

## COASTAL COMMUNITY RESILIENCE GRANT PROGRAM FY14

### RFR ENV 14 CZM 06

**Applicant:** Town of Barnstable

**Address:** 367 Main Street, Hyannis MA 02601

**Local Project Manager:**

Name: Jo Anne Miller Buntich, Director  
Department: Growth Management Department  
Email: joanne.buntich@town.barnstable.ma.us  
Phone: 508-862-4678  
Fax: 508-862-4782

**Type of Adaptation Project** (StormSmart climate adaptation action): 3 actions will be implemented

1. Conducting public education and awareness or other communication initiatives
2. Assessing vulnerability and risk
3. Identifying and implementing management measures, standards, or policies

**Project Title:** CRS Application Assistance and Outreach

**Total Project Cost:** \$68,301

**Match Amount** (at least 25% of TOTAL project cost): \$15,741 (29%)

**Grant Amount Requested** (maximum of \$200,000): \$52,560

**Project Summary** (brief description of the proposed project in one or two short paragraphs):

The Town of Barnstable, in cooperation with Barnstable County, is seeking funding to prepare an application for the National Flood Insurance Program (NFIP) Community Rating System (CRS), a voluntary incentive program that recognizes and encourages community floodplain management activities that exceed minimum NFIP requirements. NFIP policy holders in CRS communities receive discounted flood insurance premium rates that can reasonably be expected to range between five and fifteen percent. Additionally, a template and transferable outreach materials will be generated that other communities can utilize to reduce the effort required to participate in the CRS program. In partnership with staff from the Cape Cod Cooperative Extension, the Town of Barnstable will host a workshop for regional and municipal officials on the effects of sea level rise on coastal flooding and the benefits of CRS and the step by step processes of applying. The activities that gain a community CRS credits are intended to increase protection to life and property during a flood; reduce and avoid flood damage to property; further public health, safety, and welfare; minimize damage and disruption to infrastructure and critical facilities; and preserve and restore the natural functions and resources of floodplains and coastal areas. This grant provides a unique opportunity to result in an immediate net cost savings to taxpayers, along with protect life, property, and natural, cultural and economic resources located vulnerable coastal zones.



## COASTAL COMMUNITY RESILIENCE GRANT PROGRAM FY14

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#### Project Narrative

##### ***(1) Approach to Management Flooding Hazards and Overview of Climate Change Adaptation Efforts.***

The Town of Barnstable, Massachusetts is home to about 45,200 people and is the largest town, both in size and population, on Cape Cod. The Town of Barnstable acts a regional economic, jobs, transportation and service center. With 170 miles of coastline, Barnstable is highly vulnerable to climate change impacts, including sea level rise and damage associated with intensified storms. The major regional hospital, the primary passenger and freight ferry terminal providing service to Nantucket, essential water, sewer, and transportation infrastructure, dozens of local critical facilities and millions of dollars of residential real estate and economic assets are located in the vulnerable coastal zone.

The Town of Barnstable's comprehensive planning and land use policies reinforce the need for sustainable growth and redevelopment. The Town has employed a number of land use strategies to prevent development from further encroaching on coastal high hazard and natural resources areas and to ensure growth does not exceed resource, service, and infrastructure capacities. Through a building permit cap established in 2001 and a two-acre minimum lot size requirement for new subdivisions, coupled with incentives to encourage growth and redevelopment in downtown Hyannis, the town has effectively redirected growth to areas with greater adaptive capacity. Further, regulatory strategies such as Districts of Critical Planning Concern have restricted development in the most vulnerable barrier beach areas.

In an effort to further raise community awareness about climate change and build the social and political will needed to move forward with collaborative adaptation planning, the Town of Barnstable Growth Management Department partnered with the Massachusetts Institute of Technology Science Impact Collaborative, the University of New Hampshire, the Consensus Building Institute and the Waquoit Bay National Estuarine Research Reserve to participate in the New England Climate Adaptation Project (NECAP). NECAP is an ongoing research initiative designed to test an innovative way to help coastal communities understand and prepare for the potential impacts of climate change. Downscaled climate change projections were used to develop a role-play simulation workshop that explored various approaches to decreasing vulnerabilities to climate change threats and gauge community consensus on climate change adaptation strategies. The partners engaged approximately 150 community stakeholders in the role-play simulations, which served to effectively broaden participant's awareness and understanding of the community's coastal vulnerability.

Public opinion polling conducted as part of the NECAP project indicated that a strong majority of Barnstable residents agreed that decision makers should be accounting for climate change projections and almost half of residents indicated that addressing climate change should be very significant in town planning over the next decade. These preliminary findings demonstrate that the Barnstable community appears to take a progressive stance and action-oriented perspective on climate change and adaptation. These findings have

compelled the Growth Management Department to pursue opportunities to advance coastal resilience planning in the municipality.

The Growth Management Department conducts an active and comprehensive civic engagement process for all projects. Engaging the community on the topic of climate change is a high civic engagement priority. In addition to the NECAP project described above, the department continues to foster community conversations about climate change, potential impacts and prospective responses to increase resiliency. Engagement tools include public meetings, focus groups, stakeholder meetings, media coverage, local cable channel programming, website postings, and social media. The department is also partnering with the arts community to use visual arts to foster in-depth conversations about climate change. The Cotuit Center for the Arts, using NECAP mapping products and a call to artists, will present “eARTchange” a visual interpretation of the environmental, social and political impacts of climate change on display this spring.

These planning and outreach efforts provide a solid basis for future climate change adaptation planning in Barnstable. Efforts to retrofit infrastructure and restore coastal ecosystems, including three recent projects to remove tidal restrictions and restore the natural flood control value of coastal wetlands, are also underway. The Town continues to actively pursue opportunities to conduct advanced risk and vulnerability assessments and identify potential short- and long-term strategies and built and policy solutions to improve the community’s coastal resilience.

***(2) Description of the Issue and Need for Assistance: Understanding Potential Future Vulnerability and Risk and Primary Drivers for Engaging in Climate Change Adaptation.***

The Biggert-Waters Flood Insurance Reform Act of 2012 has brought widespread attention to the issue of development in high flood hazard areas. The dramatic flood insurance rate increases being imposed by this legislation have revealed the true risk, and associated costs, of floodplain development. While attempts are being made to delay these increase, the removal of government subsidized flood insurance is needed to make the program sustainable.

In Barnstable County 43 percent of NFIP policies are subsidized. These 4,525 subsidized policies put Cape Cod in top one percent of counties in country affected by the Biggert-Waters 2012 Act. The updated Flood Insurance Rate Maps for Barnstable County, still preliminary as of now, expand the number of properties and degree of flooding for the 100 year floodplain. Both of these impacts will have a significant impact on approximately 10,000 people who pay flood insurance in Barnstable County.

The Town of Barnstable’s coastal location, wetland habitats, and forested open spaces collectively create a high susceptibility to natural hazards. The Town of Barnstable alone has 11.68 square miles of property in hurricane inundation zones. Additionally, there are 24 critical facilities, including two regional critical facilities, located in this high hazard flood area. Barnstable’s history of coastal resort development has resulted in 1,114 housing units totaling over \$425.9 million in value located in flood hazard areas, in addition to \$38 million in commercial property improvements. As of December 31, 2013, the town had 1,119 NFIP policies in force, totaling \$314,844,700 of coverage. Between 2002 and 2013, the number of policies held in Barnstable increased by 177, increasing the total coverage amount in force by

\$132,116,500. From the inception of NFIP in 1972 to December 31, 2013, 290 loss claims were filed in the Town; 200 of those claims were paid totaling \$2,959,566.

In Barnstable County, only four of the fifteen towns participate in the NFIP Community Rating System (CRS) program. None of the five towns with the highest number of NFIP claims recorded participate in the CRS. Claims from these top five towns total 70 percent of the total claims paid in Barnstable County. By entering the CRS, the Town of Barnstable and other communities could reasonably expect flood insurance rate reductions between five and fifteen percent. At present, flood insurance payers in Barnstable County could save over \$150,000 each year with a 10 percent CRS rating. The updated Flood Insurance Rate Maps for Barnstable County, pending adoption in July 2014, will likely place more homeowners in the floodplain and expand the potential county-wide savings in subsequent years. The anticipated flood insurance rate increases under Biggert-Waters may even improve the economic advantages of CRS participation, as the discounts will be applied to more and higher premiums.

The benefits of participation in the CRS extend beyond economic savings to property owners. The activities that gain CRS credits are intended to: increase protection to life and property during a flood; reduce and avoid flood damage to property; further public health, safety, and welfare; minimize damage and disruption to infrastructure and critical facilities; and preserve and restore the natural functions and resources of floodplains and coastal areas. Participation in the CRS program will provide a framework for improved floodplain management and help to formalize and enhance the organization of floodplain management efforts on both a local and regional level.

Participation in the CRS program also acts to raise community awareness of the risks of coastal flooding to individuals, personal property, and other natural, cultural and economic resources. By gaining a better understanding of the extent of potential future flood losses due to sea level rise, the Town will be able to focus future floodplain management, adaptation planning, and public outreach efforts in areas that will be at the greatest risk. Through targeted outreach, Barnstable hopes to publicize the benefits of sustainable coastal development to private land and business owners. These investments in improved information and outreach are a strategy to leverage efforts by private sector property owners to enhance the resiliency of their investments and incrementally lead to improved adaptive capacity town-wide.

***(3) Description of the Proposed Community Resilience Project within the Context of the StormSmart Climate Adaptation Actions and the Selected Sea Level Rise Scenarios. Description of Improvements to Community Resilience and Outcomes and Benefits.***

The Town of Barnstable, in partnership with Barnstable County, is proposing to prepare and submit an application for participation in the NFIP Community Rating System program and to identify recommendations for future adaptation opportunities that will provide additional CRS credit. In addition, the project will include the development of a template and outreach materials that can be used by other communities who also want to pursue participation in the CRS. The CRS application template will be presented at a regional workshop, hosted by Cape Cod Cooperative Extension and Woods Hole Sea Grant staff member Greg Berman. The workshop will highlight the benefits of CRS participation, as well as include a discussion of the potential future impacts of flooding due to sea level rise. This project will directly meet the objectives of advancing new and innovative local efforts to increase awareness of climate impacts,

identifying vulnerabilities, and implementing measures to increase community resilience. The project will directly address three of the five StormSmart climate adaptation actions and will directly apply CZM's sea level rise scenarios to a local planning and policy making effort.

The first StormSmart action, *conducting public education and awareness*, will be addressed in two critical ways: through the CRS application process and through a regional workshop that examines the changing sea levels and storm activity as it relates to coastal flooding and damage in the Town of Barnstable and encourages other communities to participate in the CRS.

Improving public awareness and the availability of information about flood hazards and floodplain management is one of the basic objectives of the CRS. It is likely that Barnstable will pursue CRS credit for activities such as maintaining and providing public access to information about flood hazards; conducting outreach to property owners highly susceptible to flood hazards; and offering resources to seeking to protect their buildings from flooding. Additionally, the process of applying for CRS designation will help formalize floodplain management efforts in our community and create an active and informed constituency working to address existing and potential future flood hazards.

As part of this project, the Town of Barnstable, in cooperation with the Cape Cod Cooperative Extension, will host a regional workshop focused on the effects of sea level rise on coastal flooding, associated insurance implications, and the benefits of CRS participation. The workshop is intended to raise awareness of the growing flood risks and their associated implications, and provide communities with an actionable strategy that will benefit property owners, along with improving the safety of the community and the health of the natural environment. An analysis of changing sea levels and storm activity as it relates to coastal flood hazards in the Town of Barnstable will be presented. The benefits of CRS, along with the templates for the application and outreach, will be covered in the hopes of encouraging other communities to apply to the program.

A second StormSmart action, *assessing vulnerability and risk*, will be addressed by a GIS analysis of the existing and potential flood risk for the town of Barnstable. This research will be conducted in support of the CRS application, as well as to provide the Town of Barnstable with a greater understanding of where to target future adaptation planning efforts in light of potential climate change impacts. Assets in the existing floodplain will be identified as well as those that may be affected within the next 100 years as floodplains expand due to sea level rise. The 2013 document *Sea Level Rise: Understanding and Applying Trends and Future Scenarios for Analysis and Planning* will be relied upon for the best available sea level rise projections. The relative sea level rise Intermediate High (4.2' by 2100) estimates for Boston, MA will be primarily utilized for this analysis; however, the other scenarios may be examined and presented as well. The existing and potential properties at risk will be presented at the workshop, as well as on an interactive mapping website available to the public.

The third StormSmart action, *identifying and implementing management measures, standards, or policies*, will be addressed by the Town of Barnstable's application and participation in the CRS program. The CRS process is initiated by a letter of interest from the town's Chief Executive Officer. Participation in the CRS will provide the town with a standardized framework for floodplain management. The associated premium

reductions will act as an incentive to maintain as well as expand on these efforts. Through the CRS program, the town will be able to identify and pursue future management measures to improve the town's CRS rating, thus reducing vulnerabilities to expanding flood hazards and intensifying storms brought on by climate change. The consultant retained to prepared Barnstable's CRS application will also be asked to provide recommendations for future floodplain management actions that will gain the town additional CRS credit and advance the implementation of built and policy solutions to improve the community's resiliency.

Barnstable County is currently scoping the potential of a county position that could assist towns with application to the CRS, monitoring requirements, and re-verification (every 5 years), as well as identifying economies of scale for public education and other CRS credit activities. The Cape Cod Cooperative Extension is considering hiring a staff member at the county level to aid towns with CRS enrollment and maintenance. The CRS application template and sample outreach materials that are proposed with this project will be a fundamental resource for this position and help expedite the enrollment of additional communities in the CRS program.

#### ***(4) Transferability.***

The Town of Barnstable is committed to using the experience of applying to the CRS to support these efforts in other communities. CRS is a standardized national program and many of the application and outreach materials can be replicated and applied in each community. A key deliverable of this project will be the creation of a template that other communities can utilize to reduce the effort required to participate in the CRS program. Outreach and education materials developed as part of Barnstable's CRS application will also be provided in template format for other communities to use in the future.

Additionally, Barnstable will host a workshop to inform regional and municipal officials of the benefits of CRS and the step-by-step processes of applying to the CRS program. The workshop will be facilitated by Cape Cod Cooperative Extension and Woods Hole Sea Grant staff, Greg Berman. This workshop will be used as a forum to raise awareness of changing floodplains, as well as increased risks attributable to the changing climate. The pending adoption of updated Flood Insurance Rate Maps, along with the anticipated NFIP premium rate increases has raised community awareness of the risks and vulnerabilities of coastal development. This workshop will be an opportunity to expand on that conversation and provide communities support to initiate formalized floodplain management activities that will result in an economic benefit to NFIP policy holders, as well as further public health, safety, and welfare and improve the health and adaptive capacity of coastal ecosystems.

As discussed above, this project is in direct support of an effort by Barnstable County to regionalize the process of applying for and maintaining CRS credit. The template materials provided by this project, along with the potential for future support for CRS enrollment and maintenance in the future, will help build a regional network of CRS communities and municipal officials working towards floodplain management and associated climate change resilience projects.

**(5) Time-line and Anticipated Completion Dates.**

It is anticipated that the proposed project will commence on the estimated contract start date of April 7, 2014. The project will begin with procurement of a consultant to prepare the CRS application and templates in accordance with all requirements of Massachusetts General Law Chapter 30B. Award of the contract and commencement of work is expected to begin no later than June 1, 2014. The project will follow the timeline outlined below and shall be completed no later than June 30, 2015.

		Year 1 - 2014										Year 2 - 2015					
		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Task 1	Consultant meets with town officials																
	Consultant prepares CRS application																
	Consultant prepares CRS application template for other towns to follow																
Task 2	Create GIS datalayers for future flooding vulnerability due to SLR																
	Host GIS data on interactive website																
Task 3	Workshop Preparation																
	Workshop																

**(6) Budget and Budget Narrative.**

The total budget for this project is \$68,301. The Town of Barnstable is requesting \$52,560 in funds from the FY14 Coastal Community Resilience Grant Program. A match of \$15,741, or 29% of the overall project budget, will be provided. Of this match, \$5,000 in cash will be provided by the Barnstable County Resource Development Office. An additional \$10,741 in match will be provided by in-kind staff support from the Town of Barnstable and Cape Cod Cooperative Extension, along with materials, supplies and space to support the workshop.



**Itemized Budget**

		Grant Request	Match
<b>Consultant Services @ \$120/hr</b>	Meetings (Initial coordination, check-ins, final) @ 12 hrs	\$1,440	
	Application @ 180 hrs	\$21,600	
	Meeting with Governing Body @ 6 hrs	\$720	
	Application & Outreach Templates @ 220 hrs	\$26,400	
	Town Employee Time (GMD Director & Planner)		\$4,087
<b>Regional Workshop</b>	Public Outreach Materials, Meeting Expenses & Space		\$300
	CCCE Employee Time (Greg Berman)		\$1,000
	Consultant Availability & Coordination @ 20 hrs	\$2,400	
<b>GIS Services</b>	Town Employee Time (GIS Coordinator)		\$854
	CCCE Employee Time (Greg Berman)		\$4,000
	Hosting GIS on interactive webpage		\$500
<b>Cash Match</b>	Barnstable County Resource Development Office		\$5,000
		<b>SUB-TOTAL</b>	<b>\$52,560</b>
		<b>TOTAL</b>	<b>\$68,301</b>

The grant funding will be used for the hiring of a consultant to prepare a Community Rating System application for Barnstable. The consultant rate shall not exceed \$120 per hour. The consultant shall conduct a series of initial scoping meetings with Town staff to review the current floodplain management activities taking place within the Town of Barnstable and determine the best opportunities for CRS credit. The consultant shall collect, review and disseminate data necessary and required for submission of a complete CRS Program application. This will include but not be limited to mapping, necessary historical documentation, ordinances, public information, photo documentation, loss documentation, analysis of flood insurance policies in the area, and all else necessary for a complete application. The CRS consultant will interface with the ISO and all necessary town department and personnel. The scope of work is anticipated to include an informational presentation to the governing body. Finally, the consultant will provide recommendations for future floodplain management actions that Barnstable can pursue to gain additional CRS credits to improve the town's rating.

The consultant will prepare an application template for other communities to use when seeking enrollment in the CRS. The consultant will also be tasked with the development of reproducible outreach materials that can be used in by Barnstable and other communities in conjunction with CRS applications.

Town of Barnstable staff members Jo Anne Miller Buntich, Growth Management Department Director and Elizabeth Jenkins, Principal Planner will provide direct staff support for this phase of the project. An in-kind contribution of \$4,087 is attributed to this effort; this contribution reflects a commitment of two percent of the Growth Management Department Director's time (at \$105,248/year, not including benefits) and three percent of the Principal Planner's time (at \$66,082/year, not including benefits) over the duration of the project. An extensive amount of additional staff support is anticipated in conjunction with the CRS application effort. The accumulation of data will be an interdepartmental effort that will require contributions from the Conservation Division, Building Division and Department of Public Works, as well as administrative services to coordinate meetings and related activities. At a minimum, an additional \$3,784 (not including benefits) of in-kind staff support is anticipated in support of the CRS application process.

In support of this project, the Town of Barnstable will collaborate with Cape Cod Cooperative Extension and Woods Hole Sea Grant staff Greg Berman to host a regional workshop on the impacts of climate change on coastal flooding and storm events, as well as on the benefits and opportunities presented by participation in the CRS program. The Town of Barnstable is committing a minimum of \$300 in in-kind services to host the workshop, including outreach to publicize the meeting, printing of materials for the meeting, provision of meeting space, and provision of light refreshments. An estimated \$1,000 of in-kind staff support will be provided by Mr. Berman to prepare for and facilitate the meeting. A maximum of 20 hours of the CRS consultant's time will be dedicated to preparing for and attending the workshop. Additional Town of Barnstable staff time will be dedicated to this effort as well.

Mr. Berman is also contributing an additional \$4,000 of in-kind staff support to providing a GIS analysis of how sea level rise will influence the extent of the floodplain within the Town of Barnstable. This analysis will be done using sea level rise projections provided for in the CZM guidance document. *Sea Level Rise: Understanding and Applying Trends and Future Scenarios for Analysis and Planning*. A total of \$824 of Town of Barnstable employee staff support will be provided by the Town's GIS Director in support of this effort; this contribution reflects a commitment of one percent of the GIS Director's time over the project's duration (at \$85,423/year, not including benefits).

***(7) Local Project Manager and Point of Contact.***

Jo Anne Miller Buntich, Director of the Barnstable Growth Management Department will serve as the local project manager. Additional staff support for this project will be supported by the Town's Principal Planner, Elizabeth Jenkins. Resumes for Ms. Buntich and Ms. Jenkins are attached.

***(8) Support Letters.***

The Town of Barnstable is pleased to receive a letter of support and commitment from the Barnstable Town Manager. Letters of commitment are provided from the Barnstable County Resource Development Office and the Cape Cod Cooperative Extension. A letter of support is provided from the Barnstable Conservation Commission.



## **Attachments**

Letter of Support and Commitment, Barnstable Town Manager

Letter of Commitment, Barnstable County Resource Development Office

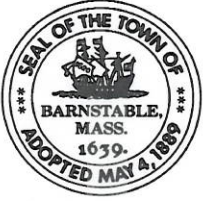
Letter of Commitment, Cape Cod Cooperative Extension

Letter of Support, Barnstable Conservation Commission

Resume, Jo Anne Miller Buntich, Director of Growth Management Department Director

Resume, Elizabeth Jenkins, Principal Planner





# The Town of Barnstable

## Office of Town Manager

367 Main Street, Hyannis, MA 02601

Office: 508.862.4610

Fax: 508.790.6226

[www.town.barnstable.ma.us](http://www.town.barnstable.ma.us)

Citizens' Resource Line: 508.862.4925



**Thomas K. Lynch, Town Manager**  
[tom.lynch@town.barnstable.ma.us](mailto:tom.lynch@town.barnstable.ma.us)

**Mark S. Ells, Assistant Town Manager**  
[mark.ells@town.barnstable.ma.us](mailto:mark.ells@town.barnstable.ma.us)

February 24, 2014

Julia Knisel  
Coastal Shoreline & Floodplain Manager  
Massachusetts Office of Coastal Zone Management  
251 Causeway Street, Suite 800  
Boston, MA 02114

### Re: CZM Coastal Community Resilience Grant Program FY14

Dear Ms. Knisel,

I am writing today in support of the Town of Barnstable's application for a Coastal Community Resilience Grant to provide support for the Town's application to the National Flood Insurance Program Community Rating System program and for associated materials and outreach to help encourage region-wide CRS participation.

With over 170 miles of coastline and significant wetland and water resources, the Town of Barnstable will undeniably be forced to respond to the effects of the world's changing climate. The Town is faced with the challenge of comprehensively assessing the risks posed by climate change and evaluating the potential vulnerabilities of the Town's residents, infrastructure and natural, cultural, and economic resources. Through opportunities such as CRS participation, the Town is committed to taking a proactive approach towards addressing the implications of expanding floodplains and building a more resilient coastline.

The Town is committed to providing in-kind services through personnel and meeting support as outlined in the grant proposal. The Town acknowledges that funding is provided on a reimbursement basis. We are committed to working with Barnstable County to produce a product that will have positive regional benefits and look forward to the opportunity to be a regional leader in promoting progressive adaptation planning.

Sincerely,

Thomas K. Lynch  
Town Manager

cc: Jo Anne Miller Buntich, Growth Management Department Director

TKL: jb



# County of Barnstable

RESOURCE DEVELOPMENT and AMERICORPS CAPE COD  
P.O. BOX 427  
BARNSTABLE, MASSACHUSETTS  
02630  
Phone: (508) 375-6869  
FAX (508) 375-6887  
[resourcedevelopment@barnstablecounty.org](mailto:resourcedevelopment@barnstablecounty.org)



2/21/14

Thomas K. Lynch  
Town Administrator  
Town of Barnstable  
367 Main Street  
Hyannis, MA 02601

RE: Barnstable's CZM FY14 Coastal Community Resilience Grant Application

Dear Mr. Lynch,

Since 1994, the Barnstable County Resource Development Office (RDO) has provided county departments and local municipalities with skilled assistance in researching, requesting and acquiring grants and other needed assets. During this time, RDO has initiated a grant matching fund to be available as modest cash match contributions intended for important community projects.

The Barnstable County Resource Development Office is pleased to commit \$5,000 in cash match for the Town of Barnstable's innovative NFIP- Community Rating System Application Assistance and Outreach Program. The proposed project will have enormous environmental and economic benefits to Barnstable as well as other Cape Cod communities. These funds will be available to the Town of Barnstable on the condition that the Town is awarded funding from the MA Coastal Zone Management Coastal Community Resilience Grant Program.

I look forward to hearing the outcome of the Town's application submission to MA CZM. Please feel free to contact me at 508-375-6869 or [djohnsonmorris@barnstablecounty.org](mailto:djohnsonmorris@barnstablecounty.org).

Sincerely,

Darlene Johnson-Morris  
Department Manager  
Barnstable County Resource Development Office





*Established in 1916*

## CAPE COD COOPERATIVE EXTENSION

Deeds and Probate Building

P.O. Box 367

Barnstable, MA 02630-0367

[www.capecodextension.org](http://www.capecodextension.org)

(508) 375-6690

(508) 362-4518 fax

February 25, 2014

Thomas K. Lynch, Town Manager  
Town of Barnstable  
367 Main Street  
Hyannis, MA 02601

Dear Mr. Lynch:

As director of the Cape Cod Cooperative Extension, I am pleased to support and collaborate with the Town of Barnstable in its grant proposal to the MA Coastal Zone Management Coastal Community Resilience Grant Program.

Cape Cod Cooperative Extension Coastal Processes Specialist, Greg Berman, will help the Town of Barnstable coordinate, facilitate, and host a regional workshop that will inform regional and municipal officials of the benefits of the National Flood Insurance Program (NFIP) Community Rating System (CRS). This workshop will also include the impacts of climate change on coastal flooding and storm events. Barnstable County, through the Cape Cod Cooperative Extension department, is proposing a Regional CRS Coordinator position for the municipalities of Barnstable County. The Town of Barnstable proposal will include the development of a template and outreach materials that can be used by other towns that want to pursue participation in the CRS.

Coastal Processes Specialist, Greg Berman, will also provide a GIS analysis of how sea level rise will influence the extent of the floodplain within the Town of Barnstable. Mr. Berman's involvement in the regional workshop and GIS analysis will provide at least \$5,000 of in-kind match to this proposal.

We support the Town of Barnstable grant application without hesitation and look forward to the collaboration. Should more information about the collaboration between the Town of Barnstable and Cape Cod Cooperative Extension be needed, do not hesitate to contact me.

Sincerely,



William F. Clark, Director



## Town of Barnstable Conservation Commission

200 Main Street, Hyannis, MA 02601

E-mail: [conservation@town.barnstable.ma.us](mailto:conservation@town.barnstable.ma.us)

Office: 508-862-4093

Fax: 508-778-2412

February 24, 2014

Re: MA Coastal Zone Management  
Community Resilience Grant Program

Dear Reviewers,

The Town of Barnstable Conservation Commission stands solidly in support of the Town's application for grant assistance in bringing the Cape's largest town into the National Floodplain Insurance Program Community Rating System. The two-fold benefit of CRS (discounted rates and concurrent incentivizing of progressive floodplain management activities) has long been locally eyed as win-win worth pursuing. However, the daunting documentation effort required for program entry has always remained beyond our reach, given the hefty workloads of existing staff.

Grant assistance would open the door to Barnstable's participation in CRS, and important in our proposal, provide a valuable template and transferable outreach materials to facilitate CRS enrollment by other towns in the coastal zone.

Thank you for considering Barnstable's unique proposal.

Sincerely,

Dennis R. Houle  
Chairman

**Jo Anne Miller Buntich**  
**88 Boardley Road**  
**Sandwich, MA 02563-2601**  
**Phone 508 428 4081**  
**E-mail [jmillerb@comcast.net](mailto:jmillerb@comcast.net)**

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### **Professional Experience**

#### **Director Growth Management Department**

##### **Town of Barnstable**

##### **November 2008 – present**

Highly skilled technical, policy and management tasks as Department Director for sixteen staff members and six department programs; independently conduct and supervise growth management programs and activities for the Town; all other work as required. Major initiatives include enhancement of economic development program, comprehensive plan update coordination and completion, downtown revitalization management, managing District of Critical Planning Concern process including ordinance drafting and extensive public outreach. Review development proposals, coordinate state, regional and local land use and regulatory policies, coordinate and in some cases provide staff support to regulatory boards, advisory committees, study groups and town staff, grant funding, secure funding and contract for professional studies related to department programming, conduct ongoing public outreach for individual projects and comprehensive village planning and research and develop ordinance amendments and new ordinances.

#### **Assistant Director Growth Management Department**

##### **Town of Barnstable**

##### **May 2008 – November 2008**

Highly skilled technical and administrative work assisting the Director and independently conducting and supervising growth management programs and activities for the Town; all other work as required. Projects include continuing adoption process for the Comprehensive Plan update, staff support to regulatory boards, committees and study groups. Coordination and organization of multiple projects presently in process. Fulfilled duties of unstaffed special projects housing and principal planner positions since accepting this position.

#### **Special Projects Coordinator**

##### **Town of Barnstable**

##### **October 2007 – May 2008**

Coordinate housing activities for the Town; supervised ongoing operation of the Affordable Accessory Apartment Program. Provide staff support to the Housing Committee. Work with project proponents to ensure compliance with permit requirements. Intake and coordination for new housing proposals. Coordinate consultant work for Town Owned Land Project for housing development on town lands. Worked on various Growth Management projects at the behest of the Director.

#### **Local Comprehensive Plan Project**

##### **Town of Barnstable**

##### **March 2006 – October 2007**

Contracted to complete the Local Comprehensive Plan update project. Project had been dispersed throughout staff and board members for several years. Organized compiled project data and analysis; reorganized and edited previously written material; designed and executed a public outreach program; researched and designed land use policies, implementation program tied to town operating and capital budget process and land use strategies for specific planning areas using a map based planning approach.

#### **Workforce Housing Coordinator**

##### **Housing Assistance Corporation**

##### **February 2006 – June 2007**

Coordinated workforce housing program for this professional housing organization. Working with agency team, coordinated the April 2007 Workforce Housing Summit. Authored Call to Action: A Plan for Workforce Housing; researched workforce housing initiatives, demographic information and employment data. Worked the Taskforce to develop a model zoning by-law tool kit to foster diverse housing types, both market rate and deed restricted, for the workforce. Wrote five model by-laws, edited a sixth written by a local attorney, wrote introductory material for each by-

law.

**Director of Planning & Development  
Town of Sandwich  
September 1998 – November 2005**

Directly accountable for the successful operation of the Planning & Development Department. Oversaw a program of current and comprehensive planning; prepared and administered department budget; conducted research and prepared written reports on planning issues; performed cost benefit analyses; initiated, prepared, and presented applications for grants and administered grants received; educated and explained planning and regulatory activities and requirements to the general public, town boards, and local organizations; initiated special projects as directed or desired. Promoted business development; fostered business opportunities through tourism and related activities; provided support to existing businesses. Reviewed major development proposals; provided technical assistance to boards, committees and officials on issues related to planning and development. Major projects completed:

- Pre-Disaster Mitigation Plan approved by state and federal emergency management agencies on first submittal
- Open Space and Recreation Plan approved by DCS on first submittal
- Three Ponds District of Critical Planning Concern – Lead staff; organized stakeholder committee. Presented implementing regulations adopted at Town Meeting by unanimous vote.
- Village Center Zoning Project - grant funded. Hired prominent planning consultant Randall Arendt for visualizations.
- Historic Preservation Plan - grant funded
- Coastal Access Historic Rights of Way to the Sea - grant funded in three phases

**Education**

Bachelor of Arts, English  
University of Massachusetts, Boston  
Magna cum Laude

**Professional Development**

American Planning Association  
Member and regular attendee at National and Regional APA conferences

Lincoln Institute of Land Policy; local and regional workshops and conferences on land use, natural resources, economic development, housing and sustainable development

**Awards and Recognition**

Thornton Burgess Society Conservation Award, 1998.  
Department of Environmental Management Certificate of Recognition Historic Rights of Way to the Sea Restoration.  
Roberti Farm listed on PreservationMass Top Ten Most Endangered Historic Resources in Massachusetts, 1999.

**Community Service**

**Appointed & Elected**

Sandwich Planning Board  
Sandwich Local Planning Committee  
Barnstable County HOME Consortium Advisory Council  
Town of Sandwich representative - Technical Environmental Affairs Committee for the Massachusetts Military Reservation

**Volunteer**

Cape Cod Business Roundtable  
Association to Preserve Cape Cod  
Sandwich Health Professionals Cancer Study Group  
Thornton W. Burgess Society, Greenbriar Nature Center

# Elizabeth S. Jenkins, AICP

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(508) 685-6415  
esteranko@gmail.com

34 Weir Road  
Yarmouth Port, MA 02675

## QUALIFICATIONS

Qualified municipal planner with extensive experience in community planning and visioning and management of development review processes and regulations that balance the need to address community impacts with demands for streamlined review. Experience with public engagement, development and implementation of economic development initiatives, small area planning, and hazard planning and coastal resource management. Experienced qualitative and quantitative researcher. Proficient in ESRI GIS, Microsoft Office, Adobe Suite.

## EDUCATION

Masters Degree, University of Minnesota Humphrey Institute 2006  
Urban and Regional Planning: Land use and urban design

Bachelor of Arts, University of Wisconsin-Madison 2003  
Sociology

## PROFESSIONAL EXPERIENCE

Town of Barnstable, Massachusetts 2010-present  
Principal Planner

- Provide technical assistance to regulatory boards and commissions through the preparation of staff reports
- Participate in strategic economic development initiatives, including development of a downtown cultural district and public-private partnerships to promote economic resilience of historic downtown main street and working waterfront
- Compiled Multi-Hazard Mitigation Plan and participate in coastal floodplain management projects
- Aid in coordination of climate change awareness initiatives and research partnerships
- Supervise administrative personnel serving regulatory boards and facilitate development review processes

City of Raymore, Missouri 2006-2009  
Associate Planner

- Managed development applications at all stages review process, from pre-application conference to Planning and Zoning Commission presentation
- Recommended comprehensive plan updates to Planning and Zoning Commission
- Lead neighborhood planning processes and guide implementation of plan recommendations
- Member of municipal sustainability planning team
- Daily administration of zoning code and sign regulations

Minneapolis Community Planning and Economic Development 2005-2006  
Business Development Intern

- Conducted research for legislative campaign to promote sustained and increased brownfield remediation funding
- Data management, analysis and presentation, including creation and maintenance of Access database to track brownfield projects/grants and GIS mapping

Center for Transportation Studies, University of Minnesota 2004-2005  
Local Area Technical Assistance Program (LTAP) Assistant

- Assisted with transportation technology-transfer programs
- Internal program evaluation: quarterly/annual reports, performance measures
- Contributed to coordination and implementation of seminars, conferences, courses

Minneapolis Community Planning and Economic Development 2004-2005  
Planning Research Intern

- Compiled and analyzed US Census data from 1980-2000 for Minneapolis' 81 neighborhoods
- Created trend reports for each neighborhood using graphs, tables, maps and photos

**AmeriCorps\*VISTA, Concordia University, Saint Paul**  
**Service-Learning Coordinator**

2003-2004

- Supported faculty in development and implementation of service-learning projects
- Established relationships and formed partnerships with community organizations to provide potential volunteer opportunities and service-learning partnerships

**OTHER AFFILIATIONS & EXPERIENCE**

**American Institute of Certified Planners**

- Certified Planner with a commitment to the AICP Code of Ethics and Professional Conduct

**Massachusetts Municipal Personnel Association, UMass Boston Collins Center, UMass Amherst Workplace Learning & Development and Massachusetts Municipal Association**

- Supervisory Leadership Development Program, Fall 2012

**Cape Cod Young Professionals, Member**

- Serving on Advisory Panel on White Paper to address retention and attraction of young professionals to the region