



# Zoning & Planning Committee Agenda

## City of Newton In City Council

**Monday, April 24, 2017**

**7:00PM – NOTE EARLY START**  
**Council Chamber**

PLEASE BRING YOUR BUDGET AND CIP BOOKS

### **Items Scheduled for Discussion:**

#### **BUDGET & CIP DISCUSSIONS:**

CPA Administration  
Inspectional Services  
Planning & Development

#### **Referred To Finance and Appropriate Committees**

**#359-16(2) Submittal of the FY 2018 Municipal/School Operating Budget**  
HIS HONOR THE MAYOR submitting in accordance with Section 5-1 of the City of Newton Charter the FY18 Municipal/School Operating Budget totaling \$395,313,737 passage of which shall be concurrent with the FY18-FY22 Capital Improvement Program (#359-16). [04/10/17 @ 2:42 PM]  
**EFFECTIVE DATE OF SUBMISSION 04/18/17; LAST DATE TO PASS THE BUDGET 06/02/17**

#### **Referred to Finance and Appropriate Committees**

**#359-16 Submittal of the FY 2018 to FY 2021 Capital Improvement Plan**  
HIS HONOR THE MAYOR submitting the Fiscal Years 2018 to 2022 Capital Improvement Plan pursuant to section 5-3 of the Newton City Charter. [10/11/16 @ 11:28 AM]

#### **Referred To Finance and Appropriate Committees**

**#359-16(4) Submittal of the FY 2018 – FY 2022 Supplemental Capital Improvement Plan**  
HIS HONOR THE MAYOR submitting the FY 2018 – FY 2022 Supplemental Capital Improvement Plan. [04/10/17 @ 2:42 PM]

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The location of this meeting is accessible and reasonable accommodations will be provided to persons with disabilities who require assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: [jfairley@newtonma.gov](mailto:jfairley@newtonma.gov) or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.

**Zoning & Planning and Finance Committees**

**#90-17**

**Transfer of \$75,000 to develop a Complete Streets Guidebook**

HIS HONOR THE MAYOR requesting authorization to transfer the sum of seventy-five thousand dollars (\$75,000) from the Planning Department Full-time Salaries Account to the Planning Department Consulting Services Account for the purpose of developing a Complete Streets Guidebook. [03/27/17 @ 2:20 PM]

**Respectfully Submitted,**

**Ted Hess-Mahan, Chair**

# Newton Community Preservation Program Fy18 Budget

## for Zoning & Planning Committee, 24 April 2017

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### Fy18 Revenue

- local surcharge
- state funds
- undesignated fund balance

### Fy18 Expenditures

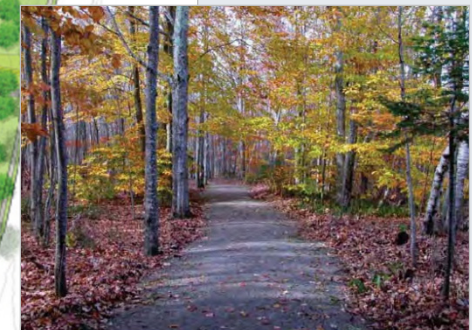
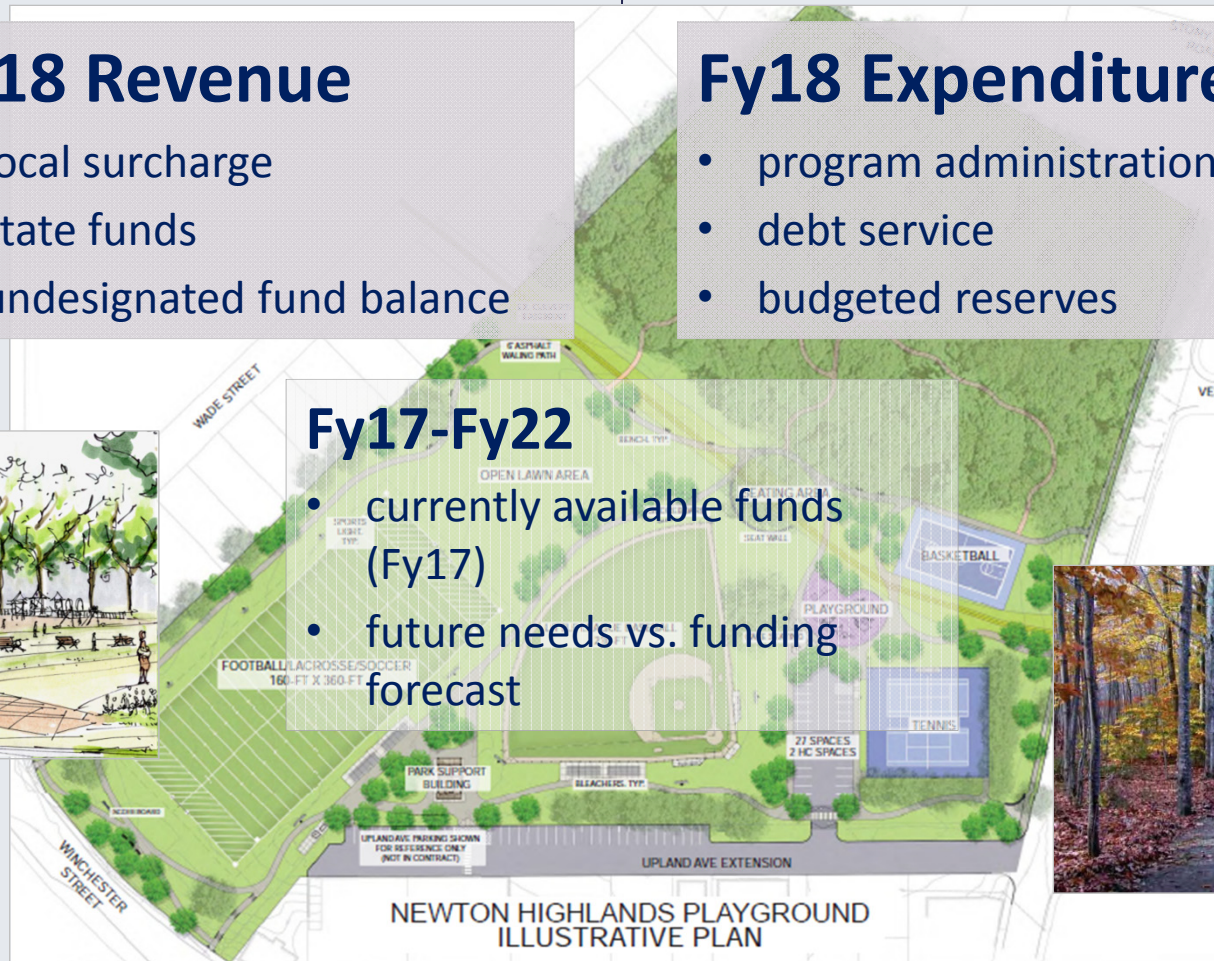
- program administration
- debt service
- budgeted reserves

### Fy17-Fy22

- currently available funds (Fy17)
- future needs vs. funding forecast



FY 17  
PROJECTS



# Newton Community Preservation Program Fy18 Budget

## Overall Revenue & Expenditures

REVENUE	Fiscal 2017	Fiscal 2018
local CPA surcharge	\$2,915,002	\$2,987,877
state matching funds	\$426,586	\$291,500
undesignated fund balance	\$340,472	\$181,657
<b>TOTAL REVENUE</b>	<b>\$3,682,060</b>	<b>\$3,461,034</b>

EXPENDITURES	Fiscal 2017	Fiscal 2018
<b>PROGRAM ADMINISTRATION &amp; DEBT SERVICE</b>		
Program Administration	-\$154,767	-\$155,728
Debt Service: 20 Rogers St. (recreation) - final payment Fy17	-\$259,681	\$0
<b>BUDGETED RESERVES</b>		
Community Housing Reserve (10% of annual new funds)	-\$368,206	-\$346,103
Historic Resources Reserve (10% of annual new funds)	-\$368,206	-\$346,103
Open Space Reserve (10% of annual new funds)	-\$368,206	-\$346,103
General Reserve - all annual new funds not budgeted for purposes above.	-\$2,162,994	-\$2,266,996
<b>TOTAL EXPENDITURES</b>	<b>-\$3,682,060</b>	<b>-\$3,461,034</b>

**Q. What is the “undesignated fund balance”?**

A. Sometimes a portion of Newton’s state CPA funding for a given year is confirmed too late to be included in that year’s budget.

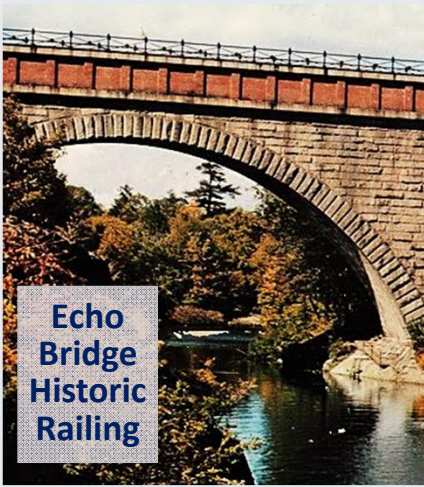
We add these “lagged” state funds to the *following* year’s budget as “undesignated fund balance.”



FY 17 PROJECTS

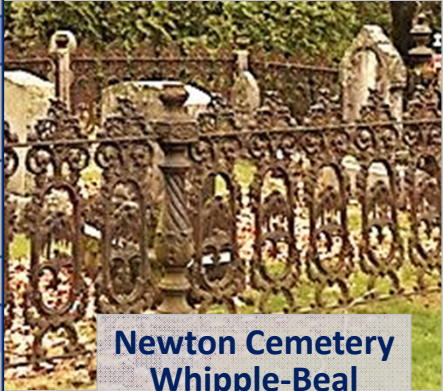
# Newton Community Preservation Program Fy18 Budget

## Detail for Program Administration



Echo Bridge  
Historic  
Railing

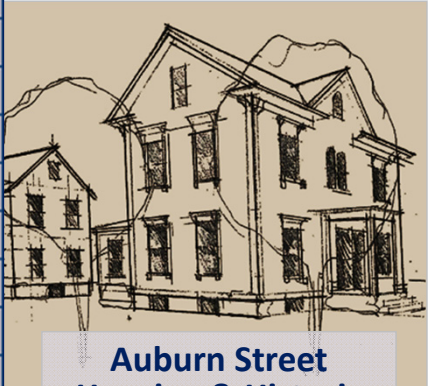
Program Administration	Fiscal 2017	Fiscal 2018
<b>PERSONNEL</b>		
Program Manager (salary plus benefits)	\$108,867	\$113,328
Work by Other Depts. (mostly Housing staff in Planning)	\$7,000	\$5,500
<b>SUBTOTAL Personnel</b>	<b>\$115,867</b>	<b>\$118,828</b>
<b>OTHER</b>		
Consultants	\$22,000	\$22,000
Advertising/ Publications	\$500	\$500
Audiovisual Equipment	\$500	\$500
Computer Software	\$1,500	\$1,500
Computer Supplies	\$0	\$0
Dues & Subscriptions	\$7,900	\$7,900
Office Supplies & Equipment	\$500	\$500
Postage	\$1,000	\$500
Printing	\$3,000	\$2,500
Signs	\$2,000	\$1,000
<b>SUBTOTAL Other Expenses</b>	<b>\$38,900</b>	<b>\$36,900</b>
<b>TOTAL</b>	<b>\$154,767</b>	<b>\$155,728</b>



Newton Cemetery  
Whipple-Beal  
Historic Railing



Jackson  
Road New  
Senior  
Housing  
(existing  
shown)



Auburn Street  
Housing & Historic  
Preservation

# Newton Community Preservation Program

## Fy16 Funded Projects & Fy17 Available Funds

as of 7 April 2017

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Community Preservation Fund AVAILABLE FUNDS	Fiscal 2016	Fiscal 2017
<b>EXPENDITURES</b>		
<b>PROGRAM ADMINISTRATION &amp; DEBT SERVICE</b>		
program administration (max 5% of current-yr new funds) <i>(fy16 year-end actual, fy17 budgeted)</i>	-\$117,526 <i>confirmed 3.4%</i>	-\$154,767 <i>budgeted 4.6%</i>
debt service for 20 Rogers St. <i>(final payment fy17)</i>	-\$269,344	-\$259,781
<b>AVAILABLE FUNDS</b> after program administration & debt service	<b>\$11,656,624</b>	<b>\$12,070,359</b>
<b>PROJECT APPROPRIATIONS by City Council (chronological order)</b>		
<b>in FISCAL 2016 (chronological order)</b>		
Allen House Phase 2 (historic resources)	-\$2,000,000	
Cambria Road (housing)	-\$471,117	
Crescent Street Site Assessment (housing)	-\$100,000	
Museum Archives - <i>remainder of Fy15 recommendation</i>	-\$93,491	
New Art Center	-\$72,652	
WPA Mural (Newton North High School)	-\$114,900	
<b>in FISCAL 2017 (chronological order)</b>		
Newton Highlands Playground (construction)		-\$2,500,000
Crescent Street (City of Newton) [affordable housing & park] - feasibility & design		-\$260,000
TOTAL Appropriations (Current Year)	-\$2,852,160	-\$2,760,000
<b>AVAILABLE FUNDS</b> after new appropriations	<b>\$8,804,464</b>	<b>\$9,310,359</b>

Community Preservation Fund AVAILABLE FUNDS	Fiscal 2016	Fiscal 2017
<b>EXPENDITURES</b>		
<b>CPC RECOMMENDATIONS</b> pending with City Council (chronological order)		
(none currently)		
<b>AVAILABLE FUNDS</b> if all current recommendations were funded in full	<b>\$8,804,464</b>	<b>\$9,310,359</b>
<b>FULL PROPOSALS UNDER CONSIDERATION by CPC</b>		
236 Auburn Street (CAN-DO/Metro West/Price Ctr, proposed even split between historic resources & affordable housing)		-\$938,033
<b>AVAILABLE FUNDS</b> if all submitted proposals were funded in full	<b>\$8,804,464</b>	<b>\$8,372,326</b>
<b>Pre-PROPOSALS SUBMITTED to CPC</b>		
Crescent Street (City of Newton) [affordable housing & park] - construction		-\$2,440,000
Jackson Road Senior Housing (Newton Housing Authority) - <i>request may be increased significantly, to include community ctr and add'l units for households at 80%-99% of area median</i>		-\$1,000,000
Echo Bridge Historic Railing (Mass. Water Resources Authority)		-\$500,000
<b>AVAILABLE FUNDS</b> if all pre-proposals were funded in full using Fy17 funds	<b>\$8,804,464</b>	<b>\$4,432,326</b>

# Newton Community Preservation Program

## Future CPA-eligible Needs vs. Funding Forecast

as of 7 April 2017

Info. Sources & CIP Priority CPA-eligible uses: Oct 2016	Affordable Housing	Historic Resources	Open Space or Recreation Land	
			Acquisition	Rehabilitation
<b>TOTAL Current Proposals + Pre-proposals &amp; Related Proposals + Other Future Proposals ≈</b>			<i>(placeholder amount added by CPC staff)</i>	
<b>\$35,506,633</b>	\$2,869,016	\$14,662,616	\$5,000,000	\$12,975,000
% Allocation by Resource	8%	41%	14%	37%
<b>CPC target allocations by resource, ± 5%:</b>	30%	25%	20%	20%
<b>FIVE-YEAR FORECAST: Total Available Funds for Fy17-21 ≈</b>				
<b>\$24,513,987</b>				
target allocations – 5%	\$6,128,497	\$4,902,797	\$3,677,098	\$3,677,098
target allocations + 5%	\$8,579,896	\$7,354,196	\$6,128,497	\$6,128,497
<b>TEN-YEAR FORECAST: Total Available Funds for Fy17-26 ≈</b>				
<b>\$41,233,856</b>				
target allocations – 5%	\$10,308,464	\$8,246,771	\$6,185,078	\$6,185,078
target allocations + 5%	\$14,431,850	\$12,370,157	\$10,308,464	\$10,308,464

# Newton Community Preservation Program Overview

optional handouts for Zoning & Planning Committee, 24 April 2017

- A. sources of funds (CPA statute & Newton’s program)
- B. uses of funds (CPA statute & Newton’s program)
- C. Newton’s funding guidelines & process
- D. reports available on Newton’s CPA program website

On April 24, I will NOT present the following pages, but I’ll be happy to answer questions about them.

Alice Ingerson, Community Preservation Program Manager,  
617.796.1144, aingerson@newtonma.gov,

## The Community Preservation Act

### A. Sources of CPA Funds

<b>bonds</b>	debt financing: CPA communities may sell bonds backed by their future local surcharge revenue but may not borrow against their future state matching funds.
<b>other local</b>	(including interest) Since 2012, communities that adopt at least a 1% surcharge may also adopt a revised version of the CPA to count toward their state match additional local revenue from the following sources. <b>Newton has not done this.</b> ✓ <ul style="list-style-type: none"> <li>• hotel taxes</li> <li>• linkage &amp; inclusionary zoning payments</li> <li>• sale of municipal property</li> <li>• parking fines</li> <li>• private gifts for CPA-eligible purposes</li> <li>• other pre-existing local funds for CPA-eligible purposes</li> <li>• but not state or federal funds</li> </ul>
<b>state</b>	<b>matching funds</b> from fees paid to the Registry of Deeds; maximum 100% match for local funds <b>Newton’s most recent match was 20.6%.</b> ✓ As of 2013, the state legislature may (but is not required to ) add \$25 million from each year’s state budget surplus. 1% communities participate in only the 1 <sup>st</sup> round state match each year; communities that raise more locally participate in the 1 <sup>st</sup> , 2 <sup>nd</sup> and in some cases 3 <sup>rd</sup> rounds.
<b>local</b>	<b>surcharge on local real estate taxes</b> maximum 3%, minimum 1% <b>Newton’s surcharge is 1%.</b> ✓ Communities may also adopt a range of exemptions for both residential and commercial/ Industrial properties. <b>Newton has no exemptions.</b> ✓



# Newton's Community Preservation Program

## A. Calculating Newton's CPA Surcharge - 2016

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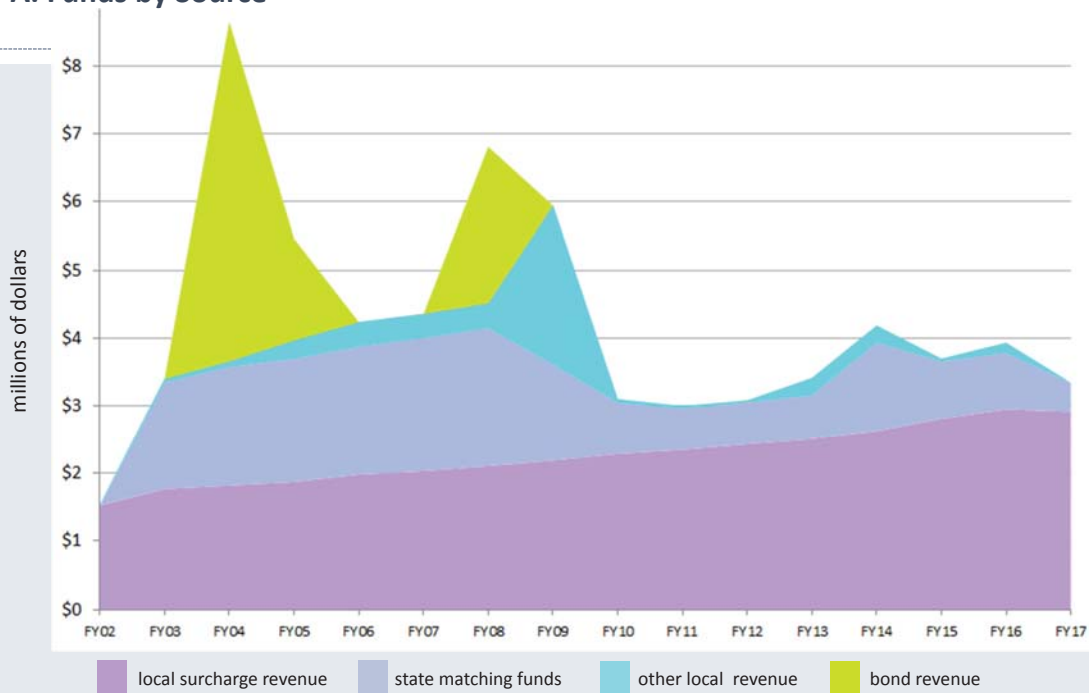


a single-family house worth \$850,000.00  
 paid annual property taxes of \$ 9,673.00  
**plus a 1% CPA surcharge of \$ 96.73**



# Newton's Community Preservation Program

## A. Funds by Source



# The Community Preservation Act

## B. Allowable Uses of Funds

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NOT EVERY USE for EVERY RESOURCE	Community Housing	Historic Resources	Open Space	Recreation Land
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### Real property

- if acquired with CPA funds, must be owned by local government
- the CPA-eligible use must be permanent & protected by a deed restriction

### CPA funds are for capital improvements, which

- materially add to or appreciably prolong the useful life of real property
- are permanently affixed so that removal would cause material damage
- are intended to remain for an indefinite period of time

**CPA funds “shall not replace existing operating funds, only augment them.”**

### CPA funds may not be used for

- maintenance = incidental repairs that keep the property in a condition of fitness, efficiency or readiness
- artificial turf; land for horse or dog racing; or a stadium, gymnasium or similar structure

# The Community Preservation Act

## B. Allowable Uses of Funds

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NOT EVERY USE for EVERY RESOURCE	Community Housing	Historic Resources	Open Space	Recreation Land
ACQUIRE	YES	YES	YES	YES <sup>B</sup>
CREATE	YES	NO	YES	YES
PRESERVE	YES	YES	YES	YES
SUPPORT	YES <sup>C</sup>	NO	NO	NO
REHABILITATE/ RESTORE	YES <sup>D</sup>	YES <sup>E</sup>	YES <sup>D</sup>	YES

A. real property acquired with CPA funds must be owned by the local government

B. convert land never used for recreation, or not used recreationally for a very long time

C. including funds for an affordable housing trust

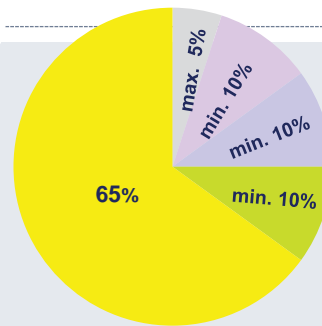
D. IF the resource was acquired or created with CPA funds in the first place

E. projects must use National Park Service guidelines

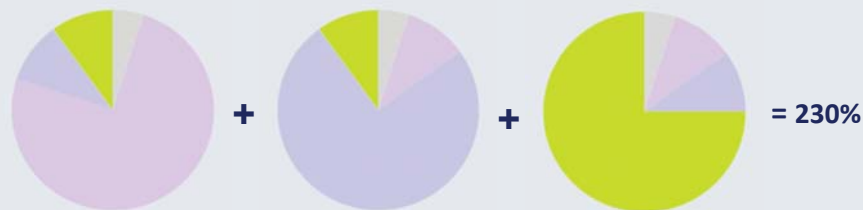
# The Community Preservation Act

## B. Required Uses of Funds

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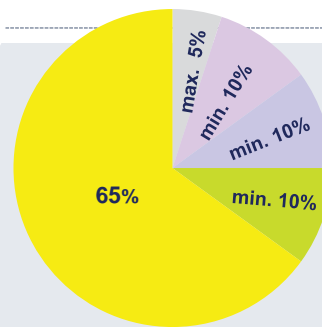
The "general" 65% can be spent on any resource ... but not on every resource!



# The Community Preservation Act & Newton's Program

## B. Required & Targeted Uses of Funds

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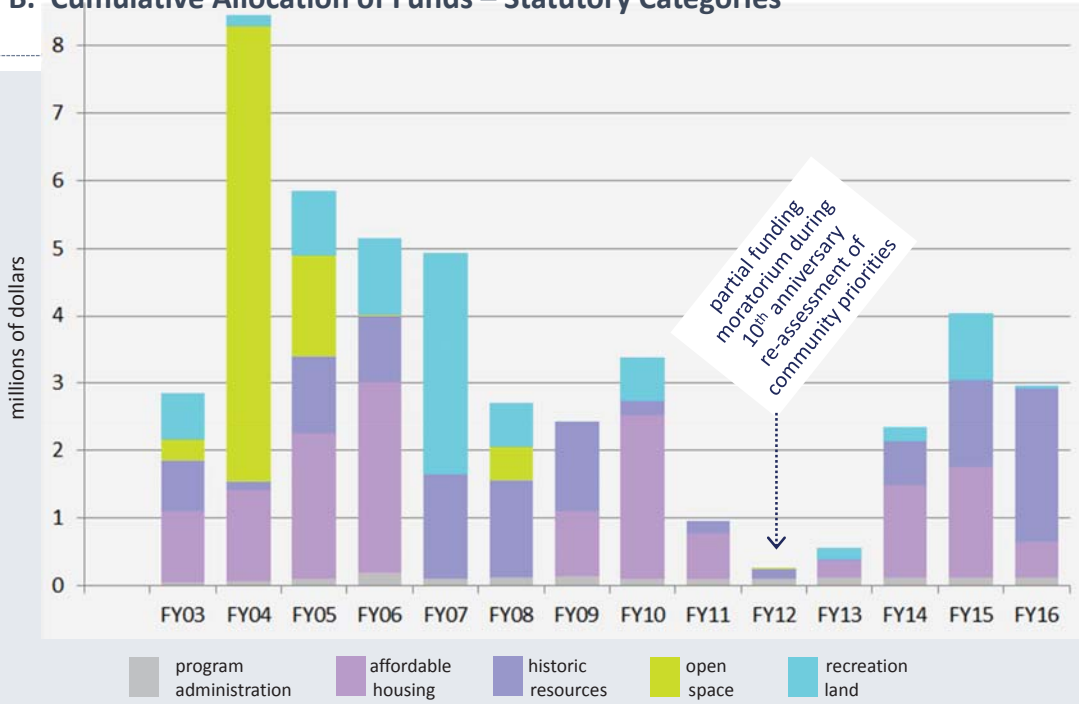


Based on community feedback, Newton's CPA program aims to allocate funds among all eligible resources. The CPC applies these targets flexibly, over multiple years – *not* as annual quotas.

Allocation Targets: Balancing Funds Among CPA-Eligible Resources	± 5%
affordable housing: development	30
historic resources: all purposes	25
open space & recreation land: acquisition	20
open space & recreation land: rehabilitation / capital improvements	20
<b>total, min. - max.</b>	<b>75-115%</b>

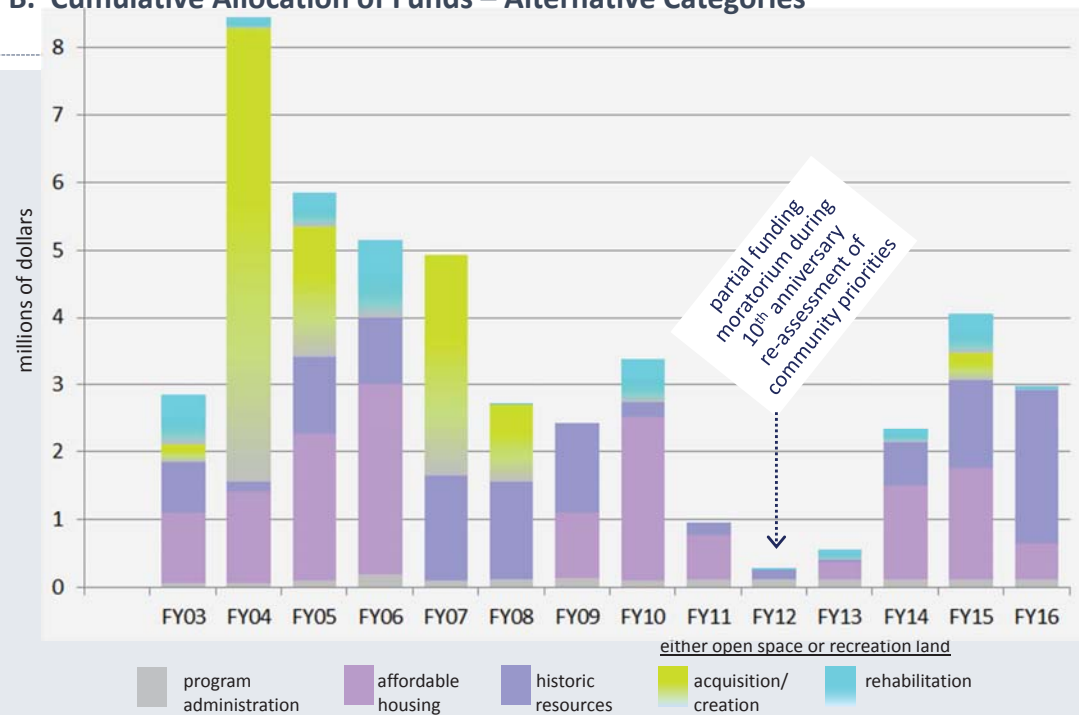
# Newton's Community Preservation Program

## B. Cumulative Allocation of Funds – Statutory Categories



# Newton's Community Preservation Program

## B. Cumulative Allocation of Funds – Alternative Categories



## Newton Community Preservation Plan

### C. Funding Guidelines

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1. Use community-wide plans to guide funding decisions.
2. Balance the allocation of funds across all eligible resources & allowable uses.
3. Require proven capacity for project management & long-term maintenance.
4. Evaluate results to ensure accountability & improve future projects.

## Newton Community Preservation Plan

### C. Funding Guidelines

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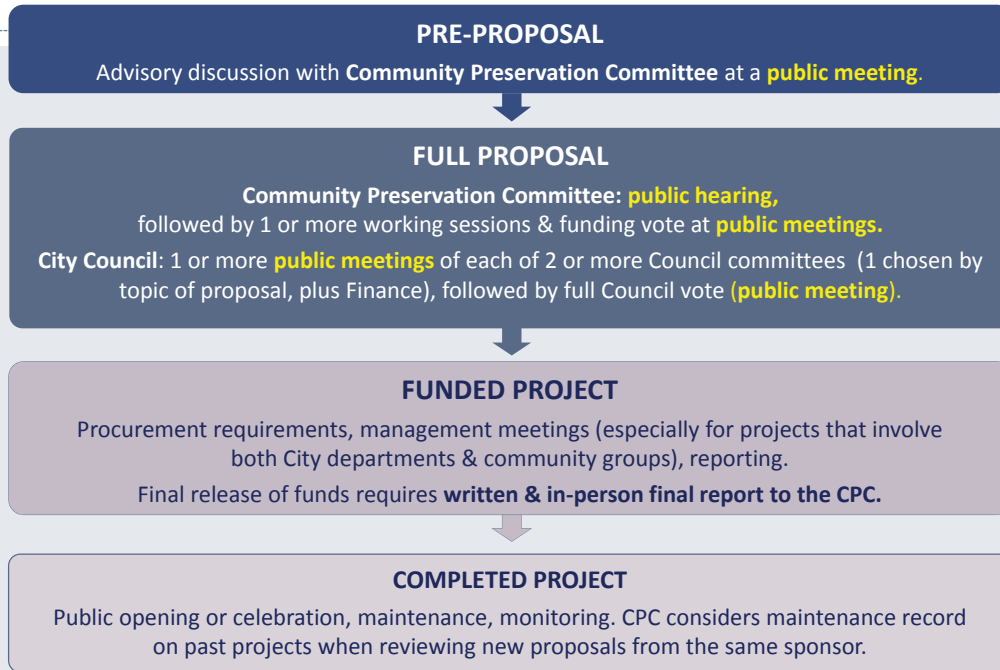
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open space & recreation land: acquisition	20
open space & recreation land: rehabilitation / capital improvements	20
<b>total, min. - max.</b>	<b>75-115%</b>

CPA Appropriateness
core public services & assets: appropriate for funding from core public revenue (not CPA)
special public or community projects: appropriate for full CPA funding
public-private partnerships: appropriate for partial CPA funding that will leverage other funds
philanthropy: appropriate for entirely private funding (not CPA)

Expected Share of Non-CPA Funding	
projects on public property, with broad or City-wide public benefits	less
projects on public property, with narrower or mostly single-neighborhood benefits	more
projects on private property, with broad public benefits (including affordable housing)	
projects on private property, with narrower but still significant public benefits	most

# Newton's Community Preservation Program

## C. Funding Process



# Newton Community Preservation Program

## D. reports available on Newton CPC website

www.newtonma.gov/cpa

<b>News, Calendar, Contact</b>	(same as "home" -- calendar lists all agenda & funding deadlines)	
<b>About the CPA</b>	(state statute, Newton's ordinance, etc.)	
<b>Committees &amp; Meetings</b>	(CPC agendas, packets, minutes; CPC members; City Council committees)	
<b>Guidelines &amp; Forms</b>	(proposal instructions, sample forms, community plans to reference, etc.)	
<b>Proposals &amp; Projects</b>	(each project page has links to full-text major documents)	
<b>Reports &amp; Presentations</b>	<b>Current Status Reports</b>	Pending Pre- & Full Proposals
		Active Funded Projects
		Currently Available Funds
		Debt-Financed Projects
		Funding Forecast (5-year)
	<b>Cumulative Reports</b>	All Projects
	All Funds & Spending	
	<b>Annual Reports</b>	
	<b>Special Presentations</b>	



**PLANNING &  
DEVELOPMENT  
DEPARTMENT**

**FY18  
DEPARTMENTAL OVERVIEW**

# City of Newton

## Department of Planning and Development

### FY18 Departmental Overview

- ❖ **Planning** – Current/Long-Range and Community Engagement
- ❖ **Conservation** – Wetlands Protection, Open Space Stewardship, Environmental Protection
- ❖ **Historic Preservation** – Preservation of Historic Properties
- ❖ **Economic Development** – Business Development
- ❖ **Housing and Community Development** – Quality of Life Improvements for Low/Moderate Income Residents



## FY18 Desired Planning Outcomes

- ❖ **Furnish Professional Staff Guidance to Public, City Council, Planning Commission, Zoning Board, and Other Boards/Commissions as Necessary.**
- ❖ **Facilitate Village Center Streetscape Design** (West Newton, Newtonville)
- ❖ **Progress on Transportation Strategy Priorities** (Design Guide, Washington Street Study)
- ❖ **Advance New Zoning Ordinance** (Complete Draft Ordinance, Present for Adoption)
- ❖ **Strengthen Planning Process** (Internal Processes, Training for Boards and Staff)
- ❖ **Enhance Community Engagement Techniques** (Pilot New Engagement Techniques)

## FY18 Desired Conservation Outcomes

- ❖ Furnish Professional Staff Guidance to Public and Conservation Commission.
- ❖ Promote Maintenance/Expansion of Conservation Land
- ❖ Look for Opportunities to Connect Trail Network
- ❖ Assist in City Stormwater Management Planning/Implementation
- ❖ Provide Interdepartmental Environmental/Sustainability Guidance

## FY18 Desired Historic Preservation Outcomes

- ❖ Furnish Professional Staff Guidance to Public, Newton Historical Commission and Local Historic District Commissions.
- ❖ Produce Educational Materials/Events Around Preservation Topics
- ❖ Provide Inter-departmental Preservation Guidance/Support

## FY18 Desired Economic Development Outcomes

- ❖ Furnish Professional Guidance to Public and Economic Development Commission.
- ❖ Undertake Economic Development Strategic Plan
- ❖ **Advance Innovation Economy** (N2 District, Wells Avenue, Newton Innovation Center)
- ❖ **Regular Engagement of Business Community**

## FY18 Desired Housing and Community Development Outcomes

- ❖ **Advance Housing Strategy Priorities** (Crescent Street, Stanton Avenue, Inclusionary Zoning)
- ❖ **Effective Use of Federal Resources**
  - **Affordable Housing** (Housing Development, Housing Rehab., Tenant Assistance)
  - **Public Services** (Low and Moderate Income Program Services, Assistance to Individuals Who Are Homeless)
  - **Architectural Access** (Curb Cuts, Pedestrian Signals, Public Facility Improvements)
  - **Neighborhood Improvements** (Newton Corner, Newtonville, West Newton)

# Housing and Community Development Division Highlights

## Newton Community Development Block Grant Program - FY18 Budget- **DRAFT**

*Estimated budget as of April 11, 2017. Federal allocation has not yet been released. Planning and Development Board approved of this budget ± 25% on April 3, 2017.*

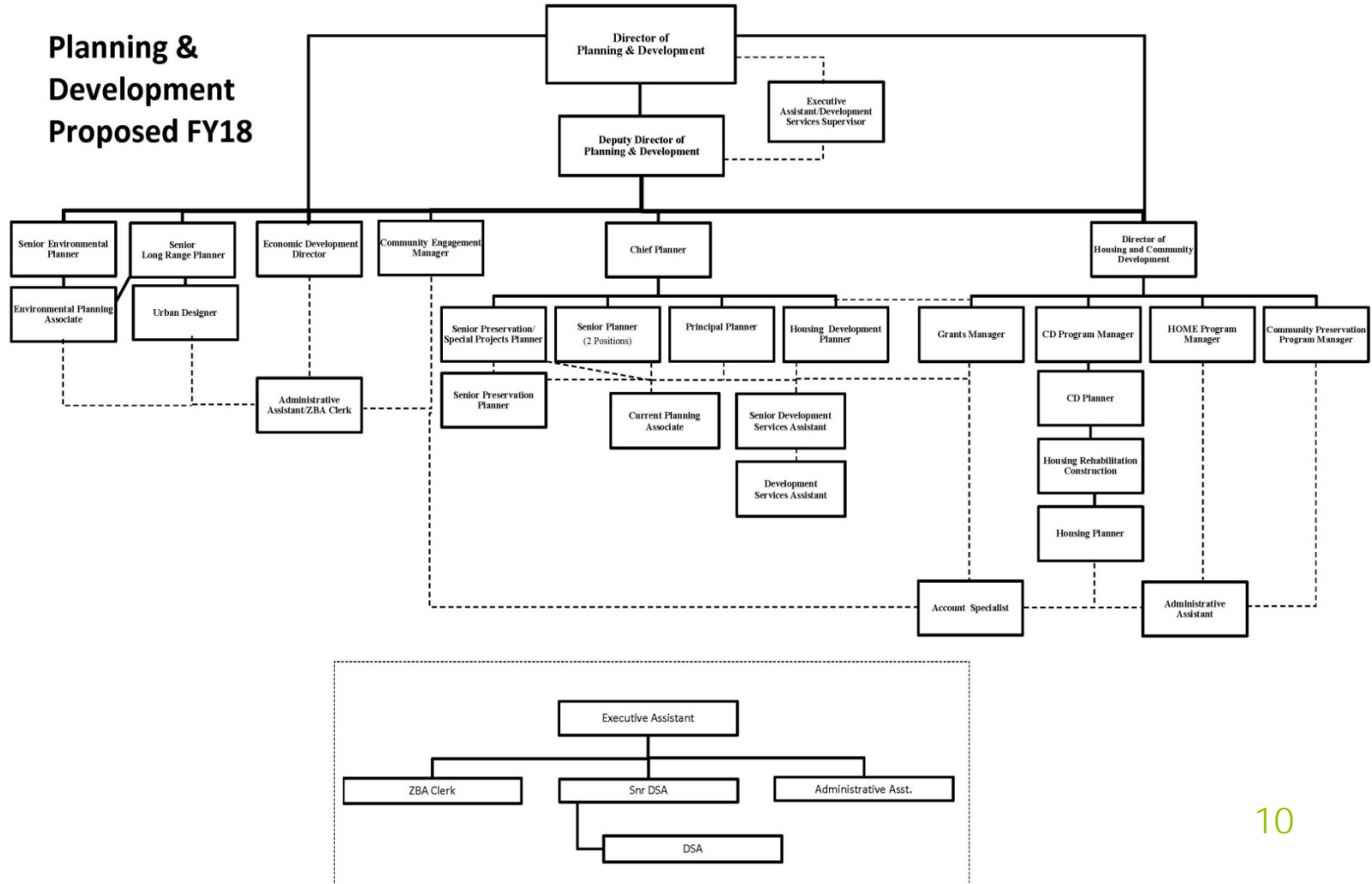
PROJECT #	Projects	Letter-of-Credit (LOC) Budget	FY18 Program Income (Estimated)	Prior Year(s) Program Income (FY17)	Total Budget
<b>HOUSING PROGRAM</b>					
CD18-01A	Housing Program Delivery	\$390,000.00			\$390,000.00
CD18-01B	Housing Rehabilitation and Development Program Fund	\$568,399.00			\$568,399.00
CD18-01C	Housing Program Rehab Revolving Loan Fund (estimated rehab loan repayments)		\$81,250.00		\$81,250.00
<b>HOUSING PROGRAM TOTAL</b>		<b>\$958,399.00</b>	<b>\$81,250.00</b>	<b>\$0.00</b>	<b>\$1,039,649.00</b>
<b>ARCHITECTURAL ACCESS</b>					
CD18-03A	FY18 Access Curb Cuts/APS Units/Open Space	\$87,125.00			\$87,125.00
<b>ARCHITECTURAL ACCESS TOTAL</b>		<b>\$87,125.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$87,125.00</b>
<b>HUMAN SERVICES</b>					
CD18-05A	Barry Price Rehabilitation Center / Building Independence and Self-Esteem Through Employment	\$15,000			\$15,000.00
CD18-05B	Boys and Girls Club /Summer Camp and Team Leadership Program	\$13,000			\$13,000.00
CD18-05C	EMPath / Career Family Opportunity Program	\$35,875		\$ 13,625	\$49,500.00
CD18-05D	Family ACCESS of Newton / Social Mobility for Young Families	\$45,500			\$45,500.00
CD18-05E	Horace Cousens Industrial Fund / Emergency Payment for Families in Financial Crisis	\$10,000			\$10,000.00
CD18-05F	Jewish Community Housing for the Elderly / Caring Choices and Wellness Nursing for Low-Income Seniors	\$12,500			\$12,500.00
CD18-05G	Jewish Family & Children's Service/ Stabilization & Recovery	\$10,000			\$10,000.00
CD18-05H	Newton Community Development Foundation / Resident Services Program	\$22,000			\$22,000.00
CD18-05I	Newton Housing Authority / Resident Services Program	\$12,500			\$12,500.00
CD18-05J	Plowshares Education Development Center / Tuition Assistance for Preschool and After School	\$10,000			\$10,000.00
CD18-05K	REACH / Individual Support and Advocacy including Emergency Hotline and Community Outreach	\$10,000			\$10,000.00
CD18-05L	Riverside Community Care / Mental Health Services Promoting Economic Mobility	\$40,000			\$40,000.00
CD18-05M	The Second Step / Residential and Community Programs for Survivors of Domestic Violence	\$25,000			\$25,000.00
CD18-98D	Human Service Program Income Reserve (for FY19 projects- do not include in FY18 budget totals)		\$18,750		
<b>TAL (Cannot exceed 15% of current year LOC + 15% of prior year program income)</b>		<b>\$261,375.00</b>	<b>\$18,750.00</b>	<b>\$13,625.00</b>	<b>\$275,000.00</b>
<b>NEIGHBORHOOD IMPROVEMENTS</b>					
CD18-08X	Neighborhood Improvements Project - West Newton TBD	\$87,125.00			\$87,125.00
<b>NEIGHBORHOOD IMPROVEMENTS TOTAL</b>		<b>\$87,125.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$87,125.00</b>
<b>PROGRAM ADMINISTRATION</b>					
CD18-09A	Program Administration	\$347,505.00	\$25,000.00		\$372,505.00
CD18-09B	Citizen Participation	\$1,000.00			\$1,000.00
CD18-99	Contingencies	\$0.00			
<b>or LOC + 20% of current year program income- must also include Planning activities)</b>		<b>\$348,505.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$373,505.00</b>
<b>GRAND TOTAL ALL PROGRAM AREAS</b>		<b>\$1,742,529.00</b>	<b>\$125,000.00</b>	<b>\$13,625.00</b>	<b>\$1,862,404.00</b>

## FY18 Budget Highlights

- ❖ FY18 Planning Budget \$1,833,851 ( 8.57% increase)
- ❖ FY18 CDBG, HOME, ESG \$3,039,567.00 (Level Fund Assumed)
- ❖ Two New Positions – Current Planning Associate  
Environmental Planning Associate
- ❖ Move Housing Development Planner to City Budget

# Organizational Chart

## Planning & Development Proposed FY18





#90-17



City of Newton, Massachusetts  
Office of the Mayor

SETTI D. WARREN  
MAYOR

Telephone  
(617) 796-1100  
Telefax  
(617) 796-1113  
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(617) 796-1089

E-mail  
swarren@newtonma.gov

March 27, 2017

Honorable City Council  
Newton City Hall  
1000 Commonwealth Avenue  
Newton Centre, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Council docket for consideration a request to authorize the transfer of \$75,000 from Acct # 0111401-511001 Planning & Development Full Time Salaries to Acct # 0111401-5301 Consulting Services for the purpose of developing a Complete Streets Guidebook.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in cursive script that reads "Setti D. Warren".

Setti D. Warren  
Mayor

RECEIVED  
Newton City Clerk  
2017 MAR 27 PM 2:20  
David A. Olson, CMC  
Newton, MA 02459



**Setti D. Warren**  
Mayor

**City of Newton, Massachusetts**  
Department of Planning and Development  
1000 Commonwealth Avenue Newton, Massachusetts 02459

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**Barney S. Heath**  
Director

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## MEMORANDUM

April 5, 2017

TO: Maureen Lemieux, Chief Financial Officer/Chief of Staff

FROM: Barney Heath, Director of Planning & Development 

SUBJECT: Street Design Guide

As Newton looks ahead to an ambitious transportation infrastructure upgrade across residential streets, commercial corridors and village centers, there is a need for a set of clear and consistent design guidelines which address street and sidewalk design, landscaping, lighting, pedestrian and bicycle safety/utility and stormwater management. The Street Design Guide is envisioned as a set of standards and fixtures which provide uniform guidance in addressing transportation infrastructure across the City.