Planning

Mission Statement

Support the City's planning and policy-making function, contributing expertise in urban and community design, environmental policy, historic preservation, and housing and economic development while ensuring implementation of the City's adopted plans, policies, and regulations.

Fiscal Year 2015 Accomplishments

Long-Range Planning - Completed phase 1 of Zoning Reform.

Land Use & Transportation - Hired consultant support and initiated Housing and Transportation/Parking Strategies.

Economic Development - Hosted community meetings for Austin Street and began examination for the future of Wells Avenue.

Conservation - Maintained and enhanced conservation areas for public use and completed maintenance plans for conservation areas.

Historic Preservation - Completed Phase 3 of historic survey for structures up to 1870.

Community Development & Housing - Completed Consolidated Plan for FY2016 to FY2020.

Fiscal Year 2016 Desired Outcomes

Long-Range Planning - Advance phase 2 of Zoning Reform working with the Zoning and Planning Committee.

Land Use & Transportation - Complete Housing Strategy and advance Transportation Strategy for Fall 2016 completion.

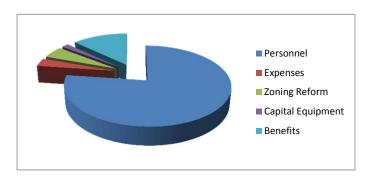
Economic Development - Complete Austin Street permitting. Initiate Charles River Mill District partnership for economic development.

Conservation - Complete enhancements to 5 different conservation areas and improve all trailheads.

Community Development & Housing - Implement home rehab program targeting accessory apartments for affordable housing. **Historic Preservation** - Complete Ordinance/Policy amendments for Historic Commission.





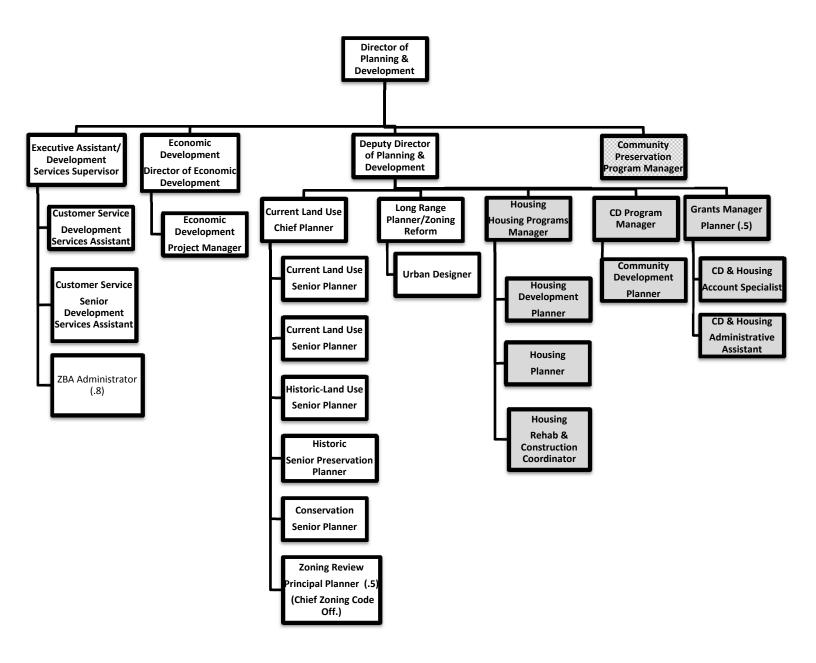


Department Detail											
	<	<		>				<-Adj Budget->		<-Proposed->	
		FY2011		FY2012		FY2013		FY2014	 FY2015		FY2016
Expenditure by Core Function											
Personnel	\$	834,008	\$	788,675	\$	865,393	\$	921,965	\$ 1,101,067	\$	1,176,363
Expenses	\$	32,534	\$	59,774	\$	66,054	\$	86,471	\$ 48,393	\$	51,343
Zoning Reform					\$	75,000	\$	75,000	\$ 75,000	\$	75,000
Capital Equipment			\$	-	\$	-	\$	25,000	\$ 48,597	\$	25,000
Benefits	\$	106,485	\$	109,052	\$	115,949	\$	134,705	\$ 182,545	\$	196,230
Total	\$	973,027	\$	957,501	\$	1,122,396	\$	1,243,141	\$ 1,455,602	\$	1,523,936
% Incr				-1.60%		17.22%		10.76%	17.09%		4.69%
Personnel											
Full-Time		10		10		11		15	16		16
Part-Time		6		5		4		1	1		2
Total		16		15		15		16	17		18

FY2015 Accomplishments - Planning		
Outcome #1: Support the Vitality and Economic Development of Villages and		
Commercial Centers Strategy #1: Oversee special permit requirements for The Station at Riverside	<u>Target</u>	<u>Result</u>
Strategy #1. Oversee special permit requirements for the station at liverside		Ongoing - coordinated support letters from City and
Provide assistance with planning for parking and roadway improvements	Fall 2014	Congressional Delegation for grant application to US DOT.
Strategy #2: Complete plans for Needham Street Cohost Community meeting with MassDOT	Spr 2014	25% design public hearing Jan 8, 2015
Complete zoning and economic development impact metrics	Sum 2014	Remainder rolled into N2 Corridor planning
Complete draft master plan for public review	Fall 2014	Remainder Folica into N2 corridor planning
Prepare zoning changes needed to implement master plan	Win 2015	
Present proposed legislative changes to ZAP and Board consider zoning changes	Spr 2015	
Strategy #3: Redevelop Austin Street Lot		
Host community meetings and begin design review	Sum 2014	3 Community Meetings held
Work with developer to prepare plans for special permit	Fall 2014	As above
Special permit review	Win 2014	Submit Spring 2015
Develop working drawings for building permit	Sum 2015	, ,
Strategy #4: Explore opportunities for a parking structure on the Cypress Street parking		
lot		
Feasibility study	Spr 2014	New Parking study - To be completed Sept 2015
Traffic circulation study	Sum 2014	•
Strategy #5: Foster business-friendly environment		
Coordinate regular meetings with Mayor and local businesses	Quarterly	Business Council - 2 in FY15
Reach out to individual businesses to identify needs in 3 villages	Ongoing	Have worked with Nonantum, Highlands, & Newtonville
Promote resources to businesses through personal outreach media including social media	Ongoing	Completed. Will continue into FY16
Outcome #2: Facilitate Understanding & Consistency of Zoning Regulations	<u>Target</u>	<u>Result</u>
Strategy #1: Initiate Phase 2 of Zoning Reform		
		Working with Board of Aldermen to develop Zoning Reform
Hire consultant	Sep 2014	program for Phase 2
Begin land use review	Fall 2014	Moved to FY16
Engage community in process	Ongoing	Moved to FY16
Strategy #2: Consider future use of Wells Office Park	S 2011	Market Charles accordated
Assess existing uses and its success as an office park	Sum 2014	Market Study completed
Evaluate City's needs for commercial uses and housing	Sum 2014	Rolled into Master Planning Program and N2 Corridor planning
Prepare legislative changes as needed to foster highest and best use	Fall 2014	Notice into Master Flamming Frogram and N2 Corridor planning
Frepare registative changes as needed to loster highest and best use	1 811 2014	
Outcome #3: Protect Natural Resources	<u>Target</u>	<u>Result</u>
Strategy #1: Implement a long-term plan for health of Hammond Pond		
Complete installation of infiltration system for Hammond Pond per special permit	Sum 2014	Completed
Work with stakeholders to assess funding mechanisms for long-term maintenance	Sum 2014	Deferred
Pursue long-term maintenance plan	Fall 2014	Deferred
Strategy #2: Explore potential for acquisition of Waban Hill Reservoir		
Appraisal	Spr 2014	Completed
Seek funding	Fall 2014	Completed
Board review of acquisition	Win 2015	Completed
Maintain contact with Department of Capital Asset Management	Ongoing	
Strategy #3: Enhance conservation areas for public use		<u>.</u>
Design new entrances to conservation areas and install in priority areas	July 2014	Signs designed
Create maintenance plans for priority conservation areas	June 2014	Completed
Strategy #4: Facilitate formal use of Sudbury Aqueduct	C 221 :	Defe 1
Work with MAPC, State agencies, abutters to address access issues and responsibilities	Sum 2014	Deferred Deferred
Complete permitting and installation of signs and crosswalks for continuous trail	Sum 2014	Deferred
Outcome #4: Enhance and Protect City's Historic Resources	<u>Target</u>	<u>Result</u>
Strategy #1: Restoration of Civil War Monument	Ongoing	Grant funds not yet obtained
Seek grant funds for publishing research on Civil War monument	Ongoing	Grant funds not yet obtained
Publish findings Strategy #2: Decumentation of historic structures	June 2015	Pending grant funding
Strategy #2: Documentation of historic structures Complete Phase III of historic survey of buildings up to 1870	June 2015	On schedule
Strategy #3: Host educational forums on historic resources	Julie 2015	Oil scriedule
Present historic research to community groups	Quarterly	1 completed this year.
resent historic research to continuintly groups	Quarterry	i completed tills year.

Outcome #1: Support the Vitality and Economic Development of Villages andCommercial CentersTargetStrategy #1: Advance N2 CorridorTargetHost, in partnership with the Town of Needham and the Newton/Needham Chamber of Commerce, at least two events promoting the N2 Corridor.2 EventsComplete plan for Future of Wells AvenueSpring 2016Needham Street Zoning ReviewSpring 2016Strategy #2: Initiate Charles River Mill District PartnershipVerking with the Town of Watertown, the City of Waltham and the three Chambers of Commerce, identify shared goals and projects to enhance the competitive position of the districtSpring/Summer 2015Strategy #3: Redevelop Austin Street LotSpring 2016Special permit reviewSummer 2015Building permit and constructionSpring 2016Strategy #4: Develop Citywide Transportation StrategyFall 2015Develop parking management strategy for Newton CentreFall 2015Develop multi-modal transportation strategy addressing expanded transit opportunities, Complete Streets design, parking, and related issues. Engage community in this process.Fall 2016Strategy #5: Develop Citywide Housing Strategy	
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Strategy #5: Develop Citywide Housing Strategy	
Develop five year plan to meet goal of having 10% of Newton's housing stock qualified as	
affordable under SHI. Engage community in this process. Winter 2015/2016	
Strategy #6: Foster business-friendly environment	
Coordinate regular Business Council meetings with Mayor and local businesses Quarterly	
Reach out to individual businesses to identify needs and promote City resources 10-15 per month	
Outcome #2: Facilitate Understanding & Consistency of Zoning Regulations Target	
Strategy #1: Initiate Phase 2 of Zoning Reform	
Hire consultant Summer 2015	
Begin work Fall 2015	
Complete Draft Ordinance and enter adoption process Fall 2016	
Strategy #2: Work with Management Consultant to Improve Planning Department Operations	
Complete Department analysis and issue study results and recommendations Fall 2015	
Begin implementation of recommendations Fall/Winter 2015	
Strategy #3: Provide High Quality and Timely Development Review Services	
Complete project reviews within the allocated time period 90% completed in 90 days	
20% complete in 30 days	
Outcome #3: Protect Natural Resources Target	
Strategy #1: Enhance conservation areas for public use	
Design and install new entrances to conservation areas Summer 2015	
Complete maintenance/enhancement projects in 5 conservation areas Summer/Fall 2015	
Strategy #3: Promote Actions to Improve Water Quality and Address Flooding	
Work with DPW to adopt a "no" or "low salt" policy for sensitive environmental areas Fall 2015	
Adopt a Tree Replacement Policy/Program in coordination with the City tree program Spring 2016	
Strategy #4: Produce Educational Materials and/or Events	
Present at 2 Community Group Meetings 2 Community Presentations	
Outcome #4: Enhance and Protect City's Historic Resources Target	
Strategy #1: Documentation of historic structures	
Seeking funds for Phase IV of historic survey of buildings up to 1870 Spring 2016	
Complete Phase IV of historic survey of buildings up to 1870 Spring 2017 Spring 2017	
_ · _ · _ · _ · _ · _ · _ · _ · _ · _ ·	
Strategy #2: Protect Historic Structures	
Strategy #2: Protect Historic Structures Complete Ordinance/Policy amendments for the Historic Commission Summer 2015	
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PLANNING AND DEVELOPMENT



The Planning Department will be working with a management consultant to, in part, assess the current departmental structure and propose changes.

Grey boxes indicate federally-funded positions.

The position in the dotted box is funded by Newton's Community Preservation Fund.

FUND: 01 - GENERAL FUND

DEPARTMENT: 114 - PLANNING DEVELOPMENT

CITY OF NEWTON BUDGET DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2013	ACTUAL 2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
PLANNING & DEVELOPMENT SUMMARY						
51 - PERSONAL SERVICES	865,393	921,965	1,101,067	681,335	1,176,363	75,296
52 - EXPENSES	141,054	161,471	123,393	38,066	126,343	2,950
58 - DEBT AND CAPITAL	0	25,000	48,597	111	25,000	-23,597
57 - FRINGE BENEFITS	115,949	134,705	182,545	110,712	196,230	13,685
TOTAL DEPARTMENT	1,122,396	1,243,141	1,455,602	830,223	1,523,936	68,334
PLANNING						
51 - PERSONAL SERVICES	642,763	747,527	712,296	490,614	860,859	148,563
52 - EXPENSES	116,841	137,435	92,193	23,899	95,143	2,950
57 - FRINGE BENEFITS	87,381	116,265	126,942	82,378	139,832	12,890
TOTAL PLANNING	846,985	1,001,227	931,431	596,892	1,095,835	164,404
CONSERVATION						
51 - PERSONAL SERVICES	68,129	58,382	61,402	48,959	65,881	4,480
52 - EXPENSES	845	1,216	2,000	457	2,000	0
58 - DEBT AND CAPITAL	0	25,000	48,597	111	25,000	-23,597
57 - FRINGE BENEFITS	6,266	775	2,724	710	3,080	356
TOTAL CONSERVATION	75,241	85,373	114,723	50,236	95,961	-18,761
HISTORICAL						
51 - PERSONAL SERVICES	92,556	78,215	88,740	69,206	93,522	4,782
52 - EXPENSES	1,850	2,422	2,200	2,008	2,200	0
57 - FRINGE BENEFITS	16,123	10,973	16,597	12,832	25,272	8,675
TOTAL HISTORICAL	110,529	91,609	107,537	84,046	120,994	13,457
ECONOMIC DEVELOPMENT						
51 - PERSONAL SERVICES	61,944	37,841	238,630	72,556	156,100	-82,529
52 - EXPENSES	21,518	20,399	27,000	11,701	27,000	0
57 - FRINGE BENEFITS	6,179	6,692	36,282	14,792	28,046	-8,236
TOTAL ECONOMIC DEVELOPMENT	89,642	64,931	301,911	99,049	211,146	-90,765

FUND: 01 - GENERAL FUND

DEPARTMENT: 114 - PLANNING DEVELOPMENT

		ACTUAL FY2013	ACTUAL FY2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
114 - PLANNING 8	== & DEVELOPMENT						
0111401 - PLAN	NING						
PERSONAL SI	ERVICES						
511001	FULL TIME SALARIES	525,110	683,834	647,576	428,101	774,609	127,032
511101	PART TIME < 20 HRS/WK	16,189	0	0	0	0	0
511102	PART TIME > 20 HRS/WK	88,675	49,426	37,997	33,377	73,826	35,828
513001	REGULAR OVERTIME	8,540	8,093	16,000	18,914	8,000	-8,000
514001	LONGEVITY	1,750	2,425	1,675	1,675	1,675	0
515005	BONUSES	0	0	1,650	1,650	0	-1,650
515006	VACATION BUY BACK	0	0	4,147	4,147	0	-4,147
515102	CLEANING ALLOWANCE	2,500	3,750	3,250	2,750	2,750	-500
TOTAL F	PERSONAL SERVICES	642,763	747,527	712,296	490,614	860,859	148,563
EXPENSES							
5274	RENTAL - EQUIPMENT	1,018	844	1,518	1,500	1,018	-500
5301	CONSULTANTS	104,087	123,233	75,000	14,440	75,000	0
5304	DOCUMENT PRESERVATI	0	0	695	0	0	-695
5319	TRAINING EXPENSES	0	1,010	1,400	0	1,500	100
53401	TELEPHONE	570	557	675	384	675	0
53402	CELLULAR TELEPHONES	1,027	762	1,000	589	1,500	500
5341	POSTAGE	1,919	2,149	2,050	1,807	2,800	750
5342	PRINTING	3,069	2,866	3,000	2,319	3,100	100
5343	ADVERTISING/PUBLICATIO	0	0	455	305	2,150	1,695
5420	OFFICE SUPPLIES	1,727	1,499	2,000	1,079	2,300	300
5585	COMPUTER SUPPLIES	527	1,110	0	0	450	450
5710	VEHICLE USE REIMBURSE	418	537	500	47	500	0
5711	IN-STATE CONFERENCES	328	257	1,000	141	1,000	0
5730	DUES & SUBSCRIPTIONS	2,150	2,610	2,900	1,290	3,150	250
TOTAL I	EXPENSES	116,841	137,435	92,193	23,899	95,143	2,950
FRINGE BENE	FITS						
57DENTAL	DENTAL INSURANCE	1,246	2,055	2,060	1,624	2,788	728
57HLTH	HEALTH INSURANCE	75,260	98,758	103,895	67,078	104,895	1,000
57LIFE	BASIC LIFE INSURANCE	147	157	114	47	57	-57
57MEDA	MEDICARE PAYROLL TAX	8,872	10,232	10,223	6,862	12,396	2,173
57OPEB	OPEB CONTRIBUTION	1,855	5,063	10,650	6,768	19,696	9,047
TOTAL I	FRINGE BENEFITS	87,381	116,265	126,942	82,378	139,832	12,890
TOTAL PLAN	NNING	846,985	1,001,227	931,431	596,892	1,095,835	164,404

		ACTUAL FY2013	ACTUAL FY2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
	=						
0111402 - CONS	ERVATION						
PERSONAL SI	ERVICES						
511001	FULL TIME SALARIES	67,629	48,407	60,602	48,159	65,381	4,780
511102	PART TIME > 20 HRS/WK	0	9,975	0	0	0	0
515005	BONUSES	0	0	300	300	0	-300
515102	CLEANING ALLOWANCE	500	0	500	500	500	0
TOTAL I	PERSONAL SERVICES	68,129	58,382	61,402	48,959	65,881	4,480
EXPENSES							
5341	POSTAGE	796	516	1,000	332	1,000	0
5342	PRINTING	0	0	100	0	100	0
5420	OFFICE SUPPLIES	49	0	200	0	200	0
5730	DUES & SUBSCRIPTIONS	0	700	700	125	700	0
TOTAL E	EXPENSES	845	1,216	2,000	457	2,000	0
FRINGE BENE	FITS						
57DENTAL	DENTAL INSURANCE	176	0	0	0	0	0
57HLTH	HEALTH INSURANCE	5,071	0	0	0	0	0
57LIFE	BASIC LIFE INSURANCE	57	0	0	0	0	0
57MEDA	MEDICARE PAYROLL TAX	963	775	906	710	955	49
57OPEB	OPEB CONTRIBUTION	0	0	1,818	0	2,125	307
TOTAL I	FRINGE BENEFITS	6,266	775	2,724	710	3,080	356
DEBT AND CA	PITAL						
5841	GROUNDS IMPROVEMENT	0	25,000	48,597	111	25,000	-23,597
TOTAL I	DEBT AND CAPITAL	0	25,000	48,597	111	25,000	-23,597
TOTAL CON	SERVATION	75,241	85,373	114,723	50,236	95,961	-18,761

		ACTUAL	ACTUAL	AMENDED	YTD	RECOMMENDED	CHANGE
		FY2013	FY2014	2015	4/15/2015	2016	2015 to 2016
0111403 - HISTO	PRICAL						
PERSONAL SI	ERVICES						
511001	FULL TIME SALARIES	79,169	76,575	87,540	68,006	92,772	5,232
511101	PART TIME < 20 HRS/WK	12,888	527	0	0	0	0
515005	BONUSES	0	0	450	450	0	-450
515006	VACATION BUY BACK	0	363	0	0	0	0
515102	CLEANING ALLOWANCE	500	750	750	750	750	0
TOTAL I	PERSONAL SERVICES	92,556	78,215	88,740	69,206	93,522	4,782
EXPENSES							
5314	REGIST/RECORDING FEES	0	0	75	0	100	25
5341	POSTAGE	1,530	2,092	1,625	1,619	1,600	-25
5342	PRINTING	91	134	400	349	100	-300
5343	ADVERTISING/PUBLICATIO	63	63	100	40	100	0
5420	OFFICE SUPPLIES	166	133	0	0	300	300
TOTAL E	EXPENSES	1,850	2,422	2,200	2,008	2,200	0
FRINGE BENE	FITS						
57DENTAL	DENTAL INSURANCE	438	297	478	211	497	19
57HLTH	HEALTH INSURANCE	14,408	9,452	12,233	9,645	21,531	9,298
57MEDA	MEDICARE PAYROLL TAX	1,277	1,133	1,280	926	1,356	76
57OPEB	OPEB CONTRIBUTION	0	91	2,606	2,050	1,888	-718
TOTAL I	FRINGE BENEFITS	16,123	10,973	16,597	12,832	25,272	8,675
TOTAL HIST	ORICAL	110,529	91,609	107,537	84,046	120,994	13,457

		ACTUAL FY2013	ACTUAL FY2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
0111404 - ECON	IOMIC DEVELOPMENT						
PERSONAL S	ERVICES						
511001	FULL TIME SALARIES	61,444	37,701	238,630	72,556	156,100	-82,529
513005	WORK FOR OTHER DEPT	0	140	0	0	0	0
515102	CLEANING ALLOWANCE	500	0	0	0	0	0
TOTAL	PERSONAL SERVICES	61,944	37,841	238,630	72,556	156,100	-82,529
EXPENSES							
5301	CONSULTANTS	19,374	16,205	10,000	2,400	10,000	0
5341	POSTAGE	5	0	2,200	1,796	200	-2,000
5342	PRINTING	217	23	2,500	0	2,500	0
5343	ADVERTISING/PUBLICATIO	0	300	500	0	2,500	2,000
5390	POLICE PRIVATE DETAIL S	522	216	0	0	0	0
5420	OFFICE SUPPLIES	369	625	500	210	200	-300
5585	COMPUTER SUPPLIES	0	815	0	0	0	0
5710	VEHICLE USE REIMBURSE	0	25	0	0	0	0
5711	IN-STATE CONFERENCES	80	250	700	0	1,000	300
5730	DUES & SUBSCRIPTIONS	950	700	600	295	600	0
5797	GRANTS	0	1,240	10,000	7,000	10,000	0
TOTAL	EXPENSES	21,518	20,399	27,000	11,701	27,000	0
FRINGE BENE	FITS						
57DENTAL	DENTAL INSURANCE	176	166	479	377	697	218
57HLTH	HEALTH INSURANCE	5,071	5,084	26,140	11,245	20,012	-6,128
57LIFE	BASIC LIFE INSURANCE	57	0	0	0	0	0
57MEDA	MEDICARE PAYROLL TAX	876	508	3,460	982	2,263	-1,197
57OPEB	OPEB CONTRIBUTION	0	934	6,203	2,187	5,073	-1,130
TOTAL	FRINGE BENEFITS	6,179	6,692	36,282	14,792	28,046	-8,236
TOTAL ECO	NOMIC DEVELOPMENT	89,642	64,931	301,911	99,049	211,146	-90,765
TOTAL PLANN	ING & DEVELOPMENT	1,122,396	1,243,141	1,455,602	830,223	1,523,936	68,334

FUND: 01 - GENERAL FUND

DEPARTMENT: 114 - PLANNING DEVELOPMENT

CITY OF NEWTON BUDGET PERSONAL SERVICES SUMMARY

			2015			2016	
ACCOUNT	POSITION TITLE	RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	ACCOUNT SPECIALIST		0.1	6,712	H06	0.10	6,937
	ASSISTANT DEVEL SERVIC		1.0	39,002	S05	1.00	43,374
	CHIEF PLANNER		1.0	85,185	H11	1.00	88,076
	DEPUTY DIRECTOR OF PLAN		1.0	93,392	XXX	1.00	107,000
	DIRECTOR OF PLANNING		1.0	113,939	XXX	1.00	125,000
	EXECUTIVE ADMINISTRATOR		1.0	63,912	S08	1.00	67,389
	LONG RANGE PLANNER		1.0	72,335	H09	1.00	72,612
	SR DEVEL SVCS ASST		1.0	44,249	S06	1.00	47,345
	SR PLANNER		5.0	291,348	S09	5.00	314,297
	URBAN DESIGNER		1.0	60,493	S09	1.00	60,732
	ECONOMIC DEVELOPMENT DI		1.0	95,614	H13	1.00	98,862
	PROJECT MANAGER		1.0	57,020	XXX	1.00	57,239
	Account Totals:	_	15.1	1,023,201		15.10	1,088,862
511102	PART TIME ZBA		0.0	0	XXX	0.80	33,000
	PRINCIPAL PLANNER		0.5	39,488	H09	0.51	40,826
	Account Totals:	=	0.5	39,488		1.31	73,826
	Report Totals:	-	15.6	1,062,689		16.41	1,162,688