

# Planning Department

## Mission

*To provide community-based planning that guides the future of the city while advancing efforts to preserve our historical roots, provide diverse and affordable housing options, promote a strong and resilient economy, pursue a climate friendly Newton environment, offer varied transportation options, and maintain a continued emphasis on the quality of the place that is Newton.*



Ribbon cutting ceremony for Newton Housing Authority's Haywood House

The Department of Planning and Development is charged with planning for Newton's future, advising the City Council, and undertaking actions today consistent with policies adopted by the City and laws, rules and regulations. Members of the department provide professional expertise and guidance to the many boards and commissions including: the Auburndale Historic District Commission, the Chestnut Hill Historic District Commission, the City Council, the Commission on Disability, the Conservation Commission, the Economic Development Commission, the Fair Housing Committee, the Newton Affordable Housing Trust, the Newton Historic Commission, the Newton Housing Partnership, the Newtonville Historic District Commission, the Planning and Development Board, the Upper Falls Historic District Commission, the Urban Design Commission, the WestMetro HOME Consortium, and the Zoning Board of Appeals. We also closely collaborate with many departments including Public Works, Public Buildings, Health and Human Services, Inspectional Services, Police, and Fire.

The Planning Department staff provided technical expertise and guidance on a wide variety of topics to numerous people and groups to advance important initiatives in Fiscal Year 2024:

- Produced Village Center Overlay District Overlay District (VCOD) zoning and provided analysis to City Council.
- Completed a zoning study of the California Street manufacturing area.
- Undertook conceptual design for the Washington Street Pilot.
- Managed traffic calming project Albemarle Road.
- Initiated city-wide Walk/Roll/Ride Master Plan.
- Analyzed and presented recommendations on over 100 special permit requests to the City Council Land Use Committee.
- Developed standardized set of conditions for Special Permits.
- Developed tracking system for post-occupancy conditions.
- Updated zoning to allow craft brewing.
- Increased accessibility and created new maps and trailhead signs for conservation lands.
- Continued our Planning Department's mission to endeavor to provide excellent customer service to the public and first-rate professional support to the following Boards and Commissions:
  - ❖ City Council
  - ❖ Auburndale, Chestnut Hill, Newtonville and Newton Upper Falls Historic District Commissions
  - ❖ Commission on Disability
  - ❖ Community Preservation Committee
  - ❖ Conservation Commission
  - ❖ Economic Development Commission
  - ❖ Fair Housing Commission
  - ❖ Farm Commission
  - ❖ Newton Affordable Housing Trust
  - ❖ Newton Historical Commission
  - ❖ Newton Housing Partnership

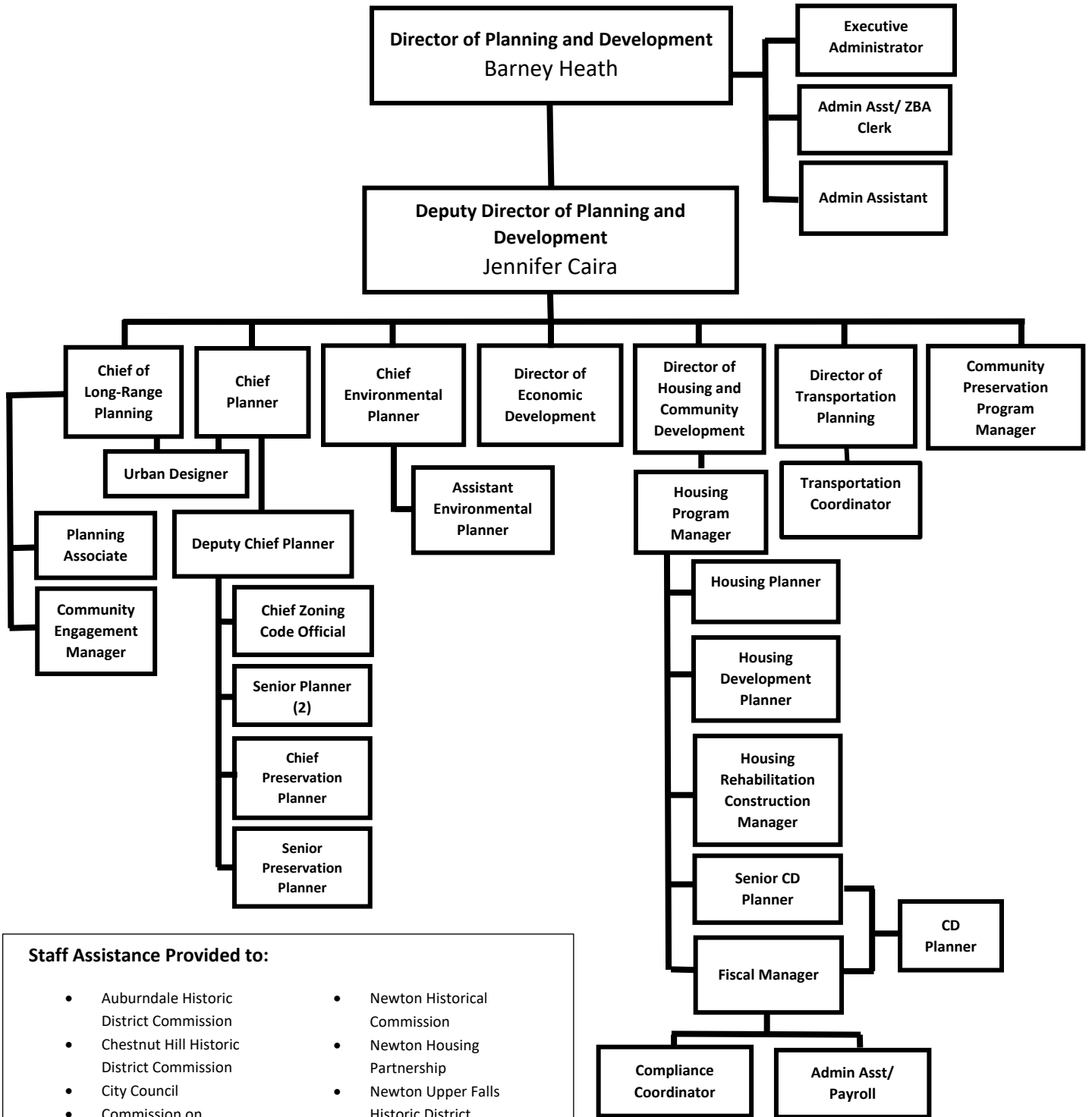
- ❖ Planning and Development Board
- ❖ Urban Design Commission
- ❖ WestMetro HOME Affordable Housing Consortium
- ❖ Zoning Board of Appeals

We look forward to a productive and collaborative Fiscal Year 2025.

*Barney S. Heath*

Barney S. Heath, Director  
Newton Department of Planning and  
Development

# PLANNING AND DEVELOPMENT



**Staff Assistance Provided to:**

- Auburndale Historic District Commission
- Chestnut Hill Historic District Commission
- City Council
- Commission on Disabilities
- Community Preservation Committee
- Conservation Commission
- Economic Development Commission
- Fair Housing Committee
- Farm Commission
- Newton Affordable Housing Trust
- Newton Historical Commission
- Newton Housing Partnership
- Newton Upper Falls Historic District Commission
- Newtonville Historic District Commission
- Planning & Development Board
- Urban Design Commission
- WestMetro HOME Consortium
- Zoning Board of Appeals

# Financial and Operating Highlights

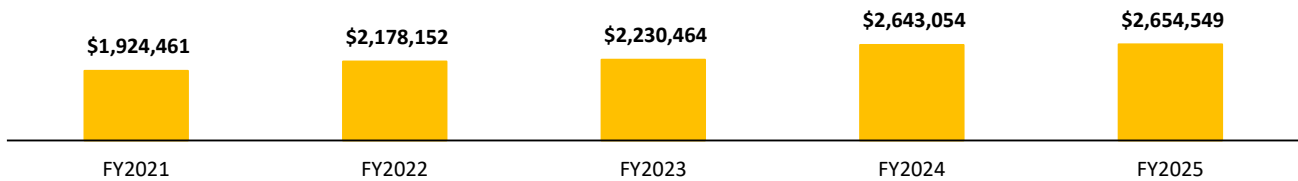
## Financial Highlights

	< -----Actual ----->			Original	Proposed
	FY2021	FY2022	FY2023	FY2024	FY2025
<b>Expenditure by Department</b>					
Conservation	\$ 210,147	\$ 166,975	\$ 201,747	\$ 215,449	\$ 220,337
Planning	\$ 1,423,311	\$ 1,703,864	\$ 1,673,518	\$ 2,062,786	\$ 2,006,354
ZBA	\$ 55,440	\$ 49,992	\$ 68,111	\$ 72,763	\$ 75,768
Econ Development	\$ 108,528	\$ 104,381	\$ 142,484	\$ 139,070	\$ 152,333
Historical	\$ 127,035	\$ 152,940	\$ 144,604	\$ 152,986	\$ 199,757
<b>Total</b>	<b>\$ 1,924,461</b>	<b>\$ 2,178,152</b>	<b>\$ 2,230,464</b>	<b>\$ 2,643,054</b>	<b>\$ 2,654,549</b>
<b>% Incr</b>		13.18%	2.40%	18.50%	0.43%

## Personnel

Full-Time Employees	19	19	22	22	22
Part-Time Employees	3	3	2	3	3
<b>Total</b>	<b>22</b>	<b>22</b>	<b>24</b>	<b>25</b>	<b>25</b>

## Total Planning Expenditures



## Operating Highlights (January 1, 2023- December 31, 2023)

- 1,224 Persons Assisted Through 14 CBDG Human Service Programs
- 250 Buildings Surveyed in Phase I of Communitywide Survey of Mid-20th Century Architectural Resources
- 105 Zoning Review Memos
- 97 Development Review Team Meetings
- 85 Special Permits Presented to Land Use Committee
- 55 Wetland Permits Issued
- 17 City Boards and Commissions Staffed

# Planning and Development

## Fiscal Year 2025 Outcomes and Strategies

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### Outcome 1

#### Plan for Newton's Future

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Newton has a well-deserved reputation as a great place to live because of our quality of life and unique villages and neighborhoods. Much of our work in the Planning Department is focused on how

our City retains this quality of place and pro-actively plans for Newton's future while meeting the challenges of our times, including traffic congestion, the high cost of housing, and the repercussions of climate change. Our goal is to provide the best possible guidance to our community's leaders to achieve the community's desired outcomes for the City.

Goals for Fiscal Year 2025 include:

- Provide technical analysis and recommendations for Special Permits and Comprehensive Permits.
- Monitor, measure, and report on outcomes of the Village Center Overlay District Zoning, including developing a set of key metrics for success and providing regular measurement reporting.
- Undertake updates to the City's Climate Action Plan and Municipal Vulnerability Plan.

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The Planning Department in close coordination with fellow City departments and State partners will seek to advance multi-modal transportation options for Newton residents:

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### Outcome 2

#### Improve Multi-Modal Transportation Options for Newton Residents

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- Finalize design and initiate construction for implementation for Washington Street pilot program between Chestnut Street and Lowell Avenue.
  - Partner with State agencies and city departments to advance cooperative projects including Newtonville Commuter Rail, Newton Corner circulation, Commonwealth Avenue Carriageway, Christina Street Bridge Replacement, Needham Street Improvements and Newton Highlands Accessibility project.
  - Pursue opportunities to expand our electric vehicle charging infrastructure.
  - Support transportation initiatives for low-income older adults.
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# Planning and Development

## Fiscal Year 2025 Outcomes and Strategies

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### Outcome 3

Seek to Expand Opportunities for low to moderate income current and future residents of Newton

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Center.

- Support the efforts of the Newton Affordable Housing Trust, Newton Housing Partnership, and Newton Fair Housing Committee to expand affordable housing opportunities.
- Undertake a five year look back review of the City's Inclusionary Zoning Ordinance to assess its effectiveness and work with the City Council on exploring possible updates.
- Monitor and report on the Newton Thrive economic mobility initiative.

The Planning Department will continue seeking strategies to address inequities and challenges faced by people with low incomes.

- Work with the City Council and community to advance affordable housing at City-owned portion of the Walker

FUND: 0001 - GENERAL FUND  
DEPARTMENT: 114 - PLANNING

**CITY OF NEWTON BUDGET  
DEPARTMENT LEGAL LEVEL OF CONTROL**

	ACTUAL 2021	ACTUAL 2022	ACTUAL 2023	ORIGINAL 2024	RECOMMENDED 2025	CHANGE 2024 to 2025
<b>PLANNING SUMMARY</b>						
51 - PERSONNEL SERVICES	1,584,243	1,745,426	1,772,982	2,047,145	2,074,670	27,525
52 - EXPENSES	94,147	223,023	208,318	300,000	248,000	-52,000
58 - CAPITAL EXPENSES	66,405	840	16,722	0	0	0
57 - FRINGE BENEFITS	159,036	208,863	232,442	295,909	331,879	35,970
<b>TOTAL DEPARTMENT</b>	<b>1,903,831</b>	<b>2,178,152</b>	<b>2,230,464</b>	<b>2,643,054</b>	<b>2,654,549</b>	<b>11,495</b>
<b>CONSERVATION</b>						
51 - PERSONNEL SERVICES	141,251	141,363	155,526	162,333	167,161	4,828
52 - EXPENSES	247	22,562	27,255	50,550	50,550	0
58 - CAPITAL EXPENSES	66,405	840	16,722	0	0	0
57 - FRINGE BENEFITS	2,244	2,209	2,245	2,566	2,626	60
<b>TOTAL CONSERVATION</b>	<b>210,147</b>	<b>166,975</b>	<b>201,747</b>	<b>215,449</b>	<b>220,337</b>	<b>4,888</b>
<b>PLANNING</b>						
51 - PERSONNEL SERVICES	1,176,299	1,332,697	1,320,633	1,596,959	1,569,194	-27,765
52 - EXPENSES	85,127	186,345	172,174	230,000	178,000	-52,000
57 - FRINGE BENEFITS	141,885	184,823	180,710	235,827	259,160	23,333
<b>TOTAL PLANNING</b>	<b>1,403,311</b>	<b>1,703,864</b>	<b>1,673,518</b>	<b>2,062,786</b>	<b>2,006,354</b>	<b>-56,432</b>
<b>ZONING BD OF APPEALS</b>						
51 - PERSONNEL SERVICES	52,219	42,807	53,873	56,896	58,812	1,916
52 - EXPENSES	1,839	3,716	3,802	4,750	4,750	0
57 - FRINGE BENEFITS	751	3,469	10,436	11,117	12,206	1,089
<b>TOTAL ZONING BD OF APPEALS</b>	<b>54,810</b>	<b>49,992</b>	<b>68,111</b>	<b>72,763</b>	<b>75,768</b>	<b>3,005</b>
<b>ECONOMIC DEVELOPMENT</b>						
51 - PERSONNEL SERVICES	101,739	95,878	119,835	101,328	111,173	9,845
52 - EXPENSES	5,320	7,095	419	10,250	10,250	0
57 - FRINGE BENEFITS	1,469	1,408	22,230	27,492	30,910	3,418
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>108,528</b>	<b>104,381</b>	<b>142,484</b>	<b>139,070</b>	<b>152,333</b>	<b>13,263</b>
<b>HISTORICAL</b>						
51 - PERSONNEL SERVICES	112,735	132,681	123,116	129,629	168,330	38,701
52 - EXPENSES	1,614	3,305	4,668	4,450	4,450	0
57 - FRINGE BENEFITS	12,686	16,954	16,821	18,907	26,977	8,070
<b>TOTAL HISTORICAL</b>	<b>127,035</b>	<b>152,940</b>	<b>144,604</b>	<b>152,986</b>	<b>199,757</b>	<b>46,771</b>

FUND: 0001 - GENERAL FUND  
DEPARTMENT: 114 - PLANNING

**CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL**

	ACTUAL 2021	ACTUAL 2022	ACTUAL 2023	ORIGINAL 2024	RECOMMENDED 2025	CHANGE 2024 to 2025
<b>114 - PLANNING</b>						
<b>0111471 - CONSERVATION</b>						
<b>PERSONNEL SERVICES</b>						
511001 FULL TIME SALARIES	140,751	136,885	154,276	160,933	165,761	4,828
514001 LONGEVITY	0	3,000	750	900	900	0
515006 VACATION BUY BACK		1,478	0	0	0	0
515102 CLEANING ALLOWANCE	500	0	500	500	500	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>141,251</b>	<b>141,363</b>	<b>155,526</b>	<b>162,333</b>	<b>167,161</b>	<b>4,828</b>
<b>EXPENSES</b>						
534100 POSTAGE	222	279	89	250	250	0
542000 OFFICE SUPPLIES	25	0	22	100	100	0
546000 GROUNDS MAINT SUPPLIE	0	22,173	26,899	50,000	50,000	0
571000 VEHICLE USE REIMBURSE	0	110	244	200	200	0
<b>TOTAL EXPENSES</b>	<b>247</b>	<b>22,562</b>	<b>27,255</b>	<b>50,550</b>	<b>50,550</b>	<b>0</b>
<b>FRINGE BENEFITS</b>						
57DENT DENTAL INSURANCE	208	35	0	212	202	-10
57HLTH HEALTH INSURANCE	0	139	0	0	0	0
57MEDA MEDICARE PAYROLL TAX	2,036	2,036	2,245	2,354	2,424	70
<b>TOTAL FRINGE BENEFITS</b>	<b>2,244</b>	<b>2,209</b>	<b>2,245</b>	<b>2,566</b>	<b>2,626</b>	<b>60</b>
<b>CAPITAL EXPENSES</b>						
584100 GROUNDS IMPROVEMENT	66,405	840	16,722	0	0	0
<b>TOTAL CAPITAL EXPENSES</b>	<b>66,405</b>	<b>840</b>	<b>16,722</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CONSERVATION</b>	<b>210,147</b>	<b>166,975</b>	<b>201,747</b>	<b>215,449</b>	<b>220,337</b>	<b>4,888</b>



<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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		ACTUAL	ACTUAL	ACTUAL	ORIGINAL	RECOMMENDED	CHANGE
		2021	2022	2023	2024	2025	2024 to 2025
<b>0111475 - PLANNING</b>							
<b>PERSONNEL SERVICES</b>							
511001	FULL TIME SALARIES	1,102,567	1,239,251	1,204,427	1,416,481	1,437,855	21,374
511101	PART TIME < 20 HRS/WK	0	0	10,245	99,325	40,674	-58,651
511102	PART TIME > 20 HRS/WK	67,391	73,235	86,001	68,153	68,415	262
513010	REGULAR OVERTIME	100	2,557	1,730	5,000	5,000	0
514001	LONGEVITY	1,148	5,823	4,902	4,575	7,825	3,250
515006	VACATION BUY BACK	1,594	8,330	10,829	0	0	0
515102	CLEANING ALLOWANCE	3,500	3,500	2,500	3,425	3,425	0
519700	CURRENT YEAR WAGE RE	0	0	0	0	6,000	6,000
<b>TOTAL PERSONNEL SERVICES</b>		<b>1,176,299</b>	<b>1,332,697</b>	<b>1,320,633</b>	<b>1,596,959</b>	<b>1,569,194</b>	<b>-27,765</b>
<b>EXPENSES</b>							
524100	SOFTWARE MAINTENANC	0	0	1,779	0	0	0
527400	RENTAL - EQUIPMENT	2,446	2,935	2,935	3,000	3,000	0
527500	RENTAL/LEASE - PROPER	20,000	0	0	0	0	0
530100	CONSULTANTS	67,754	154,103	149,575	200,000	150,000	-50,000
530209	PUBLIC MEETING EXPENS	2,280	250	661	2,500	2,500	0
531300	TEMP STAFFING SERVICE		13,972	0	0	0	0
531900	TRAINING EXPENSES	206	540	2,855	2,000	2,000	0
534020	CELLULAR TELEPHONES	1,494	1,369	1,497	1,750	1,750	0
534100	POSTAGE	1,543	1,076	3,641	2,000	2,000	0
534200	PRINTING	2,110	4,286	2,019	5,000	4,000	-1,000
534300	ADVERTISING/PUBLICATIO	1,112	1,635	1,613	4,000	3,000	-1,000
542000	OFFICE SUPPLIES	3,308	2,554	1,414	2,500	2,500	0
558500	COMPUTER SUPPLIES	931	2,691	1,330	1,500	1,500	0
571000	VEHICLE USE REIMBURSE	0	25	268	750	750	0
571100	IN-STATE CONFERENCES	255	70	695	1,500	1,500	0
571200	REFRESHMENTS/MEALS	0	0	500	1,000	1,000	0
572000	OUT-OF-STATE TRAVEL	0	562	0	1,000	1,000	0
573000	DUES & SUBSCRIPTIONS	1,689	277	1,393	1,500	1,500	0
<b>TOTAL EXPENSES</b>		<b>105,127</b>	<b>186,345</b>	<b>172,174</b>	<b>230,000</b>	<b>178,000</b>	<b>-52,000</b>
<b>FRINGE BENEFITS</b>							
57DENT	DENTAL INSURANCE	2,906	3,226	3,263	4,550	3,429	-1,121
57HLTH	HEALTH INSURANCE	92,660	123,174	122,549	172,223	202,430	30,207
57LIFE	BASIC LIFE INSURANCE	362	375	407	477	454	-23
57MEDA	MEDICARE PAYROLL TAX	16,073	18,166	17,935	23,172	22,887	-285
57OPEB	OPEB CONTRIBUTION	29,885	39,881	36,557	35,405	29,960	-5,445
<b>TOTAL FRINGE BENEFITS</b>		<b>141,885</b>	<b>184,823</b>	<b>180,710</b>	<b>235,827</b>	<b>259,160</b>	<b>23,333</b>
<b>TOTAL PLANNING</b>		<b>1,423,311</b>	<b>1,703,864</b>	<b>1,673,518</b>	<b>2,062,786</b>	<b>2,006,354</b>	<b>-56,432</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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		ACTUAL	ACTUAL	ACTUAL	ORIGINAL	RECOMMENDED	CHANGE
		2021	2022	2023	2024	2025	2024 to 2025
<b>0111476 - ZONING BD OF APPEALS</b>							
<b>PERSONNEL SERVICES</b>							
511001	FULL TIME SALARIES	52,219	39,474	53,373	56,396	58,312	1,916
513010	REGULAR OVERTIME	0	297	0	0	0	0
514001	LONGEVITY	630	0	0	0	0	0
515006	VACATION BUY BACK		3,036	0	0	0	0
515102	CLEANING ALLOWANCE	0	0	500	500	500	0
<b>TOTAL PERSONNEL SERVICES</b>		<b>52,849</b>	<b>42,807</b>	<b>53,873</b>	<b>56,896</b>	<b>58,812</b>	<b>1,916</b>
<b>EXPENSES</b>							
534100	POSTAGE	266	808	1,078	1,500	1,500	0
534300	ADVERTISING/PUBLICATIO	1,574	1,966	2,724	2,500	2,500	0
558500	COMPUTER SUPPLIES		942	0	750	750	0
<b>TOTAL EXPENSES</b>		<b>1,839</b>	<b>3,716</b>	<b>3,802</b>	<b>4,750</b>	<b>4,750</b>	<b>0</b>
<b>FRINGE BENEFITS</b>							
57DENT	DENTAL INSURANCE	0	62	202	210	202	-8
57HLTH	HEALTH INSURANCE	0	2,216	7,491	7,896	8,907	1,011
57LIFE	BASIC LIFE INSURANCE	0	14	57	60	57	-3
57MEDA	MEDICARE PAYROLL TAX	751	602	723	828	853	25
57OPEB	OPEB CONTRIBUTION	0	574	1,963	2,123	2,187	64
<b>TOTAL FRINGE BENEFITS</b>		<b>751</b>	<b>3,469</b>	<b>10,436</b>	<b>11,117</b>	<b>12,206</b>	<b>1,089</b>
<b>TOTAL ZONING BD OF APPEALS</b>		<b>55,440</b>	<b>49,992</b>	<b>68,111</b>	<b>72,763</b>	<b>75,768</b>	<b>3,005</b>
<b>0111482 - ECONOMIC DEVELOPMENT</b>							
<b>PERSONNEL SERVICES</b>							
511001	FULL TIME SALARIES	101,739	88,388	96,613	101,328	111,173	9,845
511101	PART TIME < 20 HRS/WK	0	0	23,223	0	0	0
515006	VACATION BUY BACK	0	7,490	0	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>		<b>101,739</b>	<b>95,878</b>	<b>119,835</b>	<b>101,328</b>	<b>111,173</b>	<b>9,845</b>
<b>EXPENSES</b>							
534100	POSTAGE	0	0	0	200	200	0
534200	PRINTING	0	0	0	500	500	0
534300	ADVERTISING/PUBLICATIO	0	0	0	750	750	0
542000	OFFICE SUPPLIES	0	0	124	500	500	0
571100	IN-STATE CONFERENCES	0	0	0	500	500	0
571200	REFRESHMENTS/MEALS	0	0	0	500	500	0
573000	DUES & SUBSCRIPTIONS	5,320	7,095	295	7,300	7,300	0
<b>TOTAL EXPENSES</b>		<b>5,320</b>	<b>7,095</b>	<b>419</b>	<b>10,250</b>	<b>10,250</b>	<b>0</b>
<b>FRINGE BENEFITS</b>							
57DENT	DENTAL INSURANCE	0	0	415	528	503	-25
57HLTH	HEALTH INSURANCE	0	0	17,005	21,675	24,626	2,951
57MEDA	MEDICARE PAYROLL TAX	1,469	1,408	1,557	1,475	1,612	137
57OPEB	OPEB CONTRIBUTION	0	0	3,254	3,814	4,169	355
<b>TOTAL FRINGE BENEFITS</b>		<b>1,469</b>	<b>1,408</b>	<b>22,230</b>	<b>27,492</b>	<b>30,910</b>	<b>3,418</b>
<b>TOTAL ECONOMIC DEVELOPMENT</b>		<b>108,528</b>	<b>104,381</b>	<b>142,484</b>	<b>139,070</b>	<b>152,333</b>	<b>13,263</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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	ACTUAL 2021	ACTUAL 2022	ACTUAL 2023	ORIGINAL 2024	RECOMMENDED 2025	CHANGE 2024 to 2025
<b>0111494 - HISTORICAL</b>						
<b>PERSONNEL SERVICES</b>						
511001 FULL TIME SALARIES	111,735	125,282	122,116	90,008	166,930	76,922
511101 PART TIME < 20 HRS/WK	0	0	0	38,221	0	-38,221
514001 LONGEVITY	500	500	500	900	900	0
515006 VACATION BUY BACK	0	6,399	0	0	0	0
515102 CLEANING ALLOWANCE	500	500	500	500	500	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>112,735</b>	<b>132,681</b>	<b>123,116</b>	<b>129,629</b>	<b>168,330</b>	<b>38,701</b>
<b>EXPENSES</b>						
531400 REGIST/RECORDING FEES	0	0	0	100	100	0
534100 POSTAGE	1,486	2,764	4,468	3,500	3,500	0
534200 PRINTING	56	100	199	250	250	0
534300 ADVERTISING/PUBLICATIO	0	223	0	300	300	0
542000 OFFICE SUPPLIES	72	219	0	300	300	0
<b>TOTAL EXPENSES</b>	<b>1,614</b>	<b>3,305</b>	<b>4,668</b>	<b>4,450</b>	<b>4,450</b>	<b>0</b>
<b>FRINGE BENEFITS</b>						
57DENT DENTAL INSURANCE	208	289	295	319	405	86
57HLTH HEALTH INSURANCE	6,926	10,302	10,628	11,844	17,814	5,970
57LIFE BASIC LIFE INSURANCE	0	21	0	30	57	27
57MEDA MEDICARE PAYROLL TAX	1,558	1,850	1,629	1,887	2,441	554
57OPEB OPEB CONTRIBUTION	3,994	4,492	4,269	4,827	6,260	1,433
<b>TOTAL FRINGE BENEFITS</b>	<b>12,686</b>	<b>16,954</b>	<b>16,821</b>	<b>18,907</b>	<b>26,977</b>	<b>8,070</b>
<b>TOTAL HISTORICAL</b>	<b>127,035</b>	<b>152,940</b>	<b>144,604</b>	<b>152,986</b>	<b>199,757</b>	<b>46,771</b>
<b>TOTAL PLANNING</b>	<b>1,924,461</b>	<b>2,178,152</b>	<b>2,230,464</b>	<b>2,643,054</b>	<b>2,654,549</b>	<b>11,495</b>