

**APPLICATION TO THE
DENNIS COMMUNITY
PRESERVATION COMMITTEE
BY THE
DENNIS PLANNING DEPARTMENT**

MAY 4, 2018

Contact Info:
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PROPOSAL OVERVIEW

The Town of Dennis, through the Planning Department is seeking funding to engage a consultant to provide assistance to the two Dennis Historic District Committees. Specifically the proposal calls for the solicitation of consultant services to prepare, under the guidance of the Dennis Planning Department, Building Commissioner, Old King's Highway Historic District Committee and South Dennis Historic District Committee, a form to be used by applicants and the two Committees to guide people correctly through the application process.

The two Historic District Committees do not benefit from staff review of applications in the manner of the Dennis Planning Board, Zoning Board or Conservation Commission. The proposal, following a similar CPC funded project in Wellesley, will create an improved application packet for people appearing before the two Committees. The consultant will be charged with taking the current applications and ruled and regulations that govern the two Historic District Committees and create a comprehensive application which would include a checklist for compliance with the application requirements and clear and concise identification of materials and colors to be used during the construction process.

SELECTION CRITERIA

GENERAL CRITERIA

Projects will be evaluated according to the following criteria:

1. How the project meets the goals of the Community Preservation Act.

The project meets the goals of the Community Preservation Act by strengthening the Town's protection of its historic resources, cultural landscape and distinctive character; through a clear and concise project review process.

2. How the project specifically benefits the Town of Dennis and its residents.

The intent of the guidelines and the design review process is to ensure that all properties in the Historic Districts are rehabilitated to best preserve their notable historic qualities, and that new construction is sensitive to the scale and historic nature of the district. The project will benefit residents of the Historic Districts by providing them clear guidance on what is anticipated of them in the historic review process and it will benefit the rest of Dennis by providing protection for our historic culture.

3. Compatibility with the Dennis Local Comprehensive Plan, Dennis Open Space and Recreation Plan, Dennis Affordable Housing Action Plan, and any other planning documents.

The Dennis Comprehensive Plan recommends that the town work to properly protect its historic structures and scenic areas. By funding the consultant effort, we can reduce confusion in the process and create a path towards cooperative historic preservation between Historic Committee and property owners.

4. Urgency acquisition, preservation, or rehabilitation of threatened resources. Saves resources where loss is imminent or threatened.

There are many applications each month before the two Historic District Committees, there are many others who reside in these districts who fear appearing before them. By creation a better guide through the Historic District Committee review process, more structures will be properly and historically maintained. The alternative is, often neglect and loss of historic character.

5. Preservation of the essential character of the town or of a neighborhood.

The project seeks to ease the process for Historic District Committee review and create a process for more people to pursue historically appropriate alterations.

6. Preservation and/or utilization of town owned assets.

The guide will benefit the two Historic District Committees, the staff of the Building Department, and the town as a whole when the town seeks to conduct work on its structures located within these areas.

7. Produces an advantageous cost/benefit value.

The proposal provides a service to the two Historic District Committees that is not presently available to them. It will provide a process that is easier to understand for the property owner and easier to implement by the Committees.

8. Demonstrates practicability and feasibility within budget.

The Wellesley project on which this is based, had a total cost of \$20,000. With them as the model for pursuing these guidelines, and the number of historic properties in Wellesley, staff believes that we can find consultant services to work with the two Historic District Committees in Dennis for the same figure.

9. Utilizes multiple sources of funding, including public and/or private funds.

The proposal focuses primarily on public funding and is a one time funding request. The funding will benefit homeowners seeking to make private investments in their homes.

10. Serves an under-served population.

The town has no one providing these services to the two Historic District Committees.

11. Meets multiple needs and serves multiple populations.

The proposal will meet the needs of the two Historic District Committees and the numerous applicants who appear before these committees every month.

12. Serves more than one CPA purpose (especially in linking open space, recreation and community housing).

The proposal serves the Historic preservation requirements of the CPA. It is hard to argue that it meets any other purposes, although landscapes do come into play in many Historic Committee reviews.

13. Receives endorsement by other municipal boards and/or departments.

The proposal is supported by the Dennis Planning Department, the Building Commissioner and the two Historic District Committee Chair people who were approached about the proposal.

PROJECT SPECIFIC CRITERIA

The proposal will provide a clear and concise document for applicants to the two Historic District Committees to follow in preparing applications to the committees. The document will provide the ability for the Committees to know exactly what they are approving, and how that meets the requirements of their rules and regulations. For instance, color would specifically identify the color chip as part of the application process to ensure that there is no later disagreement.

II. PROJECT OBJECTIVES

CPA funds will be awarded only to projects that meet one or more of the following criteria:

The project will engage a Historic Preservation Consultant familiar with local and regional historic district committees to create the appropriate application documents.

REVIEW CRITERIA

Relevant experience of the Applicant and Applicant's staff and others involved in the Project

The Dennis Town Planner has managed many grants over the past 30 years from small transportation grants (a user-side taxi subsidy program in Exeter NH in 1985) to Transportation Department budgets for the Metropolitan Area Planning Council. The Town Planner has also managed a US Dept. of Energy Clean Cities Program grant while studying the viability of providing electric vehicle and other alternative fuel refueling sites in Metro-Boston.

Applicability to goals and objectives of the CPA

The project is designed to provide a concise application document for property owners in the two Dennis Historic Districts to follow in preparing applications. The proposal will help to promote the protection of Dennis historic resources by providing a clear and concise method for appearing before these committees.

Suitability as it relates to the current and future needs of the Town of Dennis

A significant portion of the town of Dennis is either in the Old Kings Highway or South Dennis Historic Districts. The proposal will assist property owners in these districts properly and historically appropriately maintain their properties.

Quality of applicant response

A qualified Historic Preservation Consultant will be engaged to work with the two Historic District Committees on this document.

☐ Diversity of programs/services offered

The proposal is to provide documents tailored to each of the two Historic District Committees needs.

☐ Implementation plan

An RFP, that will be similar to the one issued for the Town of Wellesley, funded by Wellesley CPC funds, will be used to find the appropriate Historic Preservation Consultant.

☐ Availability of leveraged funds

The project does not rely upon leveraged funds.

Project Budget

Consultant services: \$20,000

Total Grant Request \$20,000

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Chief Executive Officer(s):

Elizabeth Sullivan

Name (print)


Signature

Town Administrator Title

5/13/18 Date

APPLICATION SUBMITTED BY:

Name of Organization: Town of Dennis Planning Department

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Chief Executive Officer: Elizabeth Sullivan

Signature: 