

GROWTH MANAGEMENT DEPARTMENT

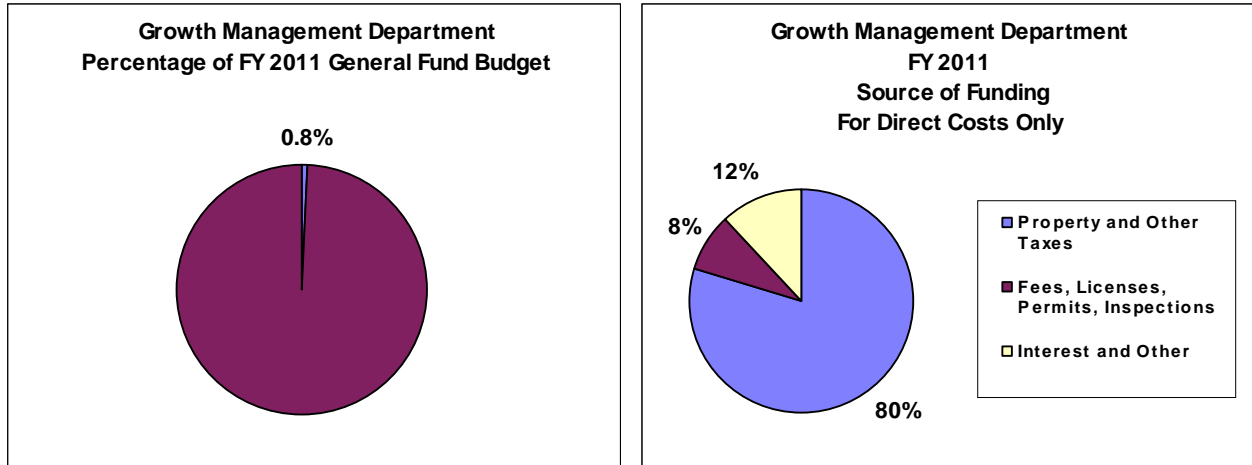
The mission of the Growth Management Department is to preserve the character of Barnstable's seven villages and improve resident's quality of life by developing and implementing land use, community development, regulatory, traffic and property management strategies to support and promote sustainable economic development



DEPARTMENT PERMANENT POSITIONS (FTEs)

Program/Function FTEs	General Fund	Other Fund	Total
Administration	2.50	0.00	2.50
Community Development	1.00	2.00	3.00
Comprehensive Planning	2.00	0.00	2.00
Economic Development	1.65	1.00	2.65
Property Management	0.85	0.65	1.50
Regulatory Review	3.35	0.00	3.35
Traffic & Parking Management	1.00	0.00	1.00
Total Department FTEs	12.35	3.65	16.00

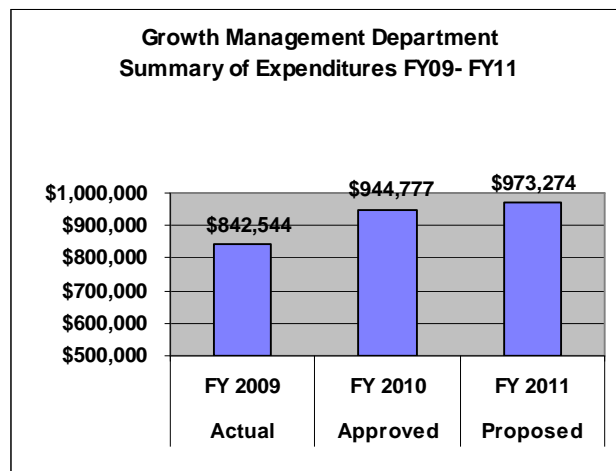
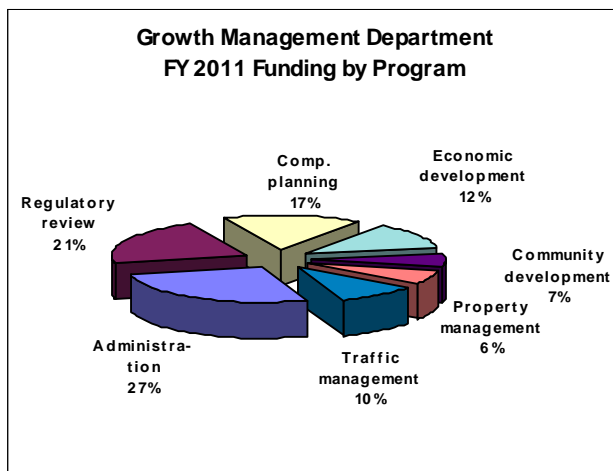
FY 2011 DEPARTMENT FINANCIAL DATA



The Growth Management Department represents less than one percent of the overall General Fund operation. Eighty percent of this operation is funded from taxes. The remaining 20 percent is financed with fees and lease income generated from town owned land and buildings. Fee increases are being implemented in FY11 that should generate an additional \$60,000 from this operation.

SUMMARY OF DEPARTMENT EXPENDITURES, RESOURCE ADJUSTMENTS AND FUNDING RESOURCES

Expenditure Category	Actual FY 2009	Approved FY 2010	Projected FY 2010	Requested FY 2011	Adjustments FY 2011	Proposed FY 2011	Change FY10 - 11	Percent Change
Salaries and Wages	\$ 726,843	\$ 779,969	\$ 760,300	\$ 798,224		\$ 792,729	\$ 12,759	1.64%
Benefits	48,964	65,085	58,400	70,914		80,822	15,737	24.18%
Operating Expenses	66,737	99,723	96,250	99,723		99,723	-	0.00%
Operating Capital	-	-	-	-		-	-	0.00%
LEVEL PERSONNEL SERVICE	\$ 842,544	\$ 944,777	\$ 914,950	968,861		\$ 973,274	\$ 28,496	3.02%
SUPPLEMENTAL SERVICE PRIORITY REQUESTS: None								
1. New Economic Development Coordinator				74,220				
SUBTOTAL				74,220				
REDUCTIONS AND RECLASSIFICATIONS:								
1. Eliminate Vacant Principal Assistant					\$ (35,883)			
2. Transfer .65 FTE of Site Plan Review Coordinator to Regulatory Services					(33,924)			
SUBTOTAL					(69,807)			
TOTAL				\$ 1,043,081	\$ (69,807)			
SOURCES OF FUNDS								
Property and Other Taxes	\$ 693,549	\$ 806,777	\$ 774,735	\$ 845,524		\$ 775,717	\$ (31,061)	-3.85%
Fees, Licenses, Permits, Inspections	33,303	23,000	25,215	82,557		82,557	59,557	258.94%
Interest and Other	115,692	115,000	115,000	115,000		115,000	-	0.00%
TOTAL SOURCES	\$ 842,544	\$ 944,777	\$ 914,950	\$ 1,043,081		\$ 973,274	\$ 28,496	3.02%



Administration is the largest program area for this operation at 27 percent of the budget. Regulatory review and comprehensive planning are the next largest program areas at 21 percent and 17 percent, respectively.

SUMMARY OF SIGNIFICANT BUDGET CHANGES FOR DEPARTMENT

The proposed FY11 budget for the Growth Management Department is \$973,274. This is an increase of \$28,496 over the FY10 approved budget. One new position has been added, an Economic Development Coordinator at a cost of \$74,220 that includes benefits. The elimination of one Principal Assistant for a savings of \$35,883 helps offset almost one-half of the increase for the new position. Other personnel changes include the transfer of .65 FTE of the Site Plan Review Coordinator to the Regulatory Services Department to more accurately reflect where this position focuses their time.

Fee increase proposed for FY11 will generate additional revenue of \$60,000 for this operation resulting in a decrease in tax support of \$31,061 for FY11.

FY 2011 DEPARTMENT GOALS

1. Promote sustainable development in the Downtown Hyannis Growth Incentive Zone, Route 132 Regional Commercial Center and the villages, in coordination with the Comprehensive Plan and Village Plans, to provide new revenue. Negotiate mitigation of development impacts and investigate impact fee strategies to offset impacts to infrastructure from new development and redevelopment.
2. Implement economic development strategies as informed by staff, business outreach and industry professionals. Initiate and complete a sector analysis of Barnstable businesses.
3. Provide professional planning expertise and technical assistance to facilitate Village Plan implementation.
4. Provide professional planning expertise and technical assistance to the public, town staff, boards, committees, commissions and applicants to regulatory Boards and Commissions.
5. Explore and continue to implement community development strategies for housing and direct financial support that responds to the local effects of the changing economy.
6. Support and assist as needed with the Comprehensive Water Management Planning initiative.
7. Pursue and secure all grant funding and technical assistance opportunities to supplement the budget and to access unique program opportunities.
8. Implement remaining components of the ways to water and coastal access programs.
9. Continue communication and collaboration with Town departments, businesses, organizations, state and county agencies to ensure best possible outcomes for project implementation.
10. Update the Open Space and Recreation Plan and the Commonwealth Capital application to meet grant funding requirements.
11. Complete certification of the Barnstable Comprehensive Plan update.

The above goals support the following Town Council Strategic Plan Goals: Finance, Public Health and Safety, Infrastructure, Economic Development, Housing, Regulatory Access and Accountability, Environment and Natural Resources, Quality of Life, and Communications

DESCRIPTION OF SERVICE PRIORITY PACKAGES

1. Economic Development Coordinator

\$74,220 Requested

\$74,220 Recommended

The Town's Economic Development activities have been coordinated through the Growth Management Department for the past several years using a part time consultant. The Town's needs in this area are not properly served by this staffing arrangement. A full time position will allow GMD to better organize, further prioritize and execute economic development program tasks. Such tasks include business outreach; economic development incentive program research, development and outreach; pursuit of grant and program funds for infrastructure necessary to enhance and support private development initiatives; website development and update; staff support to economic development groups; economic development data gathering and reporting; demographic and sector data gathering and sharing; monitoring and coordination of available non-residential properties; coordination with local, regional, state and federal economic development programs. The Town's Economic Development activities will remain as is – an important program that is not as robust as needed.

2. Office Manager

\$44,317 Requested

\$0 Recommended

With the elimination of funding for the Assistant Director's position last year the Department remains vertically organized with all reports to the Director. This position upgrade includes supervision of Department Administrative Assistants and more accurately describes position duties and allows more efficient Department operations. The current administrative arrangement detracts from the Directors ability to effectively manage larger issues facing the Town.

PROGRAMS/FUNCTIONS

ADMINISTRATION FUNCTION

Function Description. The Administrative Function supports the department's six programs with professional and administrative support. The Director, working with GMD staff, provides professional planning advice and assistance to town residents, the Town Manager, Town Boards, Commissions, Committees and Departments, county and state agencies, and the private sector including landowners, business entities and business organizations. Advice and assistance issues include land use, infrastructure, transportation, capital improvement, environmental issues and impacts, economic development and downtown revitalization.

Administrative services supports GMD staff, Boards, Commissions, and other Town entities as needed. Activities include payroll, billing, grant administration, CPA fund administrative assistance, personnel functions and assistance with property management. GMD administrative staff provides direct support to Barnstable Economic Development Commission, Housing Committee, Land Acquisition and Preservation Committee and, in 2008 and 2009, the Coastal Resources Management Committee who recently completed their tasks.

SUMMARY OF PROGRAM EXPENDITURES, RESOURCE ADJUSTMENTS AND FUNDING RESOURCES

Expenditure Category	Actual FY 2009	Approved FY 2010	Projected FY 2010	Requested FY 2011	Adjustments FY 2011	Proposed FY 2011	Change FY10 - 11	Percent Change
Salaries and Wages	\$ -	\$ -		\$ 157,053		\$ 157,053	\$ 157,053	0.00%
Benefits	-	-		6,078		6,078	6,078	0.00%
Operating Expenses	-	-		99,723		99,723	99,723	0.00%
Operating Capital	-	-	-	-		-	-	0.00%
LEVEL PERSONNEL SERVICE	\$ -	\$ -	\$ -	262,854		\$ 262,854	\$ 262,854	0.00%
SUPPLEMENTAL SERVICE PRIORITY REQUESTS: None								
TOTAL				\$ 262,854	\$ -			
SOURCES OF FUNDS								
Property and Other Taxes	\$ -	\$ -	\$ -	\$ 262,854		\$ 262,854	\$ 262,854	0.00%
TOTAL SOURCES	\$ -	\$ -	\$ -	\$ 262,854		\$ 262,854	\$ 262,854	0.00%

COMMUNITY DEVELOPMENT FUNCTION

Function Description. The Community Development mission is to strengthen and renew neighborhoods in Barnstable enhance and enrich the quality of life for the Town's residents through housing and community development planning, funding and implementation.

Community Development Block Grant Program: (CDBG) is directed by the Five Year Consolidated Plan and the Annual Action Plans. CDBG grant funds from the U.S. Department of Housing and Urban Development are allocated to activities that assist the Town's low and moderate income residents. During FY 2010, the Town provided CDBG funding for the rehabilitation of affordable housing units through the Accessory Affordable Apartment Program; acquisition of affordable units for rent and homeownership through the Rental Acquisition Program and 705 Self Sufficiency Program; ADA/Handicap Access and other improvements to public facilities; and increased job opportunities through Public Service activities.

Community Housing: The Community Housing component of the Community Development program implements the housing plan, monitors the Town's affordable housing stock for compliance with permits and deed restrictions relative to affordability, works with the Department of Housing and Community Development to ensure the Subsidized Housing Inventory is accurate and up to date, provides some assistance to the ZBA and Planning Board with affordable housing project review and also provides support to the Housing Committee.

Accessory Affordable Apartment Program: The Affordable Accessory Apartment Program creates affordable housing meeting the needs of the Town of Barnstable and its residents through the adaptive reuse of existing housing stock. The Accessory Affordable Apartment Program allows residential property improvements which also increase our affordable housing stock and also provides the resident property owners with rental income.

SUMMARY OF PROGRAM EXPENDITURES, RESOURCE ADJUSTMENTS AND FUNDING RESOURCES

Expenditure Category	Actual FY 2009	Approved FY 2010	Projected FY 2010	Requested FY 2011	Adjustments FY 2011	Proposed FY 2011	Change FY10 - 11	Percent Change
Salaries and Wages	\$ 20,922	\$ 61,815	\$ 61,800	\$ 65,598		\$ 65,598	\$ 3,783	6.12%
Benefits	288	4,871	900	936		936	(3,935)	-80.78%
Operating Expenses	2,929	8,000	7,900	-		-	(8,000)	-100.00%
Operating Capital	-	-	-	-		-	-	0.00%
LEVEL PERSONNEL SERVICE	\$ 24,138	\$ 74,686	\$ 70,600	66,534		\$ 66,534	\$ (8,152)	-10.92%
SUPPLEMENTAL SERVICE PRIORITY REQUESTS: None								
TOTAL				\$ 66,534	\$ -			
SOURCES OF FUNDS								
Property and Other Taxes	\$ 24,138	\$ 74,686	\$ 70,600	\$ 66,534		\$ 66,534	\$ (8,152)	-10.92%
TOTAL SOURCES	\$ 24,138	\$ 74,686	\$ 70,600	\$ 66,534		\$ 66,534	\$ (8,152)	-10.92%

COMPREHENSIVE PLANNING FUNCTION

Function Description. Comprehensive Planning analyzes and plans for the Town’s long-term needs as they relate to economic development, preservation and enhancement of natural and historic resources and provision of adequate public facilities and infrastructure. Recommendations are developed and implementation organized for Town strategies, plans and legislation to promote sustainable development. Comprehensive planning advice, research results and a broad range of information is shared with Town Council, the Town Manager, regulatory boards and town agencies and committees and the Cape Cod Commission. The Town’s long-term planning efforts include strategically planned land use, infrastructure, transportation, capital improvement and environmental, economic development and downtown revitalization.

SUMMARY OF PROGRAM EXPENDITURES, RESOURCE ADJUSTMENTS AND FUNDING RESOURCES

Expenditure Category	Actual FY 2009	Approved FY 2010	Projected FY 2010	Requested FY 2011	Adjustments FY 2011	Proposed FY 2011	Change FY10 - 11	Percent Change
Salaries and Wages	\$ 184,116	\$ 168,585	\$ 160,000	\$ 146,473		\$ 146,473	\$ (22,112)	-13.12%
Benefits	7,167	7,480	7,000	19,935		19,935	12,455	166.51%
Operating Expenses	6,817	16,759	15,000	-		-	(16,759)	-100.00%
Operating Capital	-	-	-	-		-	-	0.00%
LEVEL PERSONNEL SERVICE	\$ 198,100	\$ 192,824	\$ 182,000	166,408		\$ 166,408	\$ (26,416)	-13.70%
SUPPLEMENTAL SERVICE PRIORITY REQUESTS: None								
TOTAL				\$ 166,408	\$ -			
SOURCES OF FUNDS								
Property and Other Taxes	\$ 198,100	\$ 192,824	\$ 182,000	\$ 166,408		\$ 166,408	\$ (26,416)	-13.70%
TOTAL SOURCES	\$ 198,100	\$ 192,824	\$ 182,000	\$ 166,408		\$ 166,408	\$ (26,416)	-13.70%

ECONOMIC DEVELOPMENT FUNCTION

Function Description. Economic Development provides professional staff support to implement the Town’s economic development plan. Specific activities include promoting Hyannis’ revitalization, collaboration with the Hyannis Area and Cape Cod Chambers of Commerce, the Downtown Hyannis Business Improvement District, planning and study initiatives for Route 132 Regional Commercial area and corridor, Hyannis Harbor and Route 28 corridor.

Business Outreach: This year GMD initiated a business outreach program. The Interim Director and GMD’s Economic Development consultant have visited dozens of businesses to date. Through this program we learn about the Barnstable business climate and share the Town’s goals and planning initiatives. Most importantly we engage in open and honest discussion about how Barnstable fares at being “Open for Business”. We are pleased to report that the results are quite positive. This cornerstone communication strategy remains a top priority for this program.

Arts and Culture: administers the Harbor Your Arts (HyA) program a key component of the Downtown Hyannis revitalization initiative. The Arts & Culture Coordinator fundraises for and implements the HyA marketing plan; organizes, juries, manages the properties and provides daily support for the artist shanties program at Bismore Park, the performing arts program at Aselton Park and the year round Pearl Street arts district initiatives, the Shirley Blair Flynn Center for the Arts, the Guyer Barn, and Sarah Holl Artspace. The Harbor Your Arts program stimulated collateral development on Pearl Street and attracts and retains Main Street and Downtown Hyannis. Visitors.

SUMMARY OF PROGRAM EXPENDITURES, RESOURCE ADJUSTMENTS AND FUNDING RESOURCES

Expenditure Category	Actual FY 2009	Approved FY 2010	Projected FY 2010	Requested FY 2011	Adjustments FY 2011	Proposed FY 2011	Change FY10 - 11	Percent Change
Salaries and Wages	\$ 42,152	\$ 40,000	\$ 35,000	\$ 40,000		\$ 104,312	\$ 64,312	160.78%
Benefits	613	580	500	1,012		10,920	10,340	1782.76%
Operating Expenses	15,008	21,550	21,000	-		-	(21,550)	-100.00%
Operating Capital	-	-	-	-		-	-	0.00%
LEVEL PERSONNEL SERVICE	\$ 57,773	\$ 62,130	\$ 56,500	41,012		\$ 115,232	\$ 53,102	85.47%
SUPPLEMENTAL SERVICE PRIORITY REQUESTS:								
1. New Economic Development Coordinator				74,220	\$ -			
SUBTOTAL				74,220	-			
TOTAL				\$ 115,232	\$ -			
SOURCES OF FUNDS								
Property and Other Taxes	\$ 27,335	\$ 39,130	\$ 33,500	\$ 92,232		\$ 92,232	\$ 53,102	135.71%
Fees, Licenses, Permits, Inspections	30,438	23,000	23,000	23,000		23,000	-	0.00%
TOTAL SOURCES	\$ 57,773	\$ 62,130	\$ 56,500	115,232		\$ 115,232	\$ 53,102	85.47%

PROPERTY MANAGEMENT FUNCTION

Function Description. The Property Management Coordinator inventories, evaluates and manages recent Town property acquisitions, Land Bank and CPA properties, oversees special projects, assists in the development and redevelopment of Town properties and the ways to water program. Each year the Coordinator secures the services of and supervises an Americorps Cape Cod member; provides assistance to town staff, boards and officials through research and analysis of property and programs. The Property Management Coordinator also provides support, technical assistance and project coordination for the Community Preservation Committee.

SUMMARY OF PROGRAM EXPENDITURES, RESOURCE ADJUSTMENTS AND FUNDING RESOURCES

Expenditure Category	Actual FY 2009	Approved FY 2010	Projected FY 2010	Requested FY 2011	Adjustments FY 2011	Proposed FY 2011	Change FY10 - 11	Percent Change
Salaries and Wages	\$ 45,192	\$ 46,685	\$ 46,500	\$ 47,911		\$ 47,911	\$ 1,226	2.63%
Benefits	5,447	9,577	9,500	11,348		11,348	1,771	18.49%
Operating Expenses	7,483	8,500	8,350	-		-	(8,500)	-100.00%
Operating Capital	-	-	-	-		-	-	0.00%
TOTAL APPROPRIATION	\$ 58,123	\$ 64,762	\$ 64,350	59,259		\$ 59,259	\$ (5,503)	-8.50%
SUPPLEMENTAL SERVICE PRIORITY REQUESTS: None								
TOTAL				\$ 59,259	\$ -			
SOURCES OF FUNDS								
Property and Other Taxes	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0.00%
Interest and Other	115,692	115,000	105,000	105,000		105,000	(10,000)	-8.70%
TOTAL SOURCES	\$ 115,692	\$ 115,000	\$ 105,000	\$ 105,000		\$ 105,000	\$ (10,000)	-8.70%

REGULATORY REVIEW FUNCTION

Function Description. Regulatory Review provides assistance to town residents, Town Boards, Commissions, Committees and Departments and assists in implementation of the town's land use ordinances. The Regulatory Review program provides staff support, technical assistance and administrative services to the Planning Board, Zoning Board of Appeals, Old King's Highway Historic District Committee, Barnstable Historical Commission and Hyannis Main Street Waterfront Historic District Commission and Appeals Committee and provides general advice and assistance on day-to-day zoning, planning and historic issues.

SUMMARY OF PROGRAM EXPENDITURES, RESOURCE ADJUSTMENTS AND FUNDING RESOURCES

Expenditure Category	Actual FY 2009	Approved FY 2010	Projected FY 2010	Requested FY 2011	Adjustments FY 2011	Proposed FY 2011	Change FY10 - 11	Percent Change
Salaries and Wages	\$ 351,414	\$ 380,384	\$ 375,000	\$ 258,182		\$ 188,375	\$ (192,009)	-50.48%
Benefits	25,689	32,044	30,000	20,760		20,760	(11,284)	-35.21%
Operating Expenses	22,923	34,664	34,000	-		-	(34,664)	-100.00%
Operating Capital	-	-	-	-		-	-	0.00%
LEVEL PERSONNEL SERVICE	\$ 400,026	\$ 447,092	\$ 439,000	278,942		\$ 209,135	\$ (237,957)	-53.22%
SUPPLEMENTAL SERVICE PRIORITY REQUESTS: None								
REDUCTIONS AND RECLASSIFICATIONS:								
1. Eliminate Vacant Principal Assistant					\$ (35,883)			
2. Transfer .65 FTE of Site Plan Review Coordinator to Regulatory Services					(33,924)			
SUBTOTAL					(69,807)			
TOTAL				\$ 278,942	\$ (69,807)			
SOURCES OF FUNDS								
Property and Other Taxes	\$ 397,161	\$ 447,092	\$ 436,785	\$ 208,942		\$ 139,135	\$ (307,957)	-68.88%
Fees, Licenses, Permits, Inspections	2,865	-	2,215	70,000		70,000	-	0.00%
TOTAL SOURCES	\$ 400,026	\$ 447,092	\$ 439,000	\$ 278,942		\$ 209,135	\$ (237,957)	-53.22%

TRAFFIC AND PARKING MANAGEMENT FUNCTION

Function Description. Traffic and Parking Senior Engineer provides review and analysis of roadway improvements plans to ensure efficient traffic flow, analyzes parking needs, recommends strategies to address parking issues, and works closely with the Cape Cod Regional Transportation Authority. The Engineer provides extensive subdivision review assistance, storm water and parking management analysis for the Planning Board, Zoning Board of Appeals and Site Plan Review in both pre-development and post permit phases. The Engineer also assists other GMD program with site design, traffic management, storm water assessment and parking advice. This position implements the Downtown Hyannis Lighting Strategy and provides technical support to the Regulatory Services parking program.

SUMMARY OF PROGRAM EXPENDITURES, RESOURCE ADJUSTMENTS AND FUNDING RESOURCES

Expenditure Category	Actual FY 2009	Approved FY 2010	Projected FY 2010	Requested FY 2011	Adjustments FY 2011	Proposed FY 2011	Change FY10 - 11	Percent Change
Salaries and Wages	\$ 83,047	\$ 82,500	\$ 82,000	\$ 83,007		\$ 83,007	\$ 507	0.61%
Benefits	9,760	10,533	10,500	10,845		10,845	312	2.96%
Operating Expenses	11,578	10,250	10,000	-		-	(10,250)	-100.00%
Operating Capital	-	-	-	-		-	-	0.00%
LEVEL PERSONNEL SERVICE	\$ 104,384	\$ 103,283	\$ 102,500	93,852		\$ 93,852	\$ (9,431)	-9.13%
SUPPLEMENTAL SERVICE PRIORITY REQUESTS: None								
TOTAL				\$ 93,852	\$ -			
SOURCES OF FUNDS								
Property and Other Taxes	\$ 104,384	\$ 103,283	\$ 102,500	\$ 93,852		\$ 93,852	\$ (9,431)	-9.13%
TOTAL SOURCES	\$ 104,384	\$ 103,283	\$ 102,500	\$ 93,852		\$ 93,852	\$ (9,431)	-9.13%

FY 2009-2010 MAJOR ACCOMPLISHMENTS

1. Secured Additional Funding through Grants:

The Department persistently pursues grant funding each year with great success.

Grants Awarded

- \$348,630 US Department of Housing and Urban Development for the Town of Barnstable Community Development Block Grant program.
- \$400,000 Neighborhood Stabilization Program Funds (NSP) to acquire and rehabilitate bank owned foreclosed residential properties to be re-used as affordable rental and homeownership units.
- \$94,642 Community Development Block Grant Recovery Act funds.
- \$40,000 Adams Grant for expansion of arts and culture activities within the Town of Barnstable.
- \$5,000 Barnstable County Technical Assistance Program grant through the Cape Cod Commission for professional review of town owned property
- \$2,500 Land Management Grant from Barnstable County to establish passive recreation trails public use.
- \$2,000 Arts Foundation of Cape Cod for the marketing of the 2009 Harbor Your Arts program.
- \$1,000 Cape Cod Chamber Mini Tourism Grant for the Harbor Your Arts marketing program.

\$893,772 = TOTAL FY 2009 GRANTS AWARDED

Grants Pending

- \$40,000 2010 Adams Grant for expansion of arts and culture activities within the Town of Barnstable.
- \$1,750 Arts Foundation of Cape Cod for Harbor Your Arts marketing program.
- \$1,250 Cape Cod Chamber of Commerce Mini-Tourism grant for Harbor Your Arts marketing

2. Program Implementation Highlights

Administration

- Re-established semi-annual meeting of all board chairs to improve communication; coordinated business outreach meetings.
- Staff provided support to the Coastal Resources Management Committee (CRMC) which was established Town Council order in July 2008 to evaluate and update the 1990 Camp, Dresser & McKee Coastal Management Resources Plan for Three Bays, East Bay and the Centerville River; refined the Department's grant administration procedures. The CRMC met 23 times and has submitted their final draft plan update to the Town Council.
- Staff provided support to the Economic Development Commission who met 11 times. The EDC reviewed demographic and labor market data, strategic planning information, regulatory review process and continued to foster communication with business organizations and regulatory agencies to support business development and retention.
- Staff provided support to the Land Acquisition and Preservation Committee (LAPC) who met 11 times. The LAPC reviewed proposed conservation restrictions and provides advice to the Community Preservation Committee on potential open space acquisitions.

Comprehensive Planning

- Conducted visioning, outreach and village plan implementation in Barnstable, Centerville, West Barnstable and Marstons Mills; continued to assist the Town Council with their review of the draft Barnstable Comprehensive Plan; held pre-meetings with property-owners to discuss potential development to ensure proposals are consistent with growth management and land use strategies and to provide every assistance possible through the local and regional permitting process; managed and staffed Craigville Beach and Centerville Village District of Planning Concern (DCPC) in coordination with Centerville residents.
- Staff coordinated volunteers to inventory historic resources in the town, on approved Massachusetts Historical Commission forms. Most of Cotuit and Marstons Mills have been inventoried. Consultants to GMD, ttl architects, are inventorying in other villages. Inventory is the foundation of preservation planning; the consultant will provide recommended options for protection. An Americorp volunteer, a graduate in architecture, is inventorying, with map and photo documentation, natural and cultural landscapes identified by each village.

- Worked with GIS and DPW to determine future development capacity over several time frames, i.e. a buildout to the maximum extent according to current regulations, and a 20/30 year time frame to determine the future wastewater generation and sewer capacity needs. This information is necessary to the Comprehensive Wastewater Management Plan.

Community Development

- CDBG funds assisted in the creation of affordable rentals and home ownership units; improved handicapped access to public facilities; and created a suitable living environment and jobs for at risk populations.
- Staff provided support to the Housing Committee who met 11 times and reviewed an affordable housing proposal and several comprehensive permit modifications. Staff assisted in permitting affordable housing units adding to the Town's Subsidized Housing Inventory; initiated design of and implemented the Neighborhood Stabilization Program; initiated design phase for additional housing in the Pearl Street Arts District at 46 Pearl Street; administered the update to the Housing Production Plan and the Housing Needs Assessment required by the Commonwealth Department of Housing and Community Development.
- Funded by CDBG, staff continued to support and implement the Accessory Affordable Housing Program leading to the permitting of 19 units with some units receiving financial assistance for necessary code upgrades through the CDBG program

Economic Development

- The Interim Director and the Economic Development staff consultant conducted a vigorous and broad ranging business outreach program including local business owners, state and regional agencies, lenders, realtors and business organizations.
- Expanded the Harbor Your Arts to a year round program through the Pearl Street Arts District project.

Property Management

- Staff provided support to the Community Preservation Committee. The CPA allowed for acquisition of 6.7 acres of open space of which 2.7 was undeveloped; supported preservation and reproduction of Barnstable Town Records, an historic resource; and assisted in the creation of 7 affordable and community housing units. The CPC met 10 times.

Traffic and Parking

- Managed contracting and installation of new lighting, in accordance with the town's lighting plan, at the following locations: Hyannis Youth and Community Center, Bearse's Way Roundabout, and Pleasant Street Park. Contracted for the installation of new lighting on the Walkway to the Sea. Contracted with a design firm for the design of an expanded lighting program at Aselton Park.
- Developed a traffic model for the east end of Hyannis as part of the implementation of the Hyannis Access. This model will connect with modeling work for the Hyannis Access Study and the Yarmouth Road Corridor Study. The traffic model analyzes traffic congestion management strategies and allows selection of the most effective alternative which will improve access to Hyannis.

Regulatory Review

- Staff support for Planning Board includes their Subdivision functions in which they reviewed 13 Approval Not Required (ANR) Plans, 1 Definitive Subdivision Plan, 2 subdivision modifications, 1 joint hearing with the Tree Warden and 1 Wind Energy Conversion Facility special permit. Lot release request and security actions totaled 9. For the Downtown Hyannis Zoning District, staff provided the Planning Board with 3 reviews of petitions for Special Permits and 3 reviews of applications for Regulatory Agreements. Planning Board held 22 regularly scheduled meetings, 17 zoning committee meetings and 6 joint public hearings with Town Council.
- Staff support for Zoning Board of Appeals provided assistance in the review of 93 cases. Application for variances to the Zoning Ordinance totaled 25. Petitions for special permit totaled 32, and 2 exempt use special permits. Appeals of decisions by administrative officials totaled 12 cases. Twelve (12) Comprehensive Permit modifications and/or extension applications were reviewed. Staff facilitated 20 Board meetings and the drafting and issuance of 93 Board decisions.

- Site Plan Review Coordinator, under the direction of the Building Commissioner, assisted the Site Plan Review Committee in the formal review of 26 site plans during 16 meetings. In addition, 42 plans or changes in use were administratively approved 26 informal Site Plan review staff meetings held.
- Staff provided support to the Hyannis Main Street Waterfront Historic District Commission and its Appeals Committee processed 48 requests for Certificates of Appropriateness and 2 requests for Certificates of Demolition. The Commission met 23 times; the Old King's Highway Regional Historic District Committee received 147 submittals; 129 Certificates of Appropriateness and 11 certificates of demolition were approved. The Commission held 23 public hearings; the Barnstable Historic Commission, held 13 public meetings. The Commission acted on 12 demolitions, 9 were approved and in 2 cases demolition of historic properties were delayed by a determination of historic and architecture significance. 1 application for substantial alterations was referred to the Cape Cod Commission.



Walkway-To-The-Sea Extension to Pleasant St Hyannis

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