



Shaded Boxes Are 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:

- Awarded Fair Housing Initiatives Program grant of \$98,044 by the U.S. Department of Housing and Community Development.
- Provided funds to Advocates, Inc. to acquire three scattered site condominium units for individuals with mental illness.
- Provided funds to the Disability Law Center to conduct a disability discrimination audit in Newton.

Community Development:

- Completely expended the prior year's (FY'06) CDBG funding and began expending the current year's funding at the earliest time ever in the history of the City's CDBG program.
- Expended more than \$900,000 on human service, neighborhood improvement, economic development and accessibility improvement projects.
- Expended more than \$98,000 in Emergency Shelter Grant funds to provide needed services to homeless people and people at-risk of homelessness.

Community Preservation (CP):

- As of December 2005, the CP Fund had a balance of more than \$6.5M available for appropriation, including a current year tax surcharge of \$2,045,754 and a state match of nearly \$2.0M.
- Received nine (9) applications in October 2006 with funding requests of \$6.36M for review and recommendation by the Community Preservation Committee. Final appropriations are made by the Board of Aldermen.

Comprehensive Plan:

- Delivered October 2006 draft *Newton Comprehensive Plan* to the Mayor, which was subsequently docketed with the Board of Aldermen for consideration and approval.
- Provided assistance to the Planning and Development Board in their review of the draft Comprehensive Plan, which included a January public workshop, and drafting of their recommendation to the Board of Aldermen.
- Provided support to the Zoning and Planning Committee as they began their review of the draft Plan.

Conservation, Floodplains and Wetlands:

- Expect to complete the Hammond Pond Stormwater Improvement Project in May 2007, which will benefit water quality in the pond.
- Continued efforts to design a boardwalk between Burr School and Flowed Meadow and to complete the historic fencing project at Houghton Garden.

Economic Development:

- Delivered the final report of the Newton Centre Task Force to the Mayor, a document concluding a two-year community planning process.
- Initiated a study of the Riverside MBTA Green Line Station for potential development.
- Conducted three successful WEI forums in support of women entrepreneurs.

Farm Commission:

- In partnership with the City's Public Buildings Department and the Angino farm operator, completed improvements to the farmhouse such that it could be habitable for farm operator and his family.
- Assisted the Commission with their Business Plan for the farm and oversaw its successful implementation.

Historic Preservation:

- Assisted the Newton Historical Commission (NHC) in their review of nearly 300 properties under the Demolition Review Ordinance.
- Completed two nominations for local landmark designation 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 100 applications for alterations to properties within these four local historic districts.

HOME Program:

- Added four (4) new member communities to the HOME Consortium, bringing the total number of member communities to twelve. Member communities completed three major housing development projects with 20 units of affordable housing and closed on 23 homebuyer assistance cases.

Housing Rehabilitation:

- Provided homeownership assistance through the First-Time Homebuyer Program to three new households.
- Using CPA and CDBG funds abated lead hazards at Angino Farm house and outbuildings.
- Kicked-off the Accessory Apartment Incentive Program with our partner Community Living Network

Land Use/Development Review:

- Coordinated approximately 50 meetings of the City's Development Review Team with prospective special permit and comprehensive permit applicants.
- Provided support to the Land Use Committee of the Board of Aldermen on nearly 30 special permit applications and to the Zoning Board of Appeals on

- over 20 applications for variances and comprehensive permits.
- Provided nearly 20 technical reviews of wireless, R.A.A.P., and Site Plan Review applications.

Telecommunications:

- Finalized negotiation with Verizon for a cable television license and initiated proceedings for renewal of RCN's license.
- Concluded the cable fee audit to satisfaction of both the City and cable companies.
- Completed an assessment of City wireless needs.
- Released a RFI for a citywide wireless network.
- Released a RFP for leasing of city property for providers of cellular service.
- Approved NewTV's master plan for studio relocation.
- Responded to the FCC and DTE on proposed legislation impacting the City's cable franchising authority.

Transportation, Traffic Management and Pedestrian Movement and Safety:

- Served as the Mayor's representative on the Boston Metropolitan Planning Organization (MPO).
- Served on the City's Traffic Council and provided support to the Public Safety and Transportation Committee of the Board of Aldermen.
- Continued work on key blue zones with the School Traffic Safety Committee.
- Completed work on a road classification system.
- Managed a safety study of Woodland Road.
- Assisted staff from the Boston MPO on a Phase 1 study of the Newton Corner rotary.

Zoning Ordinance and Map Amendments:

- Prepared information to facilitate review and adoption of zoning map changes at Kessler Woods and also amendments to the MR-3 zone.

- Assisted the Planning and Development Board in completing a new draft Home Business Ordinance for consideration by the Zoning and Planning Committee.
- Worked with Special Zoning Task Force and Commissioner of Inspectional Services to address four problem areas in Zoning Ordinance.

GOALS AND OBJECTIVES

Affordable Housing:

- Implement the 18-month Fair Housing Initiatives Program grant.

Community Development:

- Implement Cheesecake Brook Greenway neighborhood improvement project, and Newton Center Playground accessibility improvements project.

Community Preservation:

- Continue to work with Community Preservation Committee (CPC) to identify targeted needs of the City and update the annual Community Preservation Plan.
- Assist the CPC in their review and evaluation of applications for CPA funding and, following action to appropriate funds, monitor project implementation.

Comprehensive Plan:

- Assist Comprehensive Planning Advisory Committee in presenting the draft Comprehensive Plan to the Board of Aldermen for review and approval.
- Work on early action items identified as priorities by Mayor and Board of Aldermen.

Conservation, Floodplains and Wetlands:

- Continue the program to place kiosks and benches at larger conservation areas for visitors.
- Continue planning efforts to link the land at Kessler Woods with the existing Saw Mill Brook Conservation Area.
- Work toward adoption of additional regulations to assist in enforcement activities.

Customer Service:

- Continue working to improve front counter service, improve procedures, and update and improve information provided on the department's website.

Economic Development:

- Follow up on the Final Report of the Newton Centre Task Force as necessary.
- Develop an action plan upon receipt of Boston College School of Law students' study of the Riverside MBTA station.
- Identify other village based economic development projects supportive of the City's Economic Development Strategy goals and vision.
- Support the business community through continued provision of needed services, i.e. site location via the City's Real Estate Clearinghouse and supporting entrepreneurship via the WEI forums.

Farm Commission:

- Continue to assist Commission with the operation of Angino Farm, and on development of a Master Plan.
- Work on accessibility issues for the farmhouse and barn, and on the preservation of these historic buildings.
- Strive to make the produce more widely available to the community and increase access to farm education programs.

Historic Preservation:

- Work with Newton Historical Commission to streamline the City's demolition review process.
- Complete the city-wide Preservation Plan.
- Continue to work on expanding the City's existing landmark program and inventory of National Register listed properties.

HOME Program:

- Work with Consortium to complete 20 homebuyer assistance cases and four (4) affordable housing development projects with 15 affordable housing units.

Housing Rehabilitation:

- Continue to implement the successful CPA-funded homeownership programs, and CDBG/HOME loan and grant programs for elders and non-profits.

Land Use/Development Review:

- Develop new applications and brochures for Site Plan Review and the R.A.A.P.
- Work with the Commissioner of Inspectional Services to develop a filing checklist and brochure for comprehensive permit applications.
- Work with the Chairman of the Land Use Committee, Board President and other City Departments to try to streamline Special Permit process for minor projects.

Telecommunications:

- Finalize renewal of RCN's cable television license.
- Upon selection of a successful bidder, initiate the deployment of a citywide WiFi network in coordination with other related activities, i.e. City fiber network.

Transportation, Traffic Management and Pedestrian Movement and Safety:

- Work with Boston MPO staff on Phase 2 of the Newton Corner study.
- Work with other City departments and surrounding neighborhood to manage parking needs for Newton North High School, through construction process.

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 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	801,519	796,151	819,298	-4,320	814,978	827,507	12,529	2%
52 - EXPENSES	19,205	49,049	29,072	50	29,122	29,072	-50	0%
SUB-TOTALS:	820,724	845,200	848,370	-4,270	844,100	856,579	12,479	1%
57 - FRINGE BENEFITS	99,155	91,362	98,019	0	98,019	126,492	28,473	29%
SUB-TOTALS:	99,155	91,362	98,019	0	98,019	126,492	28,473	29%
DEPARTMENT TOTALS:	919,879	936,562	946,389	-4,270	942,119	983,071	40,952	4%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
0111401 PLANNING	773,995	795,651	780,451	-4,270	776,181	813,705	37,524	5%
0111402 CONSERVATION	72,693	74,331	79,917	0	79,917	74,527	-5,390	-7%
0111403 HISTORICAL	73,191	66,580	86,021	0	86,021	94,839	8,818	10%
DEPARTMENT TOTALS:	919,879	936,562	946,389	-4,270	942,119	983,071	40,952	4%

PLANNING	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	677,289	676,121	680,672	-4,320	676,352	686,225	9,873	1%
52 - EXPENSES	14,260	45,428	20,807	50	20,857	20,807	-50	0%
SUB-TOTALS:	691,549	721,549	701,479	-4,270	697,209	707,032	9,823	1%
57 - FRINGE BENEFITS	82,446	74,102	78,972	0	78,972	106,673	27,701	35%
SUB-TOTALS:	82,446	74,102	78,972	0	78,972	106,673	27,701	35%
Element Totals:	773,995	795,651	780,451	-4,270	776,181	813,705	37,524	5%

CONSERVATION	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	57,099	59,437	59,796	0	59,796	54,533	-5,263	-9%
52 - EXPENSES	3,219	2,019	6,285	0	6,285	6,285	0	0%
SUB-TOTALS:	60,318	61,456	66,081	0	66,081	60,818	-5,263	-8%
57 - FRINGE BENEFITS	12,375	12,875	13,836	0	13,836	13,709	-127	-1%
SUB-TOTALS:	12,375	12,875	13,836	0	13,836	13,709	-127	-1%
Element Totals:	72,693	74,331	79,917	0	79,917	74,527	-5,390	-7%

HISTORICAL	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	67,131	60,593	78,830	0	78,830	86,749	7,919	10%
52 - EXPENSES	1,726	1,603	1,980	0	1,980	1,980	0	0%
SUB-TOTALS:	68,857	62,196	80,810	0	80,810	88,729	7,919	10%
57 - FRINGE BENEFITS	4,334	4,384	5,211	0	5,211	6,110	899	17%
SUB-TOTALS:	4,334	4,384	5,211	0	5,211	6,110	899	17%
Element Totals:	73,191	66,580	86,021	0	86,021	94,839	8,818	10%

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CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY

ACCOUNT	POSITION TITLE	RANGE	2007 BUDGET		2008 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Dir of Plan/Dev	H14	0.9	104,001	0.9	104,401
511001	Chf ZoningCode Official	H11	1	83,089	1	83,408
511001	Chief Planner	H11	1	76,442	1	76,736
511001	Econ & Telecom Spec	H08	1	62,399	1	62,639
511001	Transportation Coordin	H08	1	62,399	1	62,639
511001	Senior Planner	S09	1	58,796	1	59,022
511001	Planner	S08	0.6	32,273	0.6	32,397
511001	Exec Asst/Dev Svc Supv	S08	1	53,273	1	53,995
511001	Dev Services Asst	S05	2	79,442	2	81,102
511001	Sr Environmental Plnr	S09	1	53,876	1	54,083
511001	Sr.Preservation Planner	S09	1	58,796	1	59,022
Account Totals:			11.5	724,788	11.5	729,446
511101	Principal Planner	H08	0.4	20,620	0.4	20,699
511101	Account Specialist	H06	0.1	5,253	0.1	5,273
511101	Preservation Planner	S08	0.4	26,747	0.4	27,277
Account Totals:			0.9	52,619	0.9	53,249
511102	Dev Services Asst	S05	0.7	27,458	0.7	27,563
Account Totals:			0.7	27,458	0.7	27,563
Report Totals:			13.1	804,864	13.1	810,258