY2020 TRENDS

1. We will continue to enhance the beauty, safety and accessibility of our parks through parks improvement projects funded in large part by grants, commercial sponsors and private donations.
2. 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 solar and biomass energy to power park operations.
3. Trees will be a priority as we further develop our tree management plan. We will:
  - provide real-time maintenance of parks-wide tree inventory.
  - 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, Perkins Park and other parks as needed for high priority tasks.
4. 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
  - Atkinson Common Observation Tower Restoration Project as well as
  - ensuring proper maintenance of the City's historic statues and veterans' memorials.
5. Making our playgrounds more accessible and safer places to play

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

#### **Objectives:**

- Provide professional-grade service to maintain 26 parks on schedule.
  - Projects (funded mainly by grants including The Mayor Gayden W. Morrill Charitable Foundation, Community Preservation Act funding, local trust funds, state grant programs, the Newburyport Parks Conservancy, Friends of Newburyport Track and other private donations):
    - Complete re-construction of Joppa Park boat ramp & parking lot.
    - Replace asphalt walkways at Bartlet Mall & complete pilot renovation of a section of existing crushed stone walkway at Bartlet Mall to improve park access.
    - Complete replacement of recreation area at Bartlet Mall including basketball court & playground.
    - Complete at least 3,000 square feet of brick walkway replacements in downtown parks.
    - Complete Frog Pond water quality cleanup by November 2019.
    - Phase II construction of Bradley Fuller Athletic Field facility renovation project: electrical connections, grandstands & walkways.
    - Complete Lily Pond renovation project at Atkinson Common.
    - 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; weld hand rails on elevated walkway; point brick work on elevated walkway
    - Renovate lawn at Moseley Woods.
    - Complete electrical connections at Cherry Hill Fields.
    - Renovate Perkins Ball Field infield.
  - Management
    - Use CMMS on-line work-order system to complete work reports for every crew, every day.
    - Complete comprehensive parks management plan.
    - Post field maintenance checklist at all ball fields maintained by Parks Department.
    - Develop training procedures for equipment use and implement with each new hire.
  - Playgrounds
    - Implement monthly, in-season playground inspections reports.
    - Perform all playground repairs on schedule according to prioritized needs identified by inspections.
    - Explore assigning Playground Safety Coordinator responsibilities to staff.
- Resiliency & Sustainability
  - Work with Newburyport Resiliency Committee to address preparedness for climate change at city parks.



- Support city-wide resiliency and sustainability initiatives by reducing impermeable surfaces, increasing green space, conserving municipal drinking water and protecting shorelines.

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

### **Objectives:**

- Implement online parks permitting.
- Post schedule of permitted activities at all parks.
- Perform 10 park-use assessments at Cashman Park, Perkins Park, Woodman Park, Rail Trail, Inn Street, Atkinson – Upper & Lower, Bartlet Mall, Moseley Woods and Joppa Park.
- Double hiking club membership & nature-related programming.
- Increase number of parks-related special events from 3 to 5 annually.

## **PROGRAMS & SERVICES**

Administration & Community Services	Facilities Management	Long-Range Planning
<ul style="list-style-type: none"> <li>• Issue parks use permits</li> <li>• Respond to public inquiries</li> <li>• Coordinate with Parks Groups</li> <li>• Coordinate with City Departments</li> <li>• Coordinate with Sports Leagues, Youth Services &amp; School Athletic Dept.</li> <li>• Manage and update Parks website</li> <li>• Coordinate volunteers</li> <li>• Maintain public records related to Parks Commission activities</li> <li>• Coordinate memorial bench, brick &amp; mile-marker fundraising program</li> <li>• Organize community events</li> <li>• Provide adult recreation opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• including: 10 natural grass athletic fields; 5 tennis courts; 5 outdoor basketball courts; 10 playgrounds; 3 Shared-use off leash areas for dogs, 1 splash pad, 1 natural pond, Clipper City Rail Trail &amp; Green St parking lot</li> <li>• Provide snow &amp; ice management of all parks</li> <li>• licensed pesticide services to parks, School Department &amp; other City departments</li> <li>• Inspect and report on facilities and equipment bi-annually</li> <li>• Manage park &amp; athletic field improvement projects</li> <li>• Coordinate volunteer &amp; sponsorship efforts</li> <li>• Maintain historic statues &amp; memorials</li> <li>• Manage urban forest</li> </ul>	<ul style="list-style-type: none"> <li>• Formulate a consistent City wide vision for improvements and maintenance in cooperation with Planning Department</li> <li>• Foster Public-Private partnerships to benefit the maintenance and improvement of City parks and athletic fields</li> <li>• 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</li> <li>• Address resiliency and sustainability initiatives including reducing impermeable surfaces and increase green space, conserve municipal drinking water, and protect shorelines</li> <li>• Plan for cost-effective growth of Parks Dept.</li> </ul>

**PARKS (01-630)**

	<b>FY2017 ACTUAL</b>	<b>FY2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 PROPOSED</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
<b>001 - PERSONNEL SERVICES</b>						
51166 - PRK SAL PARKS DIRECTOR	67,097	67,917	69,276	71,205	1,929	2.8%
51167 - PRK SAL PARKS MGR/CARETAKER	60,124	61,200	62,424	69,201	6,777	10.9%
51168 - PRK SAL FT LABOR	0	0	41,600	86,208	44,608	107.2%
51190 - PRK PT/SEASONAL LABOR	24,836	34,000	12,400	42,850	30,450	245.6%
51404 - PRK TRAVEL ALLOWANCE	5,400	6,600	6,600	7,800	1,200	18.2%
51405 - PRK CLOTHING STIPEND	250	250	250	250	0	0.0%
51901 - PRK DOWNTOWN-IMPROV LABOR	0	0	0	24,000	24,000	
<b>001 - PERSONNEL SERVICES Total</b>	<b>157,708</b>	<b>169,967</b>	<b>192,550</b>	<b>301,514</b>	<b>108,965</b>	<b>56.6%</b>
<b>002 - PURCHASE OF SERVICES</b>						
52101 - PRK PARK UTILITIES	0	0	0	1,400	1,400	
52401 - PRK MAINT-EQUIP	0	0	0	5,000	5,000	
52404 - PRK MAINT-TREES	9,864	1,182	1,000	5,000	4,000	400.0%
52405 - PRK MAINT-INN ST FOUNTAIN	14,921	0	0	0	0	
52420 - PRK MAINT-PARKS	7,215	30,218	38,500	0	(38,500)	-100.0%
52423 - PRK MOSELEY WOODS	1,000	0	1,000	1,000	0	0.0%
52702 - PRK RESTROOM RENTALS	0	0	0	2,000	2,000	
<b>002 - PURCHASE OF SERVICES Total</b>	<b>33,000</b>	<b>31,400</b>	<b>40,500</b>	<b>14,400</b>	<b>(26,100)</b>	<b>-64.4%</b>
<b>004 - SUPPLIES</b>						
54200 - PRK TOOLS/SUPPLIES	0	0	0	6,300	6,300	
54201 - PRK DOWNTOWN-IMPROV SUPPLIES	0	0	0	6,000	6,000	
54801 - PRK FUEL/OIL	0	0	0	2,500	2,500	
55800 - PRK LANDSCAPE MATERIALS	5,000	5,000	5,000	22,500	17,500	350.0%
55801 - PRK DOG WASTE BAGS	0	0	0	7,000	7,000	
<b>004 - SUPPLIES Total</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>44,300</b>	<b>39,300</b>	<b>786.0%</b>
<b>007 - OTHER CHARGES &amp; EXPENSES</b>						
57300 - PRK DUES & MEMBERSHIPS	0	0	0	450	450	
<b>007 - OTHER CHARGES &amp; EXPENSES Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>450</b>	<b>450</b>	
<b>008 - CAPITAL OUTLAY</b>						
58401 - PRK EQUIPMENT	0	0	0	24,000	24,000	
<b>008 - CAPITAL OUTLAY Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24,000</b>	<b>24,000</b>	
<b>Grand Total</b>	<b>195,708</b>	<b>206,367</b>	<b>238,050</b>	<b>384,664</b>	<b>146,615</b>	<b>61.6%</b>