





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.



The Department of Planning and Development is charged with both planning for Newton's future state and undertaking actions today consistent with adopted policy as well as current rules and regulations. Members of the department provide professional expertise and guidance to the following boards and commissions: the City Council, the Planning and Development Board, the Conservation Commission, the Newton Historic Commission, the Auburndale Historic District Commission, the Chestnut Hill Historic District Commission, the Newtonville Historic District Commission, the Upper Falls Historic District Commission, the Urban Design Commission, the Fair Housing Committee, the Economic Development Commission, and the Zoning Board of Appeals.

This past year has been an extremely active and productive one for the Planning Department. We undertook a number of initiatives aimed at guiding City policy today and in the future including:

- Completing a vision plan for the Needham Street area to serve as a guide for evaluating future redevelopment.
- Delivering an initial draft of a new Zoning Ordinance to the City Council 's Zoning and Planning Committee for their review.
- Initiating a comprehensive study of Washington Street to develop a vision plan and accompanying zoning to help guide and shape future redevelopment.
- Adopting an Economic Development Strategy Plan to focus and prioritize the City's economic development efforts.
- Completing a study of Newton's Climate Change Vulnerability Analysis and initiating a Climate Action Plan.
- Advancing transportation planning efforts with the production of a Street Design Guide, ongoing and regular review of transportation projects by the Complete Streets working group, and the introduction of dockless, on-demand LimeBikes.
- Furthering our efforts to provide affordable housing and improve the lives of Newton's citizens through Community Development Block Grant and HOME programs.
- Investing thoughtfully in Newton's open spaces, affordable housing, recreation and housing preservation through the Community Preservation Committee.

In addition to these planning efforts, the Department continued its mission to provide both excellent customer service to the public

and professional support to the following Boards and Commissions:

- ❖ City Council
- ❖ Planning and Development Board
- ❖ Economic Development Commission
- ❖ Newton Historical Commission
- ❖ Auburndale, Chestnut Hill, Newtonville and Newton Upper Falls Historic District Commissions
- ❖ Fair Housing Commission
- ❖ Conservation Commission
- ❖ Urban Design Commission
- ❖ Zoning Board of Appeals
- ❖ Newton Housing Partnership

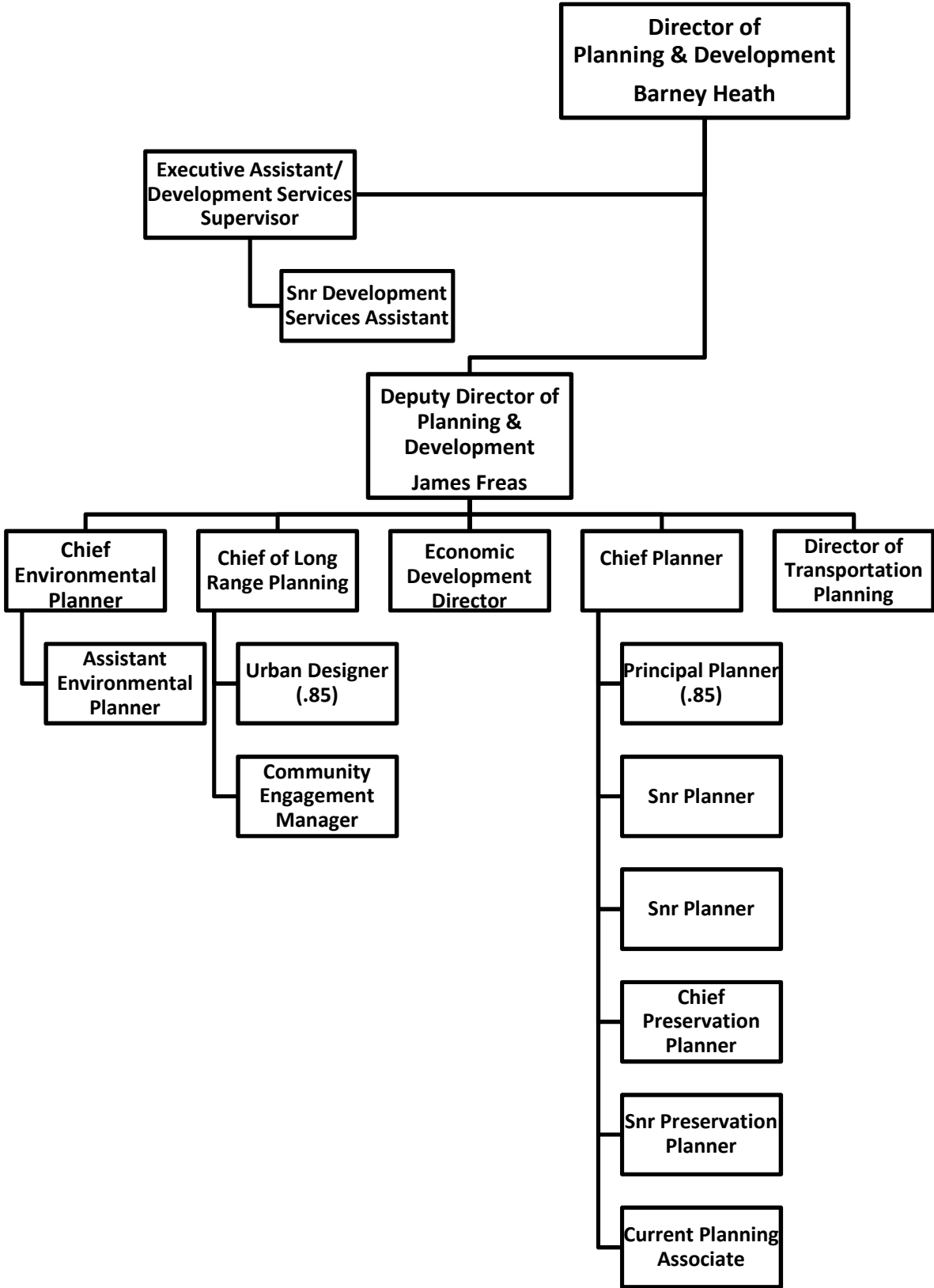
Our department anticipates that Fiscal Year 2020 will be equally engaging as we continue efforts to pro-actively plan for Newton's future.

Changes in the Fiscal Year 2020 Planning Department budget include revising two job descriptions to better reflect current and anticipated duties, an increase in consulting services, and a new economic development subscription service to assist in marketing Newton to the broader business community.

Barney S. Heath

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

Planning & Development
Current and Long-Range Planning Division



Financial and Operating Highlights

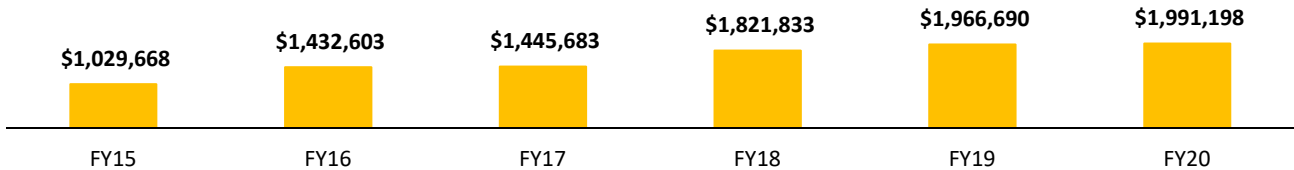
Financial Highlights

	Actual			Adj Budget		Proposed
	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
Expenditure by Department						
Planning	\$ 730,883	\$ 1,022,267	\$ 1,114,767	\$ 1,365,445	\$ 1,522,485	\$ 1,564,108
Conservation	\$ 65,572	\$ 157,972	\$ 124,856	\$ 179,785	\$ 158,598	\$ 168,504
Historical	\$ 108,004	\$ 113,766	\$ 111,009	\$ 113,558	\$ 117,710	\$ 123,740
Econ Development	\$ 125,209	\$ 134,342	\$ 58,978	\$ 118,028	\$ 119,150	\$ 134,846
ZBA	\$ -	\$ 4,256	\$ 36,073	\$ 45,017	\$ 48,747	\$ -
Total	\$ 1,029,668	\$ 1,432,603	\$ 1,445,683	\$ 1,821,833	\$ 1,966,690	\$ 1,991,198
% Incr		39.13%	0.91%	26.02%	7.95%	1.25%

Personnel

Full-Time Employees	11	15	17	20	22	19
Part-Time Employees	4	1	2	2	0	3
Total	15	16	19	22	22	22

Total Planning Expenditures



Operating Highlights

- 2,672 Comments Received on Draft #1 of Washington Street Vision Plan
- 495 Historic Property Reviews Conducted
- 135 Development Review Team Meetings Held
- 108 Members and 30 Companies Based at the Newton Innovation Center
- 89 Official Zoning Review Memorandums Prepared
- 87 Sign Reviews Presented to the Urban Design Commission
- 80 Special Permit Reviews Conducted
- 57 Accessible Curb-Cuts CDBG Funded
- 38 Community Engagement Events Held
- 36 Conservation Commission Reviews Conducted
- 22 Audible Pedestrian Traffic Signals CDBG Funded
- 12 City Boards and Commissions Staffed
- 2 Vision Plans Undertaken

Planning and Development

Fiscal Year 2020 Outcomes and Strategies

Outcome 1

Augment Newton's Established Sense of Place

Newton has a well-deserved reputation as a great place to live because of its quality of life and its special villages and neighborhoods. Much of our work in the Planning Department is focused on how our City can continue to retain this quality of place while at the same time pro-actively

planning ahead to establish clear guideposts for Newton's future. Whether it be analyzing Special Permits, progressing Zoning Redesign or offering a vision plan for Washington Street, our goal is to provide the best possible guidance to achieve the community's desired outcomes for the City.

Goals for Fiscal Year 2020 include:

- Delivery of a draft new Zoning Ordinance to the City Council
- Updating of the City's Open Space and Recreation Plan
- Finalizing and implementing a plan to preserve Webster Woods as Open Space
- Implementing the actions found in the recently adopted Economic Development Strategy.

Involving the Newton community in generating ideas and receiving their feedback on everything from special permits to zoning and vision plans is essential to the planning work we do. We are continuously looking for new, better, different and effective ways to make it easy for residents to weigh-in and keep apprised of projects. For example, this past year we held our first ever week-long community drop-in storefront design studio as a part of the Washington Street Vision Plan.

Strategies for furthering community engagement in Fiscal Year 2020 include:

- Continuing our "Pop-Up" Planning presence at Village Days, at the Farmers' Markets at West Newton and Cold Spring, at the Newton Centre Harvest Festival, and at other community events.
- Expanding our staff availability to interact with the community at non-business after office hours devoted to specific topics as we have done with Zoning Redesign and Washington Street.
- Piloting new and expanded ways to engage the public through user friendly online platforms

Outcome 2

Seek Active Community Engagement

Planning and Development

Fiscal Year 2020 Outcomes and Strategies

Outcome 3

Anticipate, Adapt, and Plan for Change

Newton is not immune from change. Whether it be changing climate, changing economics, or changing transportation innovations, Newton is well served by proactively planning ahead for these changes.

For Fiscal Year 2020, the Planning Department will seek to progress in the following areas:

- Transportation advances including complete streets, pedestrian and bicycle pathways on and off-road , public transportation, and regional initiatives.
- Climate Change Response incorporating specific strategies outlined in the Climate Change Vulnerability Analysis (addressing resilience) and the Climate Action Plan (addressing mitigation)
- Affordable Housing including leveraging funding from the Community Preservation Act, Community Development Block Grant, and HOME Housing Partnership programs.

The role of the Newton Planning Department is to offer City of Newton officials, whether it be the Mayor, City Council, other departments or one of the many Boards or Commissions we staff, with our considered professional recommendations. As a team, we strive to base our recommendation on a combination of broad community input, data, and guidance taken from approved City of Newton plans and policies.

Outcome 4

Provide Technical and Professional Expertise to Decision Makers

For Fiscal Year 2020, the Planning Department will endeavor to maintain a standard of excellence by:

- Actively seeking professional training opportunities for both staff and Board/Commission members
- Bringing “best practice” and case study examples forward to determine their applicability to Newton issues
- Remaining open to testing and piloting strategies, whenever possible to evaluate effectiveness in advance of permanent decisions

FUND: 01 - GENERAL FUND
DEPARTMENT: 114 - PLANNING DEVELOPMENT

CITY OF NEWTON BUDGET
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2017	ACTUAL 2018	AMENDED 2019	YTD 4/11/2019	RECOMMENDED 2020	CHANGE 2019 to 2020
PLANNING & DEVELOPMENT SUMMARY						
51 - PERSONAL SERVICES	1,063,071	1,379,037	1,613,434	1,206,861	1,637,665	24,231
52 - EXPENSES	202,533	208,245	115,749	74,955	134,800	19,051
58 - DEBT AND CAPITAL	57,026	72,886	25,000	0	25,000	0
57 - FRINGE BENEFITS	123,053	161,666	212,506	135,404	193,733	-18,773
TOTAL DEPARTMENT	1,445,683	1,821,834	1,966,689	1,417,220	1,991,198	24,509
PLANNING						
51 - PERSONAL SERVICES	836,417	1,037,244	1,239,171	917,554	1,288,846	49,675
52 - EXPENSES	169,385	180,944	85,525	60,393	96,200	10,675
57 - FRINGE BENEFITS	108,965	147,256	197,790	123,209	179,062	-18,727
TOTAL PLANNING	1,114,767	1,365,445	1,522,485	1,101,157	1,564,108	41,623
CONSERVATION						
51 - PERSONAL SERVICES	65,635	104,884	129,494	100,134	139,605	10,111
52 - EXPENSES	1,164	376	2,000	679	1,700	-300
58 - DEBT AND CAPITAL	57,026	72,886	25,000	0	25,000	0
57 - FRINGE BENEFITS	1,030	1,639	2,104	1,623	2,198	95
TOTAL CONSERVATION	124,856	179,785	158,598	102,436	168,504	9,906
HISTORICAL						
51 - PERSONAL SERVICES	97,001	101,077	104,527	80,980	110,062	5,535
52 - EXPENSES	2,005	1,718	2,624	2,464	2,700	76
57 - FRINGE BENEFITS	12,003	10,764	10,559	8,997	10,978	420
TOTAL HISTORICAL	111,009	113,558	117,710	92,440	123,740	6,030
ECONOMIC DEVELOPMENT						
51 - PERSONAL SERVICES	31,841	92,726	95,508	73,468	99,152	3,644
52 - EXPENSES	26,674	23,904	22,200	9,880	34,200	12,000
57 - FRINGE BENEFITS	463	1,398	1,442	1,096	1,494	53
TOTAL ECONOMIC DEVELOPMENT	58,978	118,028	119,150	84,444	134,846	15,696
ZONING BD OF APPEALS						
51 - PERSONAL SERVICES	32,176	43,106	44,734	34,726	0	-44,734
52 - EXPENSES	3,305	1,303	3,400	1,538	0	-3,400
57 - FRINGE BENEFITS	591	609	613	479	0	-613
TOTAL ZONING BD OF APPEALS	36,073	45,017	48,747	36,744	0	-48,747

FUND: 01 - GENERAL FUND
DEPARTMENT: 114 - PLANNING DEVELOPMENT

CITY OF NEWTON BUDGET
DEPARTMENTAL DETAIL

	ACTUAL FY2017	ACTUAL FY2018	AMENDED 2019	YTD 4/11/2019	RECOMMENDED 2020	CHANGE 2019 to 2020
114 - PLANNING & DEVELOPMENT						
0111401 - PLANNING						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	774,643	966,079	1,117,505	861,259	1,077,218	-40,287
511101 PART TIME < 20 HRS/WK	2,648	2,210	60,232	5,010	62,529	2,298
511102 PART TIME > 20 HRS/WK	42,783	45,104	42,602	35,579	120,399	77,797
513001 REGULAR OVERTIME	10,927	14,418	10,000	7,709	10,000	0
514001 LONGEVITY	2,167	2,133	5,083	1,398	5,300	218
515005 BONUSES	0	2,800	0	2,600	0	0
515102 CLEANING ALLOWANCE	3,250	4,500	3,750	4,000	3,400	-350
5197 CURRENT YEAR WAGE RE	0	0	0	0	10,000	10,000
TOTAL PERSONAL SERVICES	836,417	1,037,244	1,239,171	917,554	1,288,846	49,675
EXPENSES						
52410 SOFTWARE MAINTENANC	1,198	1,597	3,000	2,737	3,000	0
5274 RENTAL - EQUIPMENT	1,500	2,614	2,700	2,201	3,000	300
5275 RENTAL/LEASE - PROPER	0	0	250	240	0	-250
5301 CONSULTANTS	117,330	143,600	40,000	30,188	50,000	10,000
530204 APPRAISAL SERVICES	23,000	0	5,000	0	0	-5,000
530213 PUBLIC MEETING EXPENS	5,000	5,386	3,620	2,835	5,000	1,380
5319 TRAINING EXPENSES	925	454	1,100	1,100	4,500	3,400
53401 TELEPHONE	516	428	675	265	500	-175
53402 CELLULAR TELEPHONES	1,456	2,223	1,891	1,715	2,500	609
5341 POSTAGE	7,066	4,074	5,909	987	5,000	-909
5342 PRINTING	4,574	8,990	8,780	8,069	8,000	-780
5343 ADVERTISING/PUBLICATIO	497	503	1,000	772	1,000	0
5420 OFFICE SUPPLIES	1,938	1,998	3,300	3,076	3,000	-300
5585 COMPUTER SUPPLIES	489	1,087	0	0	450	450
5710 VEHICLE USE REIMBURSE	475	842	750	583	750	0
5711 IN-STATE CONFERENCES	1,553	1,340	1,500	825	1,500	0
5720 OUT-OF-STATE TRAVEL	0	3,753	3,350	3,093	5,000	1,650
5730 DUES & SUBSCRIPTIONS	1,869	2,055	2,700	1,707	3,000	300
TOTAL EXPENSES	169,385	180,944	85,525	60,393	96,200	10,675
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	1,317	2,811	2,584	2,397	3,264	680
57HLTH HEALTH INSURANCE	80,721	109,326	154,667	88,966	131,895	-22,772
57LIFE BASIC LIFE INSURANCE	218	308	342	206	342	0
57MEDA MEDICARE PAYROLL TAX	11,722	14,214	17,674	12,485	18,235	561
57OPEB OPEB CONTRIBUTION	14,987	20,599	22,523	19,155	25,326	2,804
TOTAL FRINGE BENEFITS	108,965	147,256	197,790	123,209	179,062	-18,727
TOTAL PLANNING	1,114,767	1,365,445	1,522,485	1,101,157	1,564,108	41,623

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2017	FY2018	2019	4/11/2019	2020	2019 to 2020
0111402 - CONSERVATION							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	65,135	104,034	128,244	99,334	138,355	10,111
514001	LONGEVITY	0	0	750	0	750	0
515005	BONUSES	0	350	0	300	0	0
515102	CLEANING ALLOWANCE	500	500	500	500	500	0
TOTAL PERSONAL SERVICES		65,635	104,884	129,494	100,134	139,605	10,111
EXPENSES							
5341	POSTAGE	936	119	1,000	94	250	-750
5342	PRINTING	83	0	100	0	500	400
5343	ADVERTISING/PUBLICATIO	0	0	0	0	750	750
5420	OFFICE SUPPLIES	145	122	200	99	200	0
5460	GROUNDS MAINT SUPPLIE	0	0	0	487	0	0
5730	DUES & SUBSCRIPTIONS	0	135	700	0	0	-700
TOTAL EXPENSES		1,164	376	2,000	679	1,700	-300
FRINGE BENEFITS							
57DENTAL	DENTAL INSURANCE	0	121	226	173	234	8
57MEDA	MEDICARE PAYROLL TAX	1,030	1,519	1,878	1,450	1,964	87
TOTAL FRINGE BENEFITS		1,030	1,639	2,104	1,623	2,198	95
DEBT AND CAPITAL							
5841	GROUNDS IMPROVEMENT	57,026	72,886	25,000	0	25,000	0
TOTAL DEBT AND CAPITAL		57,026	72,886	25,000	0	25,000	0
TOTAL CONSERVATION		124,856	179,785	158,598	102,436	168,504	9,906

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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	ACTUAL FY2017	ACTUAL FY2018	AMENDED 2019	YTD 4/11/2019	RECOMMENDED 2020	CHANGE 2019 to 2020
0111403 - HISTORICAL						
PERSONAL SERVICES						
511001 FULL TIME SALARIES	96,251	100,227	65,660	80,180	69,513	3,853
511101 PART TIME < 20 HRS/WK	0	0	37,667	0	39,098	1,432
514001 LONGEVITY	0	0	450	0	950	500
515005 BONUSES	0	350	0	300	0	0
515102 CLEANING ALLOWANCE	750	500	750	500	500	-250
TOTAL PERSONAL SERVICES	97,001	101,077	104,527	80,980	110,062	5,535
EXPENSES						
5314 REGIST/RECORDING FEES	0	0	100	0	100	0
5341 POSTAGE	1,157	1,600	1,595	1,570	1,600	5
5342 PRINTING	543	79	125	125	120	-5
5343 ADVERTISING/PUBLICATIO	24	0	0	0	80	80
5420 OFFICE SUPPLIES	281	39	615	580	300	-315
5730 DUES & SUBSCRIPTIONS	0	0	189	189	500	311
TOTAL EXPENSES	2,005	1,718	2,624	2,464	2,700	76
FRINGE BENEFITS						
57DENTAL DENTAL INSURANCE	248	216	226	173	234	8
57HLTH HEALTH INSURANCE	7,311	5,921	6,529	4,926	6,660	131
57MEDA MEDICARE PAYROLL TAX	1,328	1,388	1,505	1,118	1,582	77
57OPEB OPEB CONTRIBUTION	3,116	3,239	2,298	2,779	2,502	204
TOTAL FRINGE BENEFITS	12,003	10,764	10,559	8,997	10,978	420
TOTAL HISTORICAL	111,009	113,558	117,710	92,440	123,740	6,030

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL
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		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2017	FY2018	2019	4/11/2019	2020	2019 to 2020
0111404 - ECONOMIC DEVELOPMENT							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	31,841	92,726	95,508	73,468	99,152	3,644
TOTAL PERSONAL SERVICES		31,841	92,726	95,508	73,468	99,152	3,644
EXPENSES							
5301	CONSULTANTS	5,944	15,000	6,000	0	20,000	14,000
5341	POSTAGE	168	0	200	4	200	0
5342	PRINTING	1,050	1,218	1,500	30	1,000	-500
5343	ADVERTISING/PUBLICATIO	805	347	1,500	0	1,000	-500
5420	OFFICE SUPPLIES	969	914	500	247	500	0
5710	VEHICLE USE REIMBURSE	0	221	500	313	500	0
5711	IN-STATE CONFERENCES	50	225	500	50	500	0
5712	REFRESHMENTS/MEALS	0	241	0	0	500	500
5720	OUT-OF-STATE TRAVEL	0	0	1,500	1,049	0	-1,500
5730	DUES & SUBSCRIPTIONS	17,689	5,739	10,000	8,188	10,000	0
TOTAL EXPENSES		26,674	23,904	22,200	9,880	34,200	12,000
FRINGE BENEFITS							
57LIFE	BASIC LIFE INSURANCE	5	57	57	42	57	0
57MEDA	MEDICARE PAYROLL TAX	459	1,341	1,385	1,054	1,437	53
TOTAL FRINGE BENEFITS		463	1,398	1,442	1,096	1,494	53
TOTAL ECONOMIC DEVELOPMENT		58,978	118,028	119,150	84,444	134,846	15,696
0111405 - ZONING BD OF APPEALS							
PERSONAL SERVICES							
511001	FULL TIME SALARIES	31,476	42,756	44,034	34,426	0	-44,034
513001	REGULAR OVERTIME	200	0	200	0	0	-200
515005	BONUSES	0	350	0	300	0	0
515102	CLEANING ALLOWANCE	500	0	500	0	0	-500
TOTAL PERSONAL SERVICES		32,176	43,106	44,734	34,726	0	-44,734
EXPENSES							
5341	POSTAGE	1,000	206	1,000	530	0	-1,000
5342	PRINTING	100	0	100	0	0	-100
5343	ADVERTISING/PUBLICATIO	2,000	1,026	2,000	808	0	-2,000
5420	OFFICE SUPPLIES	205	71	300	200	0	-300
TOTAL EXPENSES		3,305	1,303	3,400	1,538	0	-3,400
FRINGE BENEFITS							
57MEDA	MEDICARE PAYROLL TAX	591	609	613	479	0	-613
TOTAL FRINGE BENEFITS		591	609	613	479	0	-613
TOTAL ZONING BD OF APPEALS		36,073	45,017	48,747	36,744	0	-48,747
TOTAL PLANNING & DEVELOPMENT		1,445,683	1,821,834	1,966,689	1,417,220	1,991,198	24,509