

# 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.*



Kids playing at NCDF's Youth Program, August 2020

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 Auburndale Historic District Commission, the Chestnut Hill Historic District Commission, the City Council, the Commission on Disability, the Conservation Commission, the Economic Development Commission, the Fair Housing Committee, the Newton Historic Commission, the Newton Housing Partnership, the Newtonville Historic District Commission, the Planning and Development Board, the Upper Falls Historic District Commission, the Urban Design Commission, the WestMetro HOME Consortium, and the Zoning Board of Appeals

The Planning Department provided staff technical expertise and guidance to help facilitate the following in FY2021:

- The granting of \$3.7 million in CPA and CDBG Emergency Rental Assistance payments to over 220 low- and moderate-income Newton renter households who suffered severe income loss due to the COVID-19 pandemic.
- The delivery of \$2 million in CARES Act funding to Newton area non-profits to help provide essential services to our most vulnerable populations.
- The issuance of \$600,000 in small business recovery grants to hard-hit Newton brick and mortar storefront and restaurant businesses.
- The development of a swift cross department approach to facilitate outdoor dining options (“Newton Al Fresco”) for Newton residents.
- The City Council affirmation of the Mayor’s request to utilize the West Newton Armory for affordable housing.
- Continued partnership with DPW on implementation of village streetscape in Newtonville and West Newton.
- The supply of technical assistance and guidance to both the City Council Land Use Committee and Zoning Board of Appeals on Special Permit and 40B applications before each of the respective bodies.
- In addition to these major efforts, the Planning Department continued its mission to endeavor to provide excellent customer service to the public and professional support to the following Boards and Commissions:
  - ❖ City Council
  - ❖ Auburndale, Chestnut Hill, Newtonville and Newton Upper Falls Historic District Commissions
  - ❖ Commission on Disability
  - ❖ Community Preservation Committee

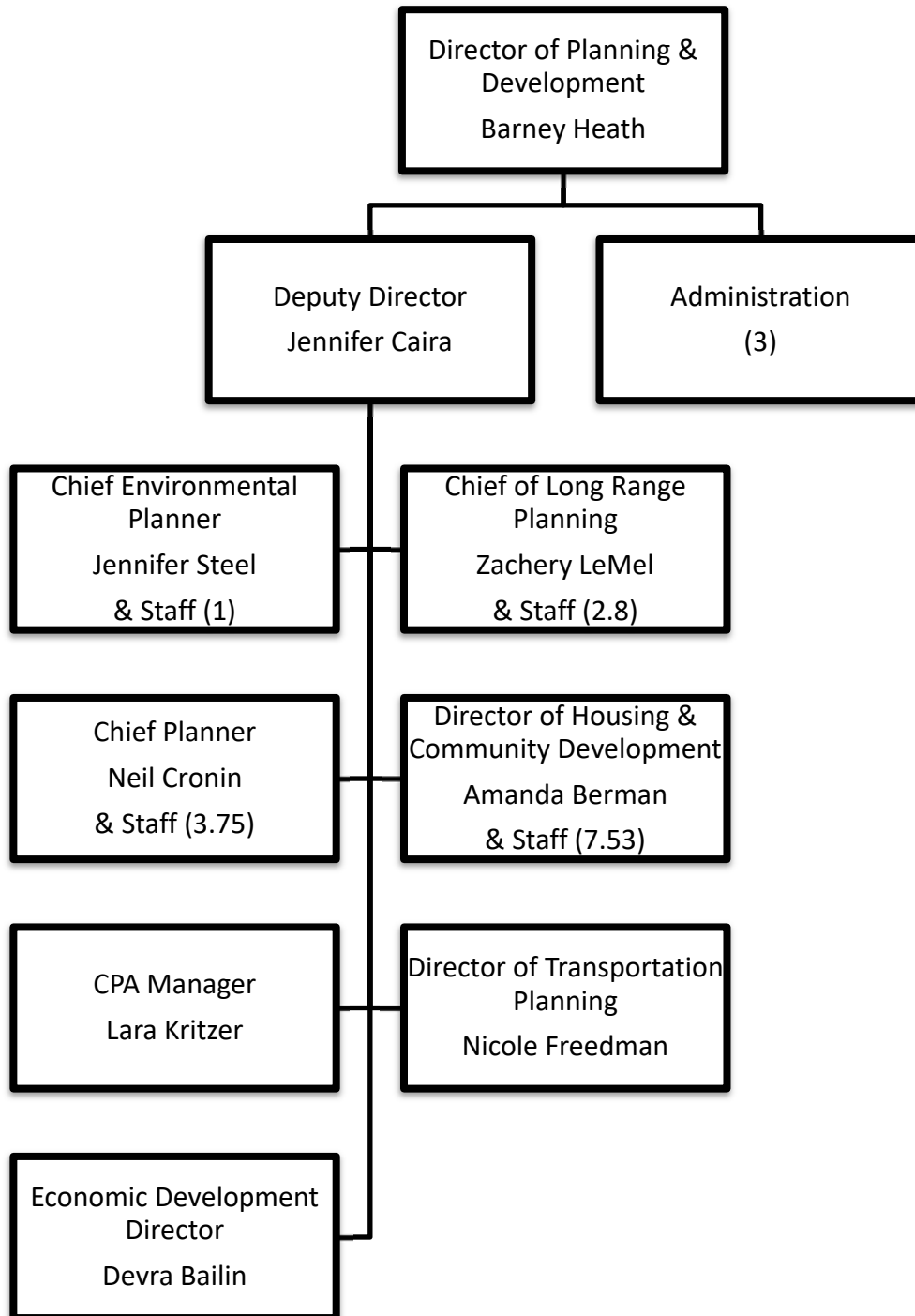
- ❖ Conservation Commission
- ❖ Economic Development Commission
- ❖ Fair Housing Commission
- ❖ Newton Historical Commission
- ❖ Newton Housing Partnership
- ❖ Planning and Development Board
- ❖ Urban Design Commission
- ❖ WestMetro HOME Affordable Housing Consortium
- ❖ Zoning Board of Appeals

*Barney S. Heath*

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

# Planning & Development

6.23 FTE paid from CDBG  
1.00 FTE paid from CPA



# Financial and Operating Highlights

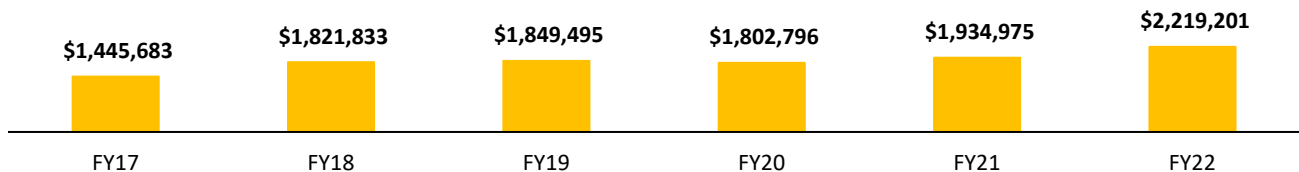
## Financial Highlights

	Actual				Original	Proposed
	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
<b>Expenditure by Department</b>						
Planning	\$ 1,114,767	\$ 1,365,445	\$ 1,439,623	\$ 1,352,393	\$ 1,464,203	\$ <b>1,724,379</b>
Conservation	\$ 124,856	\$ 179,785	\$ 133,960	\$ 183,991	\$ 169,733	\$ <b>175,254</b>
Historical	\$ 111,009	\$ 113,558	\$ 120,043	\$ 124,319	\$ 127,403	\$ <b>130,166</b>
Econ Development	\$ 58,978	\$ 118,028	\$ 107,821	\$ 89,123	\$ 117,391	\$ <b>131,826</b>
ZBA	\$ 36,073	\$ 45,017	\$ 48,047	\$ 52,969	\$ 56,245	\$ <b>57,576</b>
<b>Total</b>	\$ 1,445,683	\$ 1,821,833	\$ 1,849,495	\$ 1,802,796	\$ 1,934,975	\$ <b>2,219,201</b>
<b>% Incr</b>	40.40%	26.02%	1.52%	-2.52%	7.33%	<b>14.69%</b>

## Personnel

Full-Time Employees	22	19	19	19	19	<b>19</b>
Part-Time Employees	0	3	3	3	3	<b>3</b>
<b>Total</b>	22	22	22	22	22	22

## Total Planning Expenditures



## Operating Highlights

- 724 Historic Reviews Undertaken
- 310 Acres of conservation land where over \$25,000 of capital improvement projects done
- 216 Newton households assisted through the Emergency Housing Relief Fund Program
- 112 Development Reviews Provided
- 104 Zoning Reviews Provided
- 72 Special Permits Filed
- 62 Sign Reviews Presented to the Urban Design Commission
- 25 Wetlands Permits Issued
- 19 Roadways/ Intersections Reviewed
- 14 City Boards and Commissions Staffed
- 141 Transportation Grants Received (\$7,830,250 total)
  - 7 Design Reviews
  - 6 Fence Appeals
  - 3 Comprehensive Sign Packages
  - 1 Conservation Grant Received (\$56,710 total)

# Planning and Development

## Fiscal Year 2022 Outcomes and Strategies

---

### Outcome 1

Facilitate Economic Recovery for Newton Residents

---

It will be important for the City in general and the Planning Department specifically to focus our energies on assisting our local businesses recover from a difficult period. The City was proactive on many fronts in 2020-21 and will seek to build and expand upon those efforts.

- Pursuing strategies to expand outdoor dining and public art and performance “pop up” temporary activations of spaces in our village centers.
- Making economic recovery and long-term viability of village centers the core around rezoning and parking management.
- Renewing discussions and expanding efforts to foster opportunity for outdoor dining for patrons at Newton restaurants.
- Partnering with relevant City departments to bring public art, performance and “pop-up” activity generators to village centers.

---

The Planning Department is committed to seeking ways to enable opportunity for all in Newton by effectively exercising and leveraging available grant resources, including the annual allocation set-asides from both the federal housing and community development grant programs and the Community Preservation Act (CPA) program.

---

### Outcome 2

Seek to Advance Opportunity for All

---

- Selecting a developer to convert the West Newton Armory into 100% affordable housing.
- Providing the Newton Housing Authority with CDBG assistance to rehabilitate their recent acquisition of 13 properties containing 33 units of affordable housing.
- Continuing the important work to retrofit public parks for accessibility focusing this year on accessibility improvements to McGrath Park.

# Planning and Development

## Fiscal Year 2022 Outcomes and Strategies

---

### Outcome 3

#### Improve Newton's Transportation Systems

---

focus on "Complete" streets to ensure attention to detail for safety, accessibility, pedestrian, and bicycle accommodations wherever possible.

- Launching a Wells Avenue area transportation shuttle service with an eye toward citywide expansion.
- Monitoring and expanding "Bluebike" share rental docking station network across the City.
- Increasing Newton's bike infrastructure network with bike lane installations on Parker, Beacon, and Washington Streets.

The Planning Department is positioned to implement a variety of transportation measures in the upcoming year including:

- Advancing design of Commonwealth Avenue Carriageway project in Auburndale.
- Maintaining interdepartmental

---

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 plan ahead for Newton's future. Our goal is to provide the best possible guidance to our community's leaders to achieve the community's desired outcomes for the City.

Goals for Fiscal Year 2021 include:

- Focusing attention on how best to ensure the health of our village commercial centers through thoughtful, collaborative planning.
- Implementing actions recently identified in the City's Climate Action and Open Space and Recreation Plans.
- Reimagining our streets to function not only for automobile use but also as a resource for cyclists, pedestrians and outdoor dining and community gathering opportunities.
- Working in partnership with Inspectional Services on the successful roll-out of the new online permitting software system.

---

### Outcome 4

#### Plan for Newton's Future

---

FUND: 0001 - GENERAL FUND  
DEPARTMENT: 114 - PLANNING

CITY OF NEWTON BUDGET  
DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2018	ACTUAL 2019	ACTUAL 2020	ORIGINAL 2021	RECOMMENDED 2022	CHANGE 2021 to 2022
<b>PLANNING SUMMARY</b>						
51 - PERSONNEL SERVICES	1,381,077	1,578,291	1,505,303	1,593,060	1,743,850	150,790
52 - EXPENSES	160,132	94,346	121,431	151,800	289,300	137,500
58 - CAPITAL EXPENSES	15,140	998	42,981	25,000	25,000	0
57 - FRINGE BENEFITS	161,666	175,860	133,080	165,115	161,051	-4,064
<b>TOTAL DEPARTMENT</b>	<b>1,718,015</b>	<b>1,849,495</b>	<b>1,802,796</b>	<b>1,934,975</b>	<b>2,219,201</b>	<b>284,227</b>
<b>CONSERVATION</b>						
51 - PERSONNEL SERVICES	104,884	130,125	138,164	141,990	147,464	5,474
52 - EXPENSES	241	728	635	450	450	0
58 - CAPITAL EXPENSES	15,140	998	42,981	25,000	25,000	0
57 - FRINGE BENEFITS	1,639	2,109	2,210	2,293	2,340	47
<b>TOTAL CONSERVATION</b>	<b>121,904</b>	<b>133,960</b>	<b>183,991</b>	<b>169,733</b>	<b>175,254</b>	<b>5,521</b>
<b>PLANNING</b>						
51 - PERSONNEL SERVICES	1,039,285	1,201,463	1,118,553	1,182,799	1,319,604	136,805
52 - EXPENSES	137,966	78,187	117,207	132,200	260,200	128,000
57 - FRINGE BENEFITS	147,256	159,974	116,634	149,204	144,575	-4,629
<b>TOTAL PLANNING</b>	<b>1,324,507</b>	<b>1,439,623</b>	<b>1,352,393</b>	<b>1,464,203</b>	<b>1,724,379</b>	<b>260,176</b>
<b>ZONING BD OF APPEALS</b>						
51 - PERSONNEL SERVICES	43,106	45,214	50,889	53,224	54,782	1,558
52 - EXPENSES	1,303	2,209	1,376	2,250	2,000	-250
57 - FRINGE BENEFITS	609	624	704	772	794	23
<b>TOTAL ZONING BD OF APPEALS</b>	<b>45,017</b>	<b>48,047</b>	<b>52,969</b>	<b>56,245</b>	<b>57,576</b>	<b>1,331</b>
<b>ECONOMIC DEVELOPMENT</b>						
51 - PERSONNEL SERVICES	92,726	95,508	87,318	101,716	106,334	4,618
52 - EXPENSES	18,904	10,891	548	14,200	23,950	9,750
57 - FRINGE BENEFITS	1,398	1,422	1,257	1,475	1,542	67
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>113,028</b>	<b>107,821</b>	<b>89,123</b>	<b>117,391</b>	<b>131,826</b>	<b>14,435</b>
<b>HISTORICAL</b>						
51 - PERSONNEL SERVICES	101,077	105,980	110,380	113,332	115,666	2,334
52 - EXPENSES	1,718	2,332	1,665	2,700	2,700	0
57 - FRINGE BENEFITS	10,764	11,731	12,275	11,371	11,800	429
<b>TOTAL HISTORICAL</b>	<b>113,558</b>	<b>120,043</b>	<b>124,319</b>	<b>127,403</b>	<b>130,166</b>	<b>2,764</b>

FUND: 0001 - GENERAL FUND  
DEPARTMENT: 114 - PLANNING

CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL

	ACTUAL 2018	ACTUAL 2019	ACTUAL 2020	ORIGINAL 2021	RECOMMENDED 2022	CHANGE 2021 to 2022
<b>114 - PLANNING</b>						
<b>0111471 - CONSERVATION</b>						
<b>PERSONNEL SERVICES</b>						
511001 FULL TIME SALARIES	104,034	129,325	137,164	140,740	146,214	5,474
514001 LONGEVITY	0	0	0	750	750	0
515005 BONUSES	350	300	500	0	0	0
515102 CLEANING ALLOWANCE	500	500	500	500	500	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>104,884</b>	<b>130,125</b>	<b>138,164</b>	<b>141,990</b>	<b>147,464</b>	<b>5,474</b>
<b>EXPENSES</b>						
534100 POSTAGE	119	142	250	250	250	0
534200 PRINTING	0	0	206	0	0	0
542000 OFFICE SUPPLIES	122	99	179	200	200	0
546000 GROUNDS MAINT SUPPLIE	0	487	0	0	0	0
573000 DUES & SUBSCRIPTIONS	135	0	0	0	0	0
<b>TOTAL EXPENSES</b>	<b>376</b>	<b>728</b>	<b>635</b>	<b>450</b>	<b>450</b>	<b>0</b>
<b>FRINGE BENEFITS</b>						
57DENT DENTAL INSURANCE	121	225	225	234	202	-32
57MEDA MEDICARE PAYROLL TAX	1,519	1,884	1,985	2,059	2,138	79
<b>TOTAL FRINGE BENEFITS</b>	<b>1,639</b>	<b>2,109</b>	<b>2,210</b>	<b>2,293</b>	<b>2,340</b>	<b>47</b>
<b>CAPITAL EXPENSES</b>						
584100 GROUNDS IMPROVEMENT	15,140	998	42,981	25,000	25,000	0
<b>TOTAL CAPITAL EXPENSES</b>	<b>15,140</b>	<b>998</b>	<b>42,981</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>
<b>TOTAL CONSERVATION</b>	<b>122,039</b>	<b>133,960</b>	<b>183,991</b>	<b>169,733</b>	<b>175,254</b>	<b>5,521</b>



<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
--

		ACTUAL	ACTUAL	ACTUAL	ORIGINAL	RECOMMENDED	CHANGE
		2018	2019	2020	2021	2022	2021 to 2022
<b>0111475 - PLANNING</b>							
<b>PERSONNEL SERVICES</b>							
511001	FULL TIME SALARIES	966,079	1,127,067	1,028,267	1,002,927	1,183,317	180,389
511101	PART TIME < 20 HRS/WK	2,210	6,850	1,403	76,397	0	-76,397
511102	PART TIME > 20 HRS/WK	45,104	45,860	65,046	85,475	118,355	32,880
513010	REGULAR OVERTIME	14,418	8,984	8,835	10,000	10,000	0
514001	LONGEVITY	2,133	1,398	1,148	5,000	4,533	-468
514006	EXCEPTIONAL SVS PAY	129	0	0	0	0	0
515005	BONUSES	2,800	2,600	0	0	0	0
515006	VACATION BUY BACK	2,041	4,704	10,354	0	0	0
515102	CLEANING ALLOWANCE	4,500	4,000	3,500	3,000	3,400	400
<b>TOTAL PERSONNEL SERVICES</b>		<b>1,039,414</b>	<b>1,201,463</b>	<b>1,118,553</b>	<b>1,182,799</b>	<b>1,319,604</b>	<b>136,805</b>
<b>EXPENSES</b>							
524100	SOFTWARE MAINTENANC	1,597	2,737	0	3,000	2,500	-500
527400	RENTAL - EQUIPMENT	2,614	2,935	2,935	3,000	3,000	0
527500	RENTAL/LEASE - PROPER	0	240	0	20,000	0	-20,000
530100	CONSULTANTS	97,532	41,133	97,210	70,000	225,000	155,000
530204	APPRAISAL SERVICES	13,500	0	0	0	0	0
530209	PUBLIC MEETING EXPENS	6,340	2,958	269	4,000	2,500	-1,500
531900	TRAINING EXPENSES	454	1,100	0	4,500	2,500	-2,000
534010	TELEPHONE	428	470	308	500	500	0
534020	CELLULAR TELEPHONES	2,223	2,097	2,009	2,500	2,500	0
534100	POSTAGE	6,209	1,808	916	3,000	3,000	0
534200	PRINTING	8,990	11,212	6,731	8,000	8,000	0
534300	ADVERTISING/PUBLICATIO	503	828	545	1,000	1,000	0
542000	OFFICE SUPPLIES	1,998	3,665	1,589	3,000	2,500	-500
558500	COMPUTER SUPPLIES	1,087	0	0	450	450	0
571000	VEHICLE USE REIMBURSE	842	736	430	750	750	0
571100	IN-STATE CONFERENCES	1,340	1,100	1,094	1,500	1,500	0
572000	OUT-OF-STATE TRAVEL	3,753	3,461	1,847	5,000	2,500	-2,500
573000	DUES & SUBSCRIPTIONS	2,055	1,707	1,324	2,000	2,000	0
<b>TOTAL EXPENSES</b>		<b>151,466</b>	<b>78,187</b>	<b>117,207</b>	<b>132,200</b>	<b>260,200</b>	<b>128,000</b>
<b>FRINGE BENEFITS</b>							
57DENT	DENTAL INSURANCE	2,811	3,121	2,609	1,866	3,514	1,648
57HLTH	HEALTH INSURANCE	109,326	114,987	77,657	108,517	96,795	-11,722
57LIFE	BASIC LIFE INSURANCE	308	281	319	342	399	57
57MEDA	MEDICARE PAYROLL TAX	14,214	16,342	15,197	16,991	18,661	1,670
57OPEB	OPEB CONTRIBUTION	20,599	25,242	20,851	21,488	25,206	3,718
<b>TOTAL FRINGE BENEFITS</b>		<b>147,256</b>	<b>159,974</b>	<b>116,634</b>	<b>149,204</b>	<b>144,575</b>	<b>-4,629</b>
<b>TOTAL PLANNING</b>		<b>1,338,137</b>	<b>1,439,623</b>	<b>1,352,393</b>	<b>1,464,203</b>	<b>1,724,379</b>	<b>260,176</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
--

	ACTUAL 2018	ACTUAL 2019	ACTUAL 2020	ORIGINAL 2021	RECOMMENDED 2022	CHANGE 2021 to 2022
<b>0111476 - ZONING BD OF APPEALS</b>						
<b>PERSONNEL SERVICES</b>						
511001 FULL TIME SALARIES	42,756	44,914	50,889	52,224	53,782	1,558
514001 LONGEVITY	0	0	0	500	500	0
515005 BONUSES	350	300	0	0	0	0
515102 CLEANING ALLOWANCE	0	0	0	500	500	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>43,106</b>	<b>45,214</b>	<b>50,889</b>	<b>53,224</b>	<b>54,782</b>	<b>1,558</b>
<b>EXPENSES</b>						
534100 POSTAGE	206	654	533	1,000	750	-250
534300 ADVERTISING/PUBLICATIO	1,026	1,521	844	1,250	1,250	0
542000 OFFICE SUPPLIES	71	34	0	0	0	0
<b>TOTAL EXPENSES</b>	<b>1,303</b>	<b>2,209</b>	<b>1,376</b>	<b>2,250</b>	<b>2,000</b>	<b>-250</b>
<b>FRINGE BENEFITS</b>						
57MEDA MEDICARE PAYROLL TAX	609	624	704	772	794	23
<b>TOTAL FRINGE BENEFITS</b>	<b>609</b>	<b>624</b>	<b>704</b>	<b>772</b>	<b>794</b>	<b>23</b>
<b>TOTAL ZONING BD OF APPEALS</b>	<b>45,017</b>	<b>48,047</b>	<b>52,969</b>	<b>56,245</b>	<b>57,576</b>	<b>1,331</b>
<b>0111482 - ECONOMIC DEVELOPMENT</b>						
<b>PERSONNEL SERVICES</b>						
511001 FULL TIME SALARIES	92,726	95,508	76,430	101,716	106,334	4,618
511101 PART TIME < 20 HRS/WK	0	0	4,456	0	0	0
515006 VACATION BUY BACK	0	0	6,432	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>92,726</b>	<b>95,508</b>	<b>87,318</b>	<b>101,716</b>	<b>106,334</b>	<b>4,618</b>
<b>EXPENSES</b>						
530100 CONSULTANTS	10,000	0	0	0	10,000	10,000
534100 POSTAGE	0	4	0	200	200	0
534200 PRINTING	1,218	30	0	1,000	1,000	0
534300 ADVERTISING/PUBLICATIO	347	0	0	1,000	750	-250
542000 OFFICE SUPPLIES	914	121	119	500	500	0
571000 VEHICLE USE REIMBURSE	221	498	0	500	500	0
571100 IN-STATE CONFERENCES	225	218	238	500	500	0
571200 REFRESHMENTS/MEALS	241	0	0	500	500	0
572000 OUT-OF-STATE TRAVEL	0	1,170	0	0	0	0
573000 DUES & SUBSCRIPTIONS	5,739	8,850	190	10,000	10,000	0
<b>TOTAL EXPENSES</b>	<b>18,904</b>	<b>10,891</b>	<b>548</b>	<b>14,200</b>	<b>23,950</b>	<b>9,750</b>
<b>FRINGE BENEFITS</b>						
57LIFE BASIC LIFE INSURANCE	57	57	5	0	0	0
57MEDA MEDICARE PAYROLL TAX	1,341	1,366	1,252	1,475	1,542	67
<b>TOTAL FRINGE BENEFITS</b>	<b>1,398</b>	<b>1,422</b>	<b>1,257</b>	<b>1,475</b>	<b>1,542</b>	<b>67</b>
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>113,028</b>	<b>107,821</b>	<b>89,123</b>	<b>117,391</b>	<b>131,826</b>	<b>14,435</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
--

		ACTUAL	ACTUAL	ACTUAL	ORIGINAL	RECOMMENDED	CHANGE
		2018	2019	2020	2021	2022	2021 to 2022
<b>0111494 - HISTORICAL</b>							
<b>PERSONNEL SERVICES</b>							
511001	FULL TIME SALARIES	100,227	104,680	109,081	71,325	114,166	42,841
511101	PART TIME < 20 HRS/WK	0	0	298	40,106	0	-40,106
514001	LONGEVITY	0	500	500	1,400	1,000	-400
514006	EXCEPTIONAL SVS PAY	19	0	0	0	0	0
515005	BONUSES	350	300	0	0	0	0
515102	CLEANING ALLOWANCE	500	500	500	500	500	0
<b>TOTAL PERSONNEL SERVICES</b>		<b>101,096</b>	<b>105,980</b>	<b>110,380</b>	<b>113,332</b>	<b>115,666</b>	<b>2,334</b>
<b>EXPENSES</b>							
531400	REGIST/RECORDING FEES	0	0	0	100	100	0
534100	POSTAGE	1,600	1,570	1,428	1,600	1,600	0
534200	PRINTING	79	140	151	120	120	0
534300	ADVERTISING/PUBLICATIO	0	0	0	80	80	0
542000	OFFICE SUPPLIES	39	432	86	300	300	0
573000	DUES & SUBSCRIPTIONS	0	189	0	500	500	0
<b>TOTAL EXPENSES</b>		<b>1,718</b>	<b>2,332</b>	<b>1,665</b>	<b>2,700</b>	<b>2,700</b>	<b>0</b>
<b>FRINGE BENEFITS</b>							
57DENT	DENTAL INSURANCE	216	225	225	234	202	-32
57HLTH	HEALTH INSURANCE	5,921	6,404	6,660	6,926	7,203	277
57MEDA	MEDICARE PAYROLL TAX	1,388	1,465	1,511	1,643	1,677	34
57OPEB	OPEB CONTRIBUTION	3,239	3,637	3,879	2,568	2,718	150
<b>TOTAL FRINGE BENEFITS</b>		<b>10,764</b>	<b>11,731</b>	<b>12,275</b>	<b>11,371</b>	<b>11,800</b>	<b>429</b>
<b>TOTAL HISTORICAL</b>		<b>113,578</b>	<b>120,043</b>	<b>124,319</b>	<b>127,403</b>	<b>130,166</b>	<b>2,764</b>
<b>TOTAL PLANNING</b>		<b>1,731,798</b>	<b>1,849,495</b>	<b>1,802,796</b>	<b>1,934,975</b>	<b>2,219,201</b>	<b>284,227</b>