



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 through development review, comprehensive planning, transportation planning, economic development, and other problem-solving activities;
- Promote and enhance neighborhood character and quality of life; and
- Obtain and distribute 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, Wetlands and Floodplain

Customer Service

Economic Development

Historic Preservation

HOME Program

Housing Rehabilitation

Land Use/Development Review

Telecommunications

Transportation

Zoning Ordinance and Map Amendments

ACCOMPLISHMENTS

Affordable Housing: Committed over \$390,000 in federal funds to six projects including: two fair housing audits; funds to complete a two-family rental project developed by CAN-DO; funds to CAN-DO to acquire a two-family rental project; funds to Barry L. Price Rehabilitation Center for acquisition of a single-family dwelling for a group residence; funds to Cooperative Living Network, Inc. for an initial operating deficit reserve within a 10-unit rental development for low-income elders; and funds to Barry L. Price Rehabilitation Center for acquisition of a two-family property to provide housing for five individuals with severe mental retardation and physical disabilities.

Community Development: Expended over \$154,000 for 13 active neighborhood improvement projects in the Newton Corner, Nonantum, Newtonville and West Newton target neighborhoods, including a new basketball court and other site improvements at Boyd Park, a master plan for improvements to Stearns and Pellegrini Parks, and tree plantings. Provided microenterprise loans to four home day care businesses. Expended over \$101,000 for projects to improve access to public facilities, including installation of curb cuts and accessible pedestrian signals at sidewalk crossings and increased accessibility at municipal polling places. Provided \$472,500 to 39 human service projects serving 4,000 low- and moderate-income residents, including substance abuse treatment, case management services to isolated elders, childcare, job training for people with disabilities, and youth counseling. Over \$95,000 in Emergency Shelter Grant funds assisted seven projects providing needed services to homeless people and people at-risk of homelessness.

Community Preservation (CP): As of December 2005, the CP Fund had over \$4.4M available for appropriation, including the 100% state match received in October. Received 13 applications requesting Community Preservation Act (CPA) funds for review by the Community Preservation Committee (CPC).

Comprehensive Plan: Assisted the Mayor's Comprehensive Planning Advisory Committee (CPAC) in hosting a series of Ward and element specific meetings thorough the City. Supported CPAC in completion of the draft Comprehensive Plan, which will be delivered to the Mayor and docketed with the Board of Aldermen and Planning and Development Board for consideration and approval.

Conservation, Wetlands and Floodplains: Constructed a stone-dust pathway through Auburndale Park and Flowed Meadow with benches at overlooks. Entered into design phase to provide a boardwalk between Burr School and Flowed Meadow. Began historic fencing project at Houghton Garden. Major cleanup efforts undertaken along road frontages of the newly acquired Kessler Woods land incorporated into the Saw Mill Brook Conservation Area. Numerous volunteer projects upgraded several conservation areas with pathways and benches. A record number of regulatory hearings were conducted.

Customer Service: Worked with the Inspectional Services Department to set up a "one-stop" permit center. Continued to report on weekly activities through the Friday Report, which is distributed to more than 235 elected and appointed officials, and neighborhood leaders, and is available on the department's website. Additional customer-friendly information was added on the website.

Economic Development: Continued with village-focused renewal effort by coordinating the work of the Newton Centre Task Force as it moved from fact finding to

visioning to development of an action plan. Revamped the Economic Development website to better organize and deliver pertinent information to the business community. Three WEI forums were successfully conducted with continuing increased attendance.

Farm Commission: Organized and established a partnership with Newton Community Farm, Inc., to operate the Angino Farm for the raising and selling of produce in the summer of 2006.

Historic Preservation: The Newton Historical Commission (NHC) reviewed nearly 300 properties under the Demolition Review Ordinance, established 2 new local landmarks, reviewed several projects to alter existing local landmarks, and began work on 2 new landmark reports. The NHC also initiated 2 requests for National Register eligibility and worked on a nomination to establish the Washington Park National Register District. The Auburndale Historic District Commission was established; the Commission drafted design guidelines and began holding public hearings. Together with the Chestnut Hill, Newtonville, and Newton Upper Falls Historic District Commissions, approximately 75 applications for alterations to properties within local historic districts were reviewed. New district signs were designed and installed in the Newton Upper Falls and Newtonville Historic Districts. The Walking Tour Brochure Program was completed with the publication of the Waban, Nonantum, and Newton Corner brochures.

HOME Program: Consortium members completed 2 major housing development projects with 21 units of affordable housing and closed on 9 homebuyer assistance cases.

Housing Rehabilitation: Through the First Time Homebuyer Program, five new ownership opportunities were provided. Pelham House was completed providing 10 new units of low and moderate-income housing.

Land Use/Development Review: Coordinated/attended over 75 concept and/or Development Review Team meetings with prospective applicants. Provided technical support to the Board of Aldermen over 22 Special Permit applications and to the Zoning Board of Appeals on over 25 applications for Variances and Comprehensive Permits. Provided close to 25 technical review memos on wireless, R.A.A.P. and Site Plan Review applications. Reviewed over 70 building permit applications and/or requests for final occupancy to assure consistency with approved special permit or comprehensive permit plans. After relocating to Inspectional Services Department, the Development Review, Preservation and Environmental Planners and Chief Zoning Code Official worked with the Building Inspectors to improve communications and customer service related to development review projects.

Telecommunications: Finalized cable fee, as well as license compliance audits of Comcast and RCN. As part of renewal proceedings with RCN, conducted needs assessment of City departments and resident subscribers. Continued negotiations with Verizon in their application for a new cable TV license. Monitored Newton's agreement with NewTV and its provision of local programming.

Transportation, Traffic Management and Pedestrian Movement and Safety: Served as the Mayor's representative at all regular meetings of the Boston MPO, and the Suburban Mobility and Unified Planning Work Program subcommittee. Continued to serve on Traffic Council and provide support to the Public Safety and Transportation Committee. Worked with a consultant to complete Daniel/Jackson and Williams School traffic engineering studies. Provided support to the Bicycle and Pedestrian Task Force. Studied key blue zones and worked

with the School Traffic Safety Committee to help devise ways to improve safety around schools.

Zoning Ordinance and Map Amendments: Prepared information to facilitate review and adoption of refinements to the Zoning Ordinance provisions defining and regulating retail food serving establishments. Worked with the Planning and Development Board Subcommittee on the preparation of a new draft home business ordinance for review by the Zoning and Planning Committee.

GOALS AND OBJECTIVES

Affordable Housing: Explore the feasibility of providing relief from development-related fees for nonprofit organizations developing housing, of creating a Housing Trust Fund, and implementing an Accessory Apartments Program.

Community Development: Implement the proposed neighborhood improvement projects in Newton Corner. Complete neighborhood projects including the Cheesecake Brook Greenway and Nonantum Parks Improvements. Complete construction of curb cuts and walkways to facilitate access by people with disabilities and continue support for human service and emergency shelter grant projects.

Community Preservation: Continue to work with the CPC to identify open space and recreation, historic preservation, and affordable housing needs of the City and publish an update of the Community Preservation Plan. Assist the CPC in review and evaluation of applications for CPA funding and, once funded, monitor implementation.

Comprehensive Plan: Assist CPAC in presenting the draft Comprehensive Plan to the Board of Aldermen and Planning and Development Board for review and approval. Work on

early action items identified as priorities by Mayor and/or Board of Aldermen.

Conservation, Wetlands and Floodplains: Continue the program to place kiosks and benches at larger conservation areas for visitors. Undertake 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. Finish current construction projects, finish long-term planning and begin implementing plans.

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

Economic Development: Develop a more detailed action plan based on the goals and vision laid out in the Economic Development Strategy. Promote Newton as a business-friendly location through greater media exposure and explore the feasibility of other services including facilitation of business to business procurement transactions.

Farm Commission: Oversee the operation of Angino Farm. Establish a Master Plan, assist in establishing a farm education program, and work on the preservation of the historic buildings on-site.

Historic Preservation: Continue work towards completing the Citywide Preservation Plan. Continue to work on expanding the City's existing landmark program and inventory of National Register listed properties.

HOME Program: The Consortium will continue to look at other ways to strengthen regional cooperation on affordable housing development projects.

Housing Rehabilitation: Continue to implement the successful CPA-funded homeownership programs. Implement the CPA-funded Accessory Apartment Program.

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: Undertake ascertainment and negotiations as part of RCN's renewal proceedings. Negotiate terms of the initial cable license with Verizon. Conclude the cable fee audit and take follow-up actions, as required. Track Congressional activities in rewriting the Communications Act. Continue to monitor licenses and agreements with Comcast, RCN and NCAC.

Transportation, Traffic Management and Pedestrian Movement and Safety: Begin village-based parking studies to evaluate the supply vs. demand for short- and long-term parking, and provide opportunities to better serve the parking needs of employees, patrons, and commuters. Finalize a traffic calming process and criteria, and a road classification system. Continue to work with the STSC on improved safety at school zones.

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 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	751,662	801,519	754,370	41,821	796,191	819,298	23,107	3%
52 - EXPENSES	16,057	19,205	47,072	1,691	48,763	29,072	-19,691	-40%
SUB-TOTALS:	767,719	820,724	801,442	43,512	844,954	848,370	3,416	0%
57 - FRINGE BENEFITS	76,475	99,155	95,247	336	95,583	98,019	2,436	3%
SUB-TOTALS:	76,475	99,155	95,247	336	95,583	98,019	2,436	3%
DEPARTMENT TOTALS:	844,194	919,879	896,689	43,848	940,537	946,389	5,852	1%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
0111401 PLANNING	706,531	773,995	749,179	37,880	787,059	780,451	-6,608	-1%
0111402 CONSERVATION	70,150	72,693	75,978	3,109	79,087	79,917	830	1%
0111403 HISTORICAL	67,514	73,191	71,532	2,859	74,391	86,021	11,630	16%
DEPARTMENT TOTALS:	844,194	919,879	896,689	43,848	940,537	946,389	5,852	1%

PLANNING	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	633,840	677,289	632,859	35,938	668,797	680,672	11,875	2%
52 - EXPENSES	11,336	14,260	38,807	1,691	40,498	20,807	-19,691	-49%
SUB-TOTALS:	645,176	691,549	671,666	37,629	709,295	701,479	-7,816	-1%
57 - FRINGE BENEFITS	61,355	82,446	77,513	251	77,764	78,972	1,208	2%
SUB-TOTALS:	61,355	82,446	77,513	251	77,764	78,972	1,208	2%
Element Totals:	706,531	773,995	749,179	37,880	787,059	780,451	-6,608	-1%

CONSERVATION	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	56,037	57,099	56,371	3,065	59,436	59,796	360	1%
52 - EXPENSES	2,835	3,219	6,285	0	6,285	6,285	0	0%
SUB-TOTALS:	58,871	60,318	62,656	3,065	65,721	66,081	360	1%
57 - FRINGE BENEFITS	11,278	12,375	13,322	44	13,366	13,836	470	4%
SUB-TOTALS:	11,278	12,375	13,322	44	13,366	13,836	470	4%
Element Totals:	70,150	72,693	75,978	3,109	79,087	79,917	830	1%

HISTORICAL	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	61,785	67,131	65,140	2,818	67,958	78,830	10,872	16%
52 - EXPENSES	1,887	1,726	1,980	0	1,980	1,980	0	0%
SUB-TOTALS:	63,672	68,857	67,120	2,818	69,938	80,810	10,872	16%
57 - FRINGE BENEFITS	3,842	4,334	4,412	41	4,453	5,211	758	17%
SUB-TOTALS:	3,842	4,334	4,412	41	4,453	5,211	758	17%
Element Totals:	67,514	73,191	71,532	2,859	74,391	86,021	11,630	16%

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CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY

ACCOUNT	POSITION TITLE	RANGE	2006 BUDGET		2007 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Dir of Plan/Dev	H14	0.9	103,363	0.9	104,001
	Chf ZoningCode Official	H11	1	82,579	1	83,089
	Chief Planner	H11	1	75,973	1	76,442
	Econ & Telecom Spec	H08	1	62,017	1	62,399
	Transportation Coordin	H08	1	62,017	1	62,399
	Senior Planner	S09	1	58,435	1	58,796
	Planner	S08	0.6	32,075	0.6	32,273
	Exec Asst/Dev Svc Supv	S08	1	51,563	1	53,273
	Dev Services Asst	S05	2	77,596	2	79,442
	Sr Environmental Plnr	S09	1	58,435	1	58,796
	Sr.Preservation Planner	S08	1	53,458	1	53,788
Account Totals:			11.5	717,512	11.5	724,700
511101	Principal Planner	H08	0.4	20,493	0.4	20,620
	Account Specialist	H06	0.1	5,221	0.1	5,253
	Preservation Planner	S08	0.4	24,687	0.4	24,592
Account Totals:			0.9	50,401	0.9	50,465
511102	Dev Services Asst	S05	0.7	27,287	0.7	27,458
Account Totals:			0.7	27,287	0.7	27,458
Report Totals:			13.1	795,200	13.1	802,622