



Shaded Boxes Indicate Federally Funded Positions

PLANNING AND DEVELOPMENT DEPARTMENT

DEPARTMENT DESCRIPTION

The department's overall mission is to:

- Serve as a resource to the City's elected and appointed officials and the community at large by conducting a technical review of development proposals;
- Promote and enhance neighborhood character and quality of life by conducting comprehensive planning, transportation planning, and economic development studies, and undertaking other problem-solving activities consistent with the City's goals; and
- Acquire and distribute federal housing and community development funds for programs, services, and neighborhood improvements that promote diversity and assist low- and moderate-income people.

The department is responsible for managing projects and programs in a variety of subject areas, including the following department priorities (*alphabetically ordered*):

Affordable Housing

Community Development

Community Preservation

Comprehensive Planning

Conservation, Floodplain and Wetlands

Economic Development

Historic Preservation

HOME Program

Housing Rehabilitation

Land Use/Development Review

Telecommunications

Transportation

Zoning Ordinance and Map Amendments

ACCOMPLISHMENTS

Affordable Housing:

- Created a new streamlined, "consumer-friendly" housing rehabilitation program.
- Completed the Fair Housing Action Plan and first "action step" – the establishment of a Fair Housing Committee by the Mayor-was accomplished.
- Assisted 57 low- and moderate-income households under the Newton Housing Rehabilitation Program.
- Committed \$95,000 in Community Preservation Funds for downpayment assistance under the Newton Homebuyer Program.
- Reserved \$742,866 in HOME funds towards the development of 10 affordable units for first time homebuyers.

Community Development:

- Created a master plan for improvements at Charlesbank Park that includes regrading the site to make the entire site accessible, installation of new play structures that are compliant with the latest safety standards, installation of new accessible walkways and construction of new retaining wall to replace the current one that is crumbling and in disrepair.
- Developed a master plan for Lowell Park to create a passive recreation area for neighborhood residents. Plans call for regrading and seeding of the park, additional tree plantings, park signage and the installation of a walkway and benches.

- Installed new walkways at Farlow and Chaffin parks.
- Completed improvements at Coletti-Magni Park, including regrading and seeding, reconstructing all of the sidewalks to meet ADA regulations, and installing an ornamental fence, accessible drinking fountain and new signage.
- Completed the reconstruction of Cook Street, including the replacement of the majority of the sidewalks and installation of new granite curbing.
- Installed new granite engraved bollards and in Stearns Park to dedicate the recently constructed walkway to Alice Webber, former chair of the CDBG Nonantum Advisory Committee and longtime member of the CDBG Human Service Advisory Committee.
- Developed the needs assessment portion of the FY11-15 Consolidated Plan for Housing and Community Development.
- Installed 17 CDBG-funded curb cuts in July and August of 2008 and will install additional curb cuts in the spring of 2009; installed four new accessible pedestrian signals; and completed access improvements at the Hyde Community Center, Newton Centre Playground, and Coletti-Magni Park.
- Managed 48 CDBG-funded human service and Emergency Shelter Grant projects that provided assistance over 4,000 low- and moderate-income people.

Community Preservation (CP):

- As of February 1, 2009, the CP Fund had \$4.5M available for appropriation, from initial fy09 funding of \$7.9M (\$2.2M from the local surcharge, \$1.4M in state matching funds, and \$4.2M in balances from previous years, canceled projects, or investment income)
- As of February 1, 2009, the Board of Aldermen had appropriated a total of \$1.9M in recommended FY'09 funding for four (4) proposals.
- In December 2008, the CPC received five (5) regular-round proposals, which requested total funding of \$3M.

Newton, Massachusetts Community Preservation Program		
CUMULATIVE ACHIEVEMENTS, 2003-June 2008 (Fiscal 2008)		
<i>resource</i>	<i>no. of projects</i>	<i>description</i>
community housing	17	95 units/146 bedrooms acquired or created <i>including 3 group homes, where 1 bedroom = 1 unit</i>
historic resources	22	18 historic buildings or landscapes preserved or restored <i>including buildings with a total of 173,388 square feet, and landscapes with a total of almost 27 acres</i>
open space	11	over 71 acres acquires or preserved, at 8 sites
recreation land	19	almost 62 acres acquired or preserved, at 19 sites
TOTAL	57 sites	<i>more than 1 project or phase may have been funded at each site</i>

Newton, Massachusetts Community Preservation Program			
Appropriations by Resource	CUMULATIVE Fiscal 2003-2008	LAST 3 YEARS Fiscal 2007-09 (YTD)	LAST FULL YEAR Fiscal 2008
community housing	29%	20%	0%
historic resources	22%	37%	55%
open space	28%	6%	19%
recreation land	21%	37%	26%

Conservation, Floodplains and Wetlands:

- Provided staff support and assistance to the Conservation Commission in its review of 13 Requests for Determinations (RDAs) and 24 Notices of Intent (NOIs) and Abbreviated Notices of Resource Area Delineations (ANRADs).
- Reviewed 30 requests for Certificates of Compliance for Amended Orders, Extended Orders and projects not leading to filings, including Newton North High School.
- Completed the historic fencing at Houghton Garden and installed plaque honoring Friends of Houghton Garden.

Customer Service:

- Consolidated and cross-trained administrative staff responsibilities from the Planning, Community Development, and Housing Divisions to create a central resource to further assist department staff and customers.
- Created inter-departmental Customer Service Network to further improve the customer experience over the telephone and in person.

Economic Development:

- Delivered the final report of the Newton Centre Task Force to the Mayor and Board of Aldermen on July 9, 2008, a document concluding a three-year community planning process.
- Assisted BH Normandy Riverside LLC in their efforts to seek a zoning change and special permit for possible redevelopment of the MBTA Riverside (Green Line – “D” Branch) Station site.
- Conducted two successful WEI forums in support of women entrepreneurs.

Historic Preservation:

- Provided staff support for and assisted the Newton Historical Commission (NHC) in their review of over 300 properties under the Demolition Delay Ordinance.
- Completed two nominations for local landmark designations and two nominations to establish National Register Districts for the Myrtle Baptist Church neighborhood (West Newton) and the Washington Park neighborhood (Newtonville).
- Provided staff support to the Chestnut Hill, Newtonville, Newton Upper Falls, and Auburndale Historic District Commissions in their review of approximately 130 applications for alterations to properties within these four local historic districts.

HOME Program:

- The twelve member communities of the WestMetro HOME Consortium have been active with eleven projects closed with total budgets of \$108 million and \$4.1 million in Consortium HOME funds that will

generate 275 total new units, 195 new affordable units, including 65 new affordable HOME-funded units. Members also closed on 17 new homebuyer assistance cases and 5 homeowner rehabilitation assistance cases.

Land Use/Development Review:

- Provided staff support to the Land Use Committee of the Board of Aldermen on 37 special permit applications and one comprehensive permit application to the Zoning Board of Appeals.
- Provided 131 technical reviews of applications for special permits including wireless installations and accessory apartment petitions (RAAPs) (33), institutional proposals (4), Site Plans including some wireless installations and RAAPs (17), requests for consistency determinations (11), and sign permits (61).

Newton Farm Commission:

- Facilitated contract review and renewal with the Newton Community Farm, Inc.
- In partnership with the City's Public Buildings Department and Angino Farm operator, completed Phase I of the barn repair and renovation, including structural repairs, replacement of shingles, and repair of the barn roof.

Telecommunications:

- Initiated renewal and ascertainment process for renewal of ComCast's cable license.
- Negotiated cost-free 40 meg internet service for the City from RCN.
- Worked with Public Works Department to determine the best technology for wireless water meter reading.

- Provided staff support to Mayor's Telecommunications Advisory Board and Newton Communications Access Center (NCAC/NewTV) to increase amount and quality of government programming.
- Released RFP to lease space in City Hall cupola for new antennas.
- Identified city properties appropriate for lease to cellular companies and expect to release RFP.

Transportation, Traffic Management and Pedestrian Movement and Safety:

- Represented the Mayor on the Boston Metropolitan Planning Organization (MPO).
- Assisted staff from the Boston MPO on a Phase 2 study of the Newton Corner rotary.
- Chaired the Traffic Council, which reviewed approximately 58 items at 12 meetings.
- Provided staff support to the Public Safety and Transportation Committee of the Board of Aldermen.

Zoning Ordinance and Map Amendments:

- Worked with the Zoning and Planning Committee to amend the Zoning Ordinance provisions regarding the fifty percent (50%) demolition rule, the three-foot grade change ordinance, the de minimis rule, and the home business regulations.
- Drafted certain amendments to the Planned Multi-Use Business Development provisions to allow by special permit new mixed-use developments along a portion of Needham Street.

- Assisted the Planning and Development Board in completing a new draft Home Business Ordinance for consideration by the Zoning and Planning Committee.

GOALS AND OBJECTIVES

Affordable Housing:

- Establish a 12-month work plan for implementing specific action steps in the recently approved Fair Housing Action Plan.
- Meet numerical goals for the commitment and expenditure of CDBG and HOME funds for housing rehabilitation and the development of new affordable units.
- Participate in the *FY11-15 Consolidated Plan* process and facilitate stakeholder focus groups on affordable housing needs and gaps in the community.
- Implement the new City Housing Rehabilitation Program and establish benchmark dates to evaluate progress in meeting goals (e.g. increase the number of households assisted; approach projects in a more comprehensive manner and assist all code-related work that needs to be addressed, etc.).

Community Development:

- Complete the needs assessment for *FY11-FY15 Consolidated Plan* for submittal to the U.S. Department of Housing and Urban Development.
- Utilize the \$603,513 the City will receive in additional CDBG funds through the American Recovery and Reinvestment Act to implement portions of the master plans for Pellegrini Park and Stearns Park and to

improve accessibility for people with disabilities throughout the city.

- Manage an estimated 40-50 CDBG-funded human service and Emergency Shelter Grant projects and allocate and manage the \$923,339 in Homelessness Prevention funds the City will receive as part of the American Recovery and Reinvestment Act.

Community Preservation:

Support the efforts of the Community Preservation Committee, Board of Aldermen, funding recipients, and community organizations to:

- Use realistic forecasts of future program funding for program planning (state matching funds are expected to continue to decline, and this year's large unspent balance is not expected to repeat);
- Arrive at a broad consensus on the appropriate balance among fundable resources, and between the acquisition or creation of new resources and the preservation or rehabilitation of existing resources; and
- Integrate the *Community Preservation Plan* with broader capital planning, by prioritizing public resources eligible for CPA funds.

Comprehensive Plan:

- Identify early action items included in the *Newton Comprehensive Plan* and prepare scopes of work for high priority items.
- Complete update of the City's *Recreation and Open Space Plan 2003-07*.
- Complete a citywide Preservation Plan.

Conservation, Floodplains and Wetlands:

- Oversee construction of stone dust path along Crystal Lake at the rear of 230 Lake Avenue linking the City's newly acquired land to the existing Crystal Lake beach and Levingston Cove.
- Install signage at Flowed Meadow conservation area.
- Continue efforts to improve access between Flowed Meadow and adjacent neighborhoods, incorporating the newly acquired upland at 30 Wabasso Street.

Customer Service:

- Implement upgraded Community Plus software allowing for expanded Express Permitting online.
- Continue working to improve front counter service, improve procedures, and update and improve information provided on the department's website.

Economic Development:

- Continue working with BH Normandy Riverside LLC in their efforts to seek a zoning change and special permit for possible redevelopment of the MBTA Riverside (Green Line – "D" Branch) Station site.
- Continue to encourage responsible economic development projects in the City to enhance commercial tax base.

Historic Preservation:

- Continue to work on expanding the City's existing landmark program and inventory of National Register listed properties.

HOME Program:

- Member communities are working on projects that will add 330 new or rehabilitated units, 270 of which are affordable and 42 of which will be HOME-funded.
- Member communities are also projecting 12 homebuyer assistance cases and 5 homeowner rehabilitation assistance cases.

Land Use/Development Review:

- Print and distribute new applications and brochures for Special Permits, Site Plan Review, the R.A.A.P., and signs permits.
- Work with the Commissioner of Inspectional Services to develop a filing checklist and brochure for comprehensive permit applications.
- Continue to work with the Chairman of the Land Use Committee, Board President and other City Departments to streamline the Special Permit process for minor projects.
- Develop "Green Zoning" guidelines for review of major projects.

Newton Farm Commission:

- Continue to assist Commission with the operation of Angino Farm and development of a Master Plan.
- Strive to make the Farm's produce more widely available to the community and increase access to farm education programs.

Telecommunications:

- Maximize use of free cable accounts available to the City by collecting discarded televisions for use in public buildings.
- Work with Public Works Department to finalize selection of a vendor for wireless automated meter reading project and deployment.
- Market and coordinate leasing of public properties to wireless providers to increase City revenues and improve cellular coverage within the City.
- Work with NCAC/NewTV, NNHS, and NTAB to expand educational offerings.
- Investigate and champion (encourage) telecommunications initiatives to reduce costs and improve efficiency.

Transportation, Traffic Management and Pedestrian Movement and Safety:

- Continue to work with other City departments and surrounding neighborhood to manage parking needs for Newton North High School throughout construction.
- Participate in Advisory Committee for Regional Pedestrian Plan.

Zoning Ordinance and Map Amendments:

- Continue improving development and zoning mechanisms and facilitate changes to encourage and support development results consistent with the City's stated values pertaining to the character of its neighborhoods and quality of life.

DEPARTMENT:

114 - PLANNING & DEVELOPMENT

**CITY OF NEWTON BUDGET
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS				2009 To 2010	
51 - PERSONAL SERVICES	817,662	832,090	833,851	872		834,723	841,546	6,823	1%
52 - EXPENSES	19,776	20,600	29,132	0		29,132	29,057	-75	0%
SUB-TOTALS:	837,437	852,689	862,983	872		863,855	870,603	6,748	1%
57 - FRINGE BENEFITS	102,629	114,758	126,215	-872		125,343	124,153	-1,190	-1%
SUB-TOTALS:	102,629	114,758	126,215	-872		125,343	124,153	-1,190	-1%
DEPARTMENT TOTALS:	940,067	967,447	989,198	0		989,198	994,756	5,558	1%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS				2009 To 2010	
0111401 PLANNING	777,186	821,729	834,503	-9,817		824,686	820,394	-4,292	-1%
0111402 CONSERVATION	75,309	66,871	68,793	1,196		69,989	72,984	2,995	4%
0111403 HISTORICAL	87,572	78,846	85,902	8,621		94,523	101,378	6,855	7%
DEPARTMENT TOTALS:	940,067	967,447	989,198	0		989,198	994,756	5,558	1%

PLANNING	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS				2009 To 2010	
51 - PERSONAL SERVICES	679,368	704,146	699,525	872		700,397	698,447	-1,950	0%
52 - EXPENSES	13,670	15,270	20,932	0		20,932	20,857	-75	0%
SUB-TOTALS:	693,038	719,415	720,457	872		721,329	719,304	-2,025	0%
57 - FRINGE BENEFITS	84,148	102,314	114,046	-10,689		103,357	101,090	-2,267	-2%
SUB-TOTALS:	84,148	102,314	114,046	-10,689		103,357	101,090	-2,267	-2%
Element Totals:	777,186	821,729	834,503	-9,817		824,686	820,394	-4,292	-1%

CONSERVATION	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		TOTAL	RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS				2009 To 2010	
51 - PERSONAL SERVICES	57,394	57,226	56,613	0		56,613	60,192	3,579	6%
52 - EXPENSES	4,661	3,899	6,220	0		6,220	6,220	0	0%
SUB-TOTALS:	62,054	61,125	62,833	0		62,833	66,412	3,579	6%
57 - FRINGE BENEFITS	13,254	5,746	5,960	1,196		7,156	6,572	-584	-8%
SUB-TOTALS:	13,254	5,746	5,960	1,196		7,156	6,572	-584	-8%
Element Totals:	75,309	66,871	68,793	1,196		69,989	72,984	2,995	4%

HISTORICAL	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	80,900	70,718	77,713	0	77,713	82,907	5,194	7%
52 - EXPENSES	1,445	1,431	1,980	0	1,980	1,980	0	0%
SUB-TOTALS:	82,344	72,149	79,693	0	79,693	84,887	5,194	7%
57 - FRINGE BENEFITS	5,227	6,698	6,209	8,621	14,830	16,491	1,661	11%
SUB-TOTALS:	5,227	6,698	6,209	8,621	14,830	16,491	1,661	11%
Element Totals:	87,572	78,846	85,902	8,621	94,523	101,378	6,855	7%

DEPARTMENT:
114 - PLANNING & DEVELOPMENT

**CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2009 BUDGET		2010 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Dir of Plan/Dev	H14	0.9	114,140	0.9	114,713
	Chief Planner	H11	1	86,119	1	87,574
	Senior Planner	S09	1	52,013	1	53,930
	Transportation Coordin	H08	1	70,299	1	71,713
	Exec Asst/Dev Svc Supv	S08	1	58,159	1	58,451
	Dev Services Asst	S05	2	88,626	2	89,514
	Account Specialist	H06	0.1	5,918	0.1	6,037
	Sr Environmental Plnr	S09	0.9	54,303	0.95	59,692
	Sr.Preservation Planner	S09	0.9	47,745	0.95	52,791
	Account Totals:			8.8	577,322	8.9
511101	Chief Zoning Official	H09	0.49	35,374	0.49	36,085
	Prin Planner/Zoning	H09	0.49	38,684	0.49	39,402
	Preservation Planner	S08	0.49	29,468	0.49	29,616
Account Totals:			1.47	103,526	1.47	105,103
511102	Senior Planner	S09	0.8	49,932	0.8	52,014
	Telecom Specialist	H08	0.6	43,590	0.6	44,203
	Dev Services Asst	S05	0.7	29,689	0.7	29,838
Account Totals:			2.1	123,212	2.1	126,055
Report Totals:			12.37	804,061	12.47	825,571