

## **2022 Docket and circulating items by substantive category**

**D R A F T 1/2**

NOTE: items without docket numbers not yet accepted onto the docket.

1/18/22

### **Zoning ReDesign: Village Centers**

- #38-22 Discussion and review relative to the draft Zoning Ordinance regarding village centers (see detail in Draft calendar)
- #42-22 Citizens petition to amend the village center district

### **Housing Choice – MBTA Communities**

- #39-22 Requesting discussion on state guidance for implementing Housing Choice Bill**  
\*\*\*\*\* Brief City Council  
\*\*\*\*\* Create Action Plan

### **Housing Ordinances & Amendments**

- \*\*\*\*\* Periodic Updates on establishing the Municipal Housing Trust
- #44-22 Request for discussion regarding city plans for housing
- #45-22 Request for discussion relative to increasing the number of inclusionary units
- #46-22 Request for discussion relative to single-family attached dwellings
- #47-22 Requesting annual updates on Newton’s Subsidized Housing Inventory (SHI)
- #43-22 Review definition and Ordinance Amendment of Two Family detached

### **Sustainability/ Environmental Amendments – Climate Action Plan**

- #48-22 Requesting an update on the status of implementing the Climate Action Plan**  
ZAP and Public Facilities committees

#### Energy Performance standards

- #85-22 Ordinance to include renovations and reduce compliance threshold re SP#5
- #50-22 Commercial energy use reporting & reduction ordinance (BERDO)
- \*\*\*\*\* Residential energy use reporting Ordinance program
- #84-22 Ordinance tying 1&2 DU size to building energy performance & electrification
- #49-22 Zoning amendment to require solar system installation
- #51-22 Request for energy efficiency analysis during construction  
(ZAP and Public Facilities committees)

#### Clean Energy Standards

- #52-22 Ordinance amendments re EV charging stations on private property/ ads
- #83-22 Ordinance amendment re SP criteria re quantity of EV stations required

#### Stormwater management (also see development standards)

- \*\*\*\*\* Update placeholder align with engineering ordinance  
(ZAP and Public Facilities)

#### Landscaping

- #54-22 Request for discussion on zoning to support native plants and pollinators

**2022 Docket and circulating items by substantive category**

**D R A F T 2/2**

*NOTE: items without docket numbers not yet accepted onto the docket.*

**1/18/22**

**Economic Development ZO Amendments**

- #40-22 Request for discussion relative to existing small businesses and new development
- #41-22 Requesting a discussion on how “last mile” delivery services should be regulated
- #113-22 Request to amend the zoning ordinance to temporarily permit outdoor dining in private parking areas

**Historic Preservation Ordinances**

- #53-22 Requesting an ordinance to require documenting existing conditions of landmarked buildings prior to permitting
- #57-22 Request for discussion relative to demolition of existing homes in Newton

**Master Planning Projects**

- \*\*\*\*\* Ordinance to create a mechanism for a hospital zone, requiring a master plan

**Development Standards/ Other**

Stormwater related/ landforms/ measuring rules

- #55-22 Requesting a discussion with Planning staff re grading, retaining walls, etc.
- #56-22 Request for Ordinance requiring topographic data prior to ISD permitting
- \*\*\*\*\* Updates to the sign ordinance (w/ UDC, Land Use)
- \*\*\*\*\* Updates to the Fence Ordinance

Enforcement Issues

- #58-22 Request for a discussion with ISD regarding noise ordinance Compliance
- #59-22 Request for discussion with ISD regarding special permit compliance
- #72-22 Discussion w/ Police, DPW and ISD on sidewalk obstructions
- ZAP, PF and Public Safety/ Transportation committees
- #60-22 Community Preservation Committee Annual Update to City Council

Colleagues,

This is a DRAFT that I prepared in anticipation of our calendar discussion – and to help organize items that are and may be before the ZAP committee this term, by substantive area. I have included everything I am aware of here – there may well be more ideas out there. So that you may cross reference with the full list of docket items so far docketed, the 2022 Docket follows.

See you Monday night,  
Deb Crossley,  
Chair, Zoning & Planning committee



Ruthanne Fuller  
Mayor

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Barney S. Heath  
Director

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## STAFF MEMORANDUM

DATE: February 3, 2022

TO: Newton Planning and Development Board

FROM: Valerie Birmingham, Chief Preservation Planner

SUBJECT: **206-208 Concord St, Local Landmark Nomination**

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### Background

On October 4, 2021, the Newton Historical Commission (NHC) received a local landmark nomination for the address at 206-208 Concord Street. The NHC took up the nomination at its December 23, 2021 hearing and unanimously voted to accept the nomination and direct staff to conduct further study of the property. The NHC is scheduled to vote on the designation of the property at its upcoming February 24, 2022 hearing. Staff is currently working on the local landmark report in preparation for that hearing.

Established in 1993 under City Ordinance Chapter 22, Sections 22-60 through 22-75, Newton's Local Landmark Ordinance authorizes the NHC to designate individual properties as Newton Landmark Preservation Sites. The Landmarks Ordinance in the City of Newton provides the highest level of protection for properties determined to be the most architecturally or historically significant in the city. Under the Landmarks program, the Newton Historical Commission identifies buildings, structures, landscapes, and places, which define the historic character of the city and have, over time, helped to establish a sense of place.

The Mayor, property owners, members of the City Council, the Director of Planning and Development or the Commissioner of Inspectional Services may, along with one member of the NHC, nominate properties as landmarks. Landmarks are designated at a public hearing of the NHC after a 3/4 vote of the Commission.

### Architectural Description

Located in a suburban neighborhood in Newton Lower Falls across from the Charles River, the property is narrow and deep with a driveway running across the southwestern side.



Assessor's Map of 206-208 Concord Street

206-208 Concord Street is a two and half story vernacular Federal style building consisting of a symmetrical main block. The two-family residence is 6 bays wide and 2 bays deep, with a field stone foundation and a side gabled asphalt roof. Two hip roofed dormers, each with a pair of double hung windows, extend symmetrically from the front slope. The left side unit still retains 4/1 wood windows in the dormer and 2/1 wood windows on the first and second floor. The right-side unit's windows have been replaced with 1/1. The siding, trim, and shutters have been recently replaced in 2021. There are two front entrances at either end of the building, and the doors, which feature a rectangle lite at the top, were also replaced and installed in 2021. Three concrete steps lead from the front entrances to a straight walkway to the sidewalk.

As is typical for a building of its age, several additions were added to the building over time. An 1880 birdseye map shows a shed roofed rear addition that was one story two by six bays and protrudes past the northwestern end of the building with a brick exterior chimney later added. This large rear addition was likely constructed between 1874 and 1880 according to atlases. Further, this addition was later expanded with a gable end roofed with a brick chimney over the southeastern end of the ell. A one story one by three bay addition was then added to the northwestern end between 1880 and 1886.

1880 Birdseye



Cropped image taken from 1880 Leventhal Map of Newton Lower Falls of the rear side of 206-208 Concord Street

### **Significance of the Property**

The two-family structure was constructed c. 1830 by Daniel Kingsbury. Kingsbury, a local house wright, was listed as residing on the street according to the 1830 census, and Kingsbury is listed as the owner on the 1831 town map. According to records, Daniel and his brother Asa, also constructed the abutting house at 198-200 Concord Street between 1828 and 1830, in which Asa resided, as well as 186 Concord Street. The property at 206-208 Concord Street was sold to Luther and Zenas Crane, brothers and paper manufacturers, in 1843.

The Crane family has a long and highly significant history in the paper making trade, which continues today with the nationally known Crane paper company, with headquarters and its museum located in Dalton MA. The notable company was first started by Zenas Marshall Crane, the uncle of Luther and Zenas Crane, in 1801. Zenas Marshall Crane's father, Stephen Crane Sr., who served in the Revolutionary War and died in 1778, was associated with and lived close to the first paper mill in New England, the Liberty Paper Mill in Milton, MA. Accounts report that his sons, Stephen Crane Jr. and Zenas Marshall Crane learned the trade at a young age in that mill. Stephen Crane Jr. and his wife Susannah, and their children, moved to Newton Lower Falls in the last decade of the 18<sup>th</sup> century and in 1793, Crane came into an agreement with Edward Jackson, William Hoogs, Francis Wright and Joseph Greene to build a set of paper mills on the Needham side (now part of Wellesley) of Lower Falls. The mills were constructed, and paper began being made the following year in 1794. Stephen Crane Jr. was not associated long with the mill as his interest in the property was sold to the others in 1796. Numerous reports dating as far back to 1899, state that Zenas Marshall Crane, who was eleven years his brother's younger, came to work with and continue to learn the trade from his older brother in his Lower Falls mill before heading west in 1799. Zenas Marshall Crane's still in existence prominent company became notable early on for manufacturing bank notes for the U.S. Government

and Crane patented a process to incorporate silk threads into the paper to make counterfeiting difficult. Today, Crane Currency in Dalton still makes all of the paper for US currency.

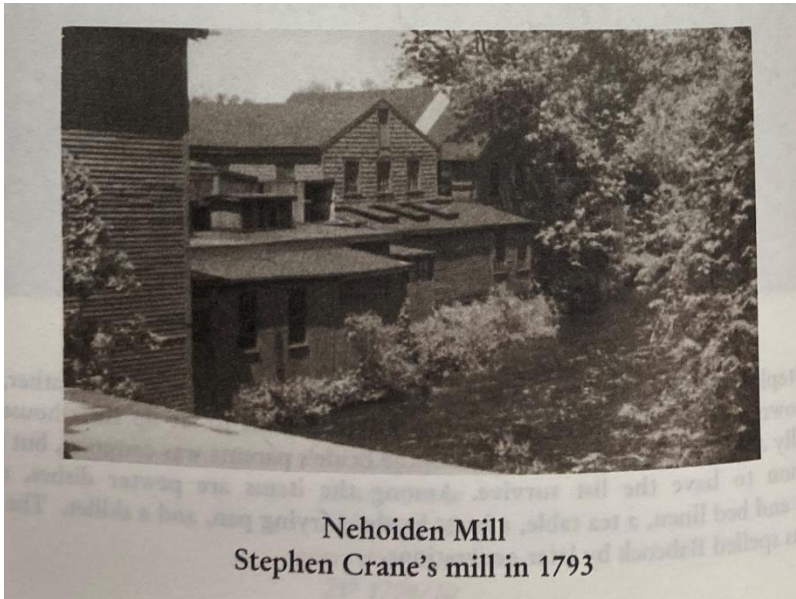


Image taken from *The Crane Family of Dalton, Massachusetts: Descendants of Zenas Crane and his descent from Henry Crane of Milton, Massachusetts*, by Joseph Boardman Greene, John Kitteridge, and Judith Hill Kittredge, 2005 edition

Stephen Crane Jr. remained in Lower Falls and his sons, Zenas (b. 1802) and Luther (b. 1805) were born in Newton. Prior to his death, Stephen Crane Jr. was a founder of St. Mary's Church in Newton Lower Falls, which was consecrated in 1813 and located close to 206-208 Concord Street; further, the Crane family has a crypt in the cemetery. Stephen Crane Jr. died in 1820, but his sons, Charles, Zenas and Luther would continue in the paper making business, which they had undoubtedly learned from their father and relatives. Archival records keep the family close to Lower Falls for decades and they continued to have a role in the development of the paper industry in the area, on both sides of the river. Luther owned a share of the Thomas Rice Paper Mill in Needham Lower Falls from 1831 to 1835, and the following year Zenas and Luther jointly purchased a paper mill on Longfellow's Pond in Needham (this area is now Wellesley).

Zenas married Rebecca Bassett of Dalton in 1832 in St. Mary's Church. Luther married Sarah Kingsbury in 1840, and staff is still searching for a possible direct connection between Sarah and Daniel and Asa Kingsbury. As previously noted, Zenas and Luther purchased the property in Lower Falls at 206-208 Concord Street in 1843, and shortly thereafter in 1846 Zenas died. Zenas' widow Rebecca, and their three children, Eliza, Cornelia and Zenas Allen would continue to reside in the two-family house for decades and are noted on atlases, census records and directories at the address. Luther, who died in 1874, and his family relocated at some point to Cambridge, MA, though continued to have ownership in the Concord Street house. While residing at 206-208 Concord Street, the Crane family had boarders who worked at or were associated with the nearby paper mills, as would have been typical. Staff is still working to determine how often this occurred throughout the decades, but according to the 1855 census, two gentleman in their early twenties, Joseph and Walter Foster, listed as paper makers, are residing at the dwelling. Room and board were often included in the salary package for workers in paper mills and local women were paid by the mills for this service.

The property at 206-208 Concord Street remained in the Crane family until 1884 when it was sold by Alma Reaves, the daughter and only living heir of Luther, to Joseph Lambert. Rebecca Crane is still listed in the 1884 directory as residing in the house, so it is presumed she died around this time.

Stephen Crane Jr.'s 1793 relocation to the area was likely associated with the growing industry in Lower Falls and his family's history with the trade. Paper production emerged as the village's leading industry in the early years of the 19<sup>th</sup> century given its location next to the Charles River. The village's first paper mill, the Ware Papermill, located at 2276 Washington Street, was constructed in 1790 and still stands today. The building was designated a Local Landmark by the NHC in 2000. Paper mills were evident on both sides of the river, and by 1816, (9) paper mills had been set up in the area. By 1823, due to the increased success of the paper making industry, population increased to 405, and by 1831, the Crehore, Hurd and Curtis mills alone employed over 70 men and women, and was likely the largest industry at the time in Newton. According to the survey form on file with the state for the Lower Falls National Register Historic District, "By the end of the 19<sup>th</sup> century, with most of the mills no longer operating or in limited production, new construction had all but ceased...Lower Falls today is a shadow of its 19<sup>th</sup> century activity. The construction of the circumferential highway in the 1950s effected considerable change. Coupled with Urban Renewal programs of the 1970s, the village has been radically altered by the demolition of mill owners' and laborers' houses, a church and schools." 206-208 Concord Street remains an intact example of building stock directly related to the history of the paper industry in Lower Falls and has a direct connection to members of the Crane family, which as previously eluded to was essential in the development of paper manufacturing in the country.



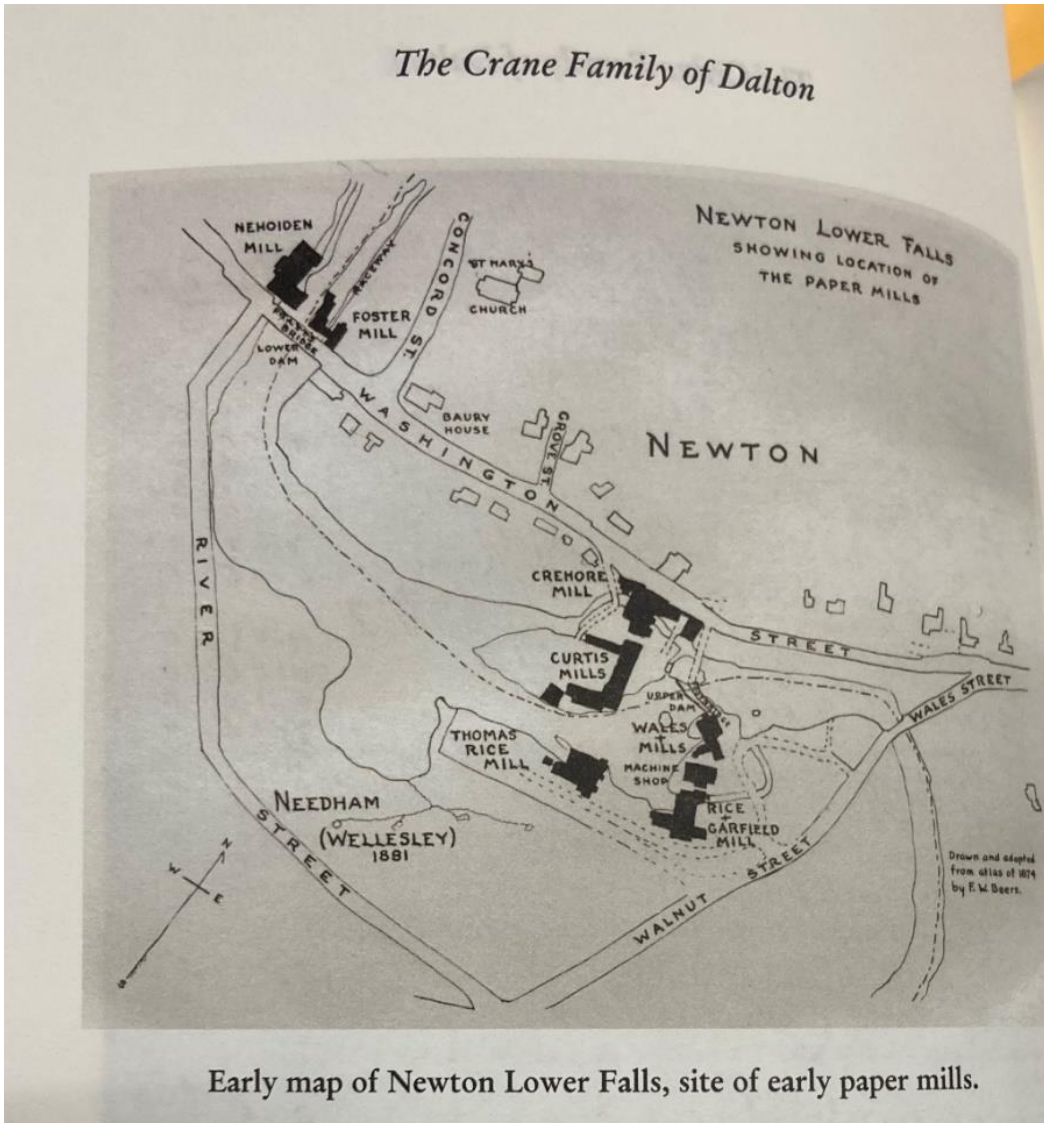


Image taken from *The Crane Family of Dalton, Massachusetts: Descendants of Zenas Crane and his descent from Henry Crane of Milton, Massachusetts*, by Joseph Boardman Greene, John Kitteridge, and Judith Hill Kittredge, 2005 edition





Photograph of the façade of 206-208 Concord Street



Photograph of the right side elevation and façade of 206-208 Concord Street

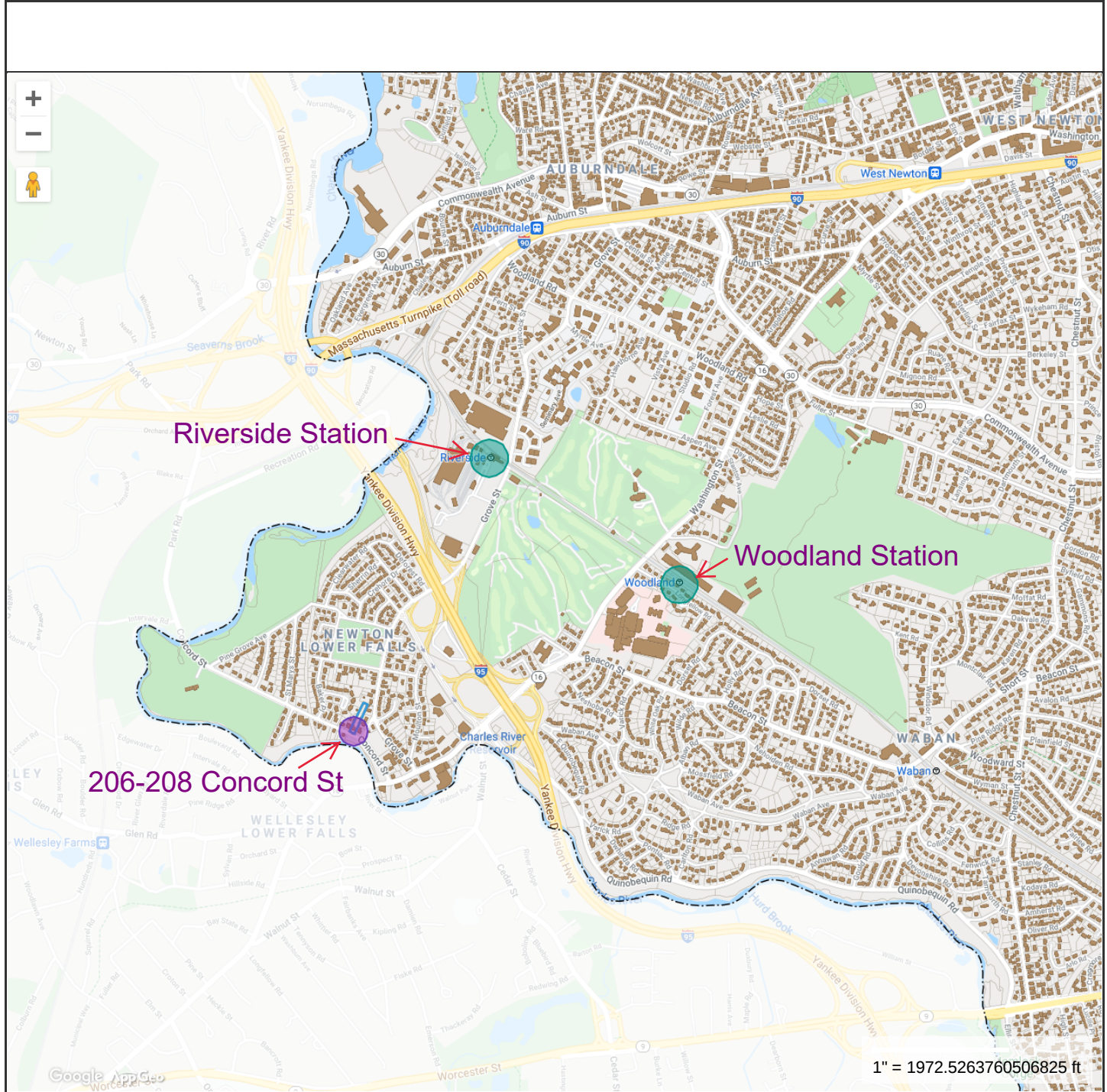


Photograph of the left side of 206-208 Concord Street



Google Earth image of the rear of 206-208 Concord Street





1" = 1972.5263760506825 ft

**Property Information**

Property ID 42029 0003  
 Location 206-208 CONCORD ST  
 Owner KANE BUILT INC



**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

City of Newton, MA makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 06/29/2021  
Data updated 11/14/2018

Print map scale is approximate. Critical layout or measurement activities should not be done using this resource.



Ruthanne Fuller  
Mayor

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Barney S. Heath  
Director

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**STAFF MEMORANDUM**

**DATE:** February 4, 2022

**TO:** Peter Doeringer, Chair, Planning & Development Board  
Members of the Planning & Development Board

**FROM:** Barney Heath, Director, Department of Planning and Development  
Cat Kemmett, Planning Associate

**RE:** 206-208 Concord St, Local Landmark Nomination

**MEETING:** February 7, 2022

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**Overview**

206-208 Concord St, a residential structure in Newton Lower Falls, received a local landmark nomination on October 4, 2021. For a comprehensive assessment of the historical and architectural context of the building, please see the staff memo from the Chief Preservation Planner dated February 3.

The Planning and Development Board is authorized under Newton's Landmark Ordinance [Section 22-64 (d)] to make recommendations to the Newton Historical Commission regarding properties that have been nominated for landmark designation. The role of the Board in making such a recommendation is to evaluate "the relationship of the proposed designation to the City's adopted policies and plans and the effect of the proposed designation on the surrounding area." In addition, the Board "shall also make recommendations regarding any other planning considerations relevant to the proposed designation."

**Site Context**

Newton Lower Falls is one of the smaller villages in the city. The majority of residential predominance, but also contains a small village center, commercial areas, and a community center. According to the Pattern Book, 86% of the total residential square footage in Lower Falls consists of detached single family units, with the remaining 14% being a mix of attached single family units and small-scale multifamily projects.<sup>1</sup> A two-story residential structure, 206-208 Concord fits in with the predominantly residential character of its surrounding parcels.

206-208 Concord is sited in close proximity to the Charles River and local amenities and sites of interest including Hamilton Field, Echo Falls Preschool, and the Lower Falls Community Center.

The Woodside MBTA Station is approximately 0.9 miles from the site, and the Riverside stop is about 0.75 miles away. Should City Council adopt any zoning changes in the future to respond to the new requirements for multi-family zoning for MBTA Communities<sup>2</sup>, it is possible some parts of Lower Falls could be impacted.

### **City Planning Policies and Strategies**

#### Comprehensive Plan

Newton's Comprehensive Plan categorizes Newton Lower Falls as a "local center" containing or expected to contain 100,000 or more square feet but not as much as 500,000 square feet of commercial floor area.<sup>3</sup>

Historic preservation of culturally and historically significant structures is a priority in the Comprehensive Plan, discussed in depth in Section 9, Cultural Elements. However, the plan also states that, "historic preservation cannot be justified or sustained, either economically or politically, if it is seen as competing with other land use and planning goals."<sup>4</sup>

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<sup>1</sup> [Newton Pattern Book](#), page 142

<sup>2</sup> [Multi-Family Zoning Requirement for MBTA Communities](#)

<sup>3</sup> [Newton Comprehensive Plan](#), page 3-25

<sup>4</sup> [Newton Comprehensive Plan](#), page 9-11

Cat Kemmett  
Planning Associate  
Planning and Development Board  
City of Newton

February 4, 2022

Ms. Kemmett and Members of the Planning and Development Board,

I am writing to request that you vote to recommend landmark status for the building at 206-208 Concord Street in Newton Lower Falls. Known as the "Zenas Allen Crane House" this property has historic, architectural, and social/cultural significance.

Historically, the Crane family played a key role in the development of the paper making industry not only in Newton Lower Falls, but throughout the Commonwealth of Massachusetts. Remarkably, the Crane Paper Company continues to impact the development and manufacture of currency paper throughout the world today.

Architecturally, the house is one of three existing structures built around 1830 in this block of Concord Street. 206-208 Concord Street occupies a site roughly equivalent to that on which it was built. It sits just across a driveway from 198-200 Concord Street, another two-family home constructed in 1830, possibly by the same housewright. Within view of St. Mary's Church and burying ground, this property and its historic neighbors represent a fragment of a village streetscape from the mid-19<sup>th</sup> century.

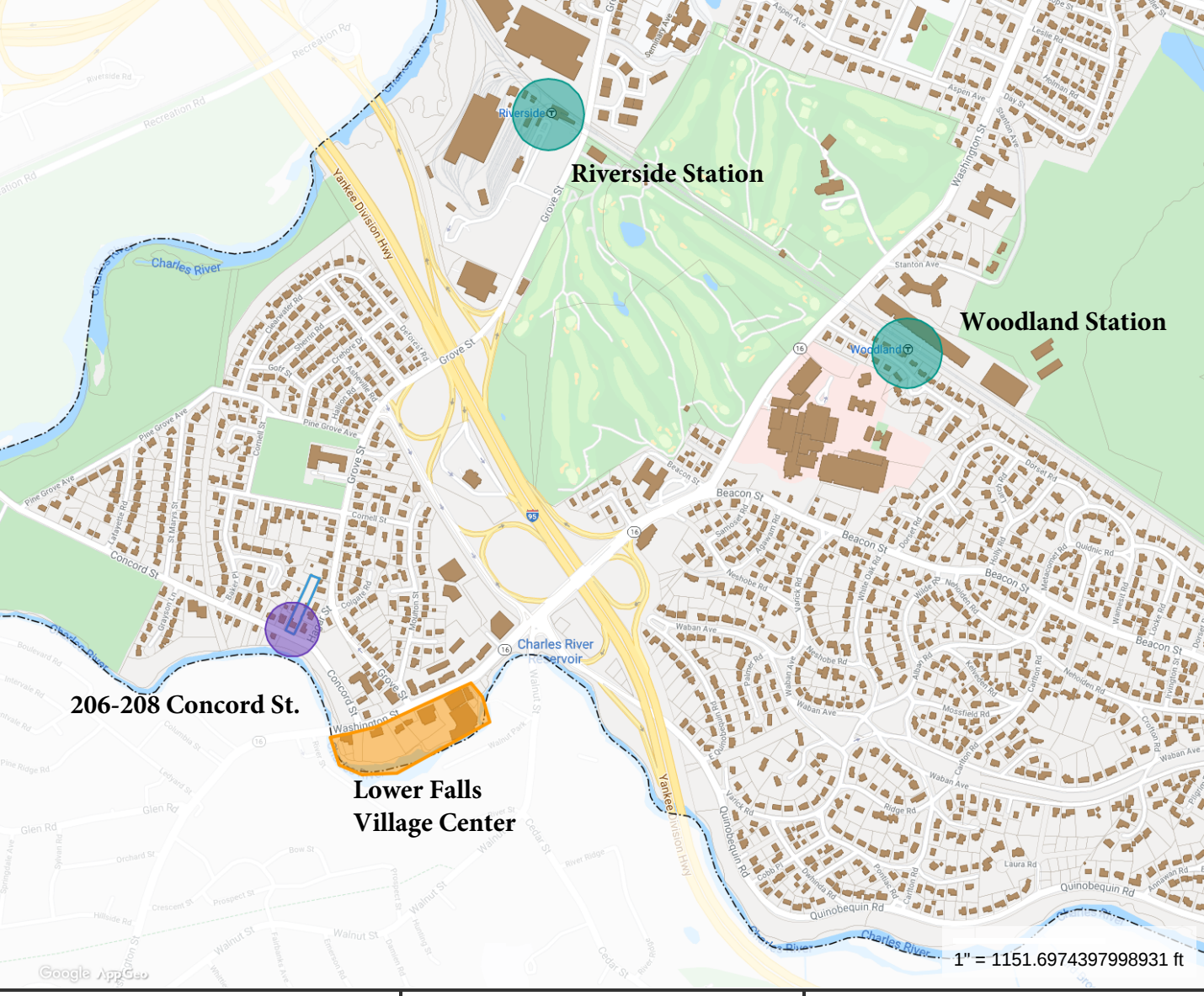
Socially and culturally, 206-208 Concord Street is a simple example of the type of structure that was home to the working people of its time. Once a 19<sup>th</sup> century boarding house, 206-208 Concord also highlights a woman's role in the life of a typical mill village as embodied by Rebecca Crane, who lived in one half of this property and supported herself by taking in boarders following her husband's death.

Newton Lower Falls has a unique and interesting back story, but unfortunately much of the structural evidence of its history as one of Newton's earliest villages has been lost. 206-208 Concord Street presents an opportunity for thoughtful development of one of our older properties along an historic streetscape. I hope you will vote to recommend for landmark designation.

Thank you for your consideration.

Tori Zissman  
8 Swallow Drive, Newton





**Riverside Station**

**Woodland Station**

**206-208 Concord St.**

**Lower Falls  
Village Center**

1" = 1151.6974397998931 ft



# Multi-Family Zoning Requirement for MBTA Communities

## Overview

# Multi-Family Zoning Requirement for MBTA Communities

An MBTA community shall have at least one zoning district of **reasonable size** in which multi-family housing (3+ units) is permitted as of right and meets other criteria set forth in the statute:

- Minimum gross density of 15 units per acre
- Not more than ½ miles from a commuter rail station, subway station, ferry terminal or bus station, if applicable
- No age restrictions
- Suitable for families with children

# DHCD December 2021 Draft Guidelines

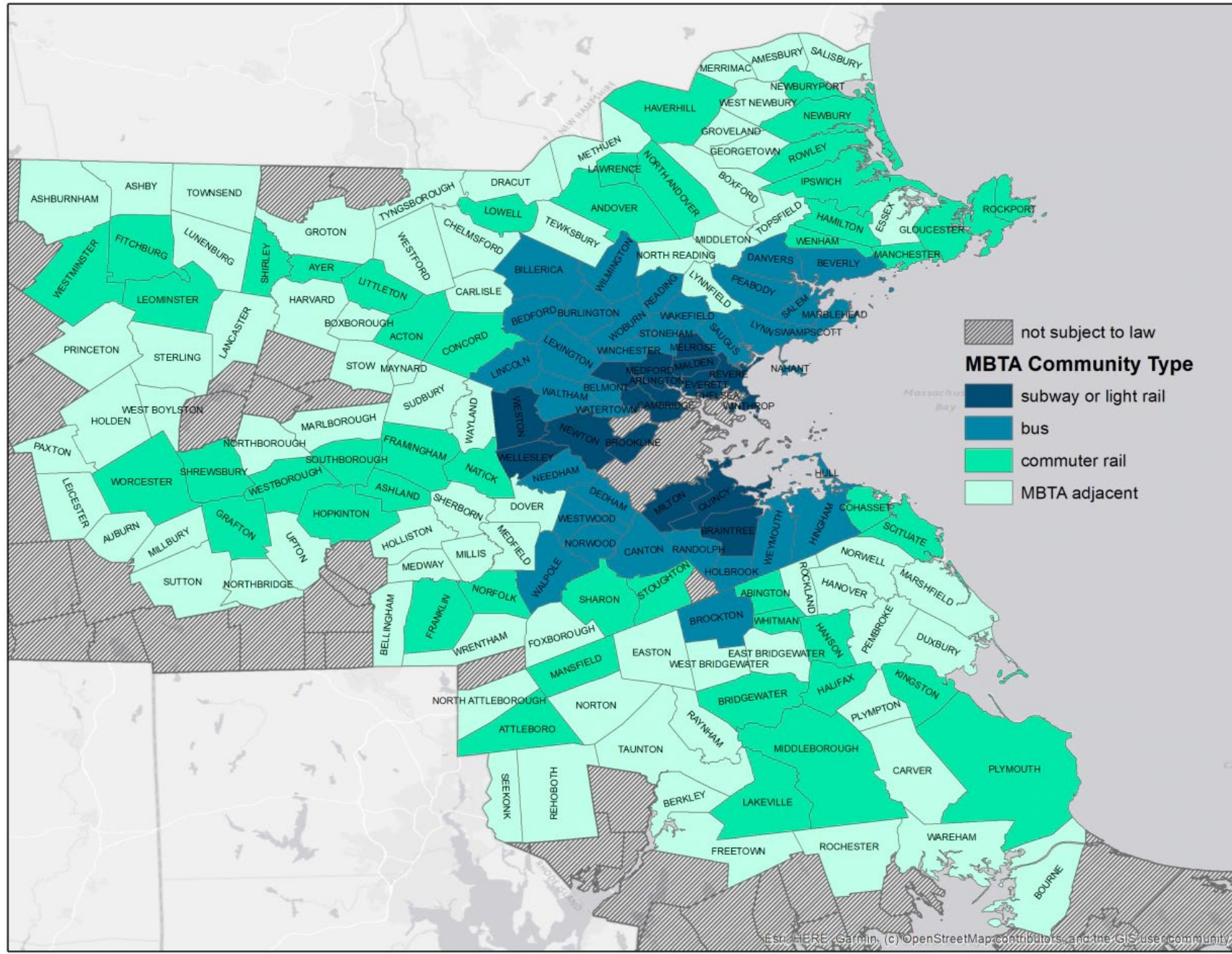
New guidelines define reasonable size as both a minimum land area and a unit capacity:

- Multi-family districts must comprise at least 50 acres
- An overlay district is acceptable as long as at least one area is at least 25 contiguous acres of land and all other areas at least 5 contiguous acres
- At least half of the zoning district must be within ½ mile of a transit station
- Unit capacity is set as a percentage of community's housing units
- Unit capacity percentage varies based on level of transit service



# MBTA Community: unit capacity

Percentage of housing stock:  
Subway/light rail: 25%  
Bus: 20%  
Commuter rail: 15%  
MBTA adjacent: 10%



Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community

# Minimum Multifamily Unit Capacity

Municipality	MBTA Community Type	2020 Housing Units	Multifamily Unit Capacity
Needham	bus	11,891	2,378
Newton	subway/light rail	33,320	8,330
Watertown	bus	17,010	3,402
Wellesley	subway/light rail	9,282	2,321

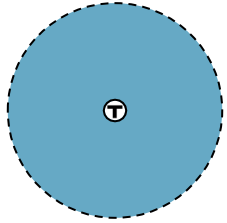
**Unit Capacity:** means an estimate of the total number of multi-family housing units that can be developed as of right within the multi-family district. **It does not take into account built or approved units.**



# What happens if you don't comply?

An MBTA community that fails to comply with this section shall not be eligible for funds from: (i) the Housing Choice Initiative as described by the governor in a message to the general court dated December 11, 2017; (ii) the Local Capital Projects Fund established in section 2E of chapter 29; or (iii) the MassWorks infrastructure program established in section 63 of chapter 23A. DHCD may, in its discretion, take non-compliance into consideration when making other discretionary grant awards.

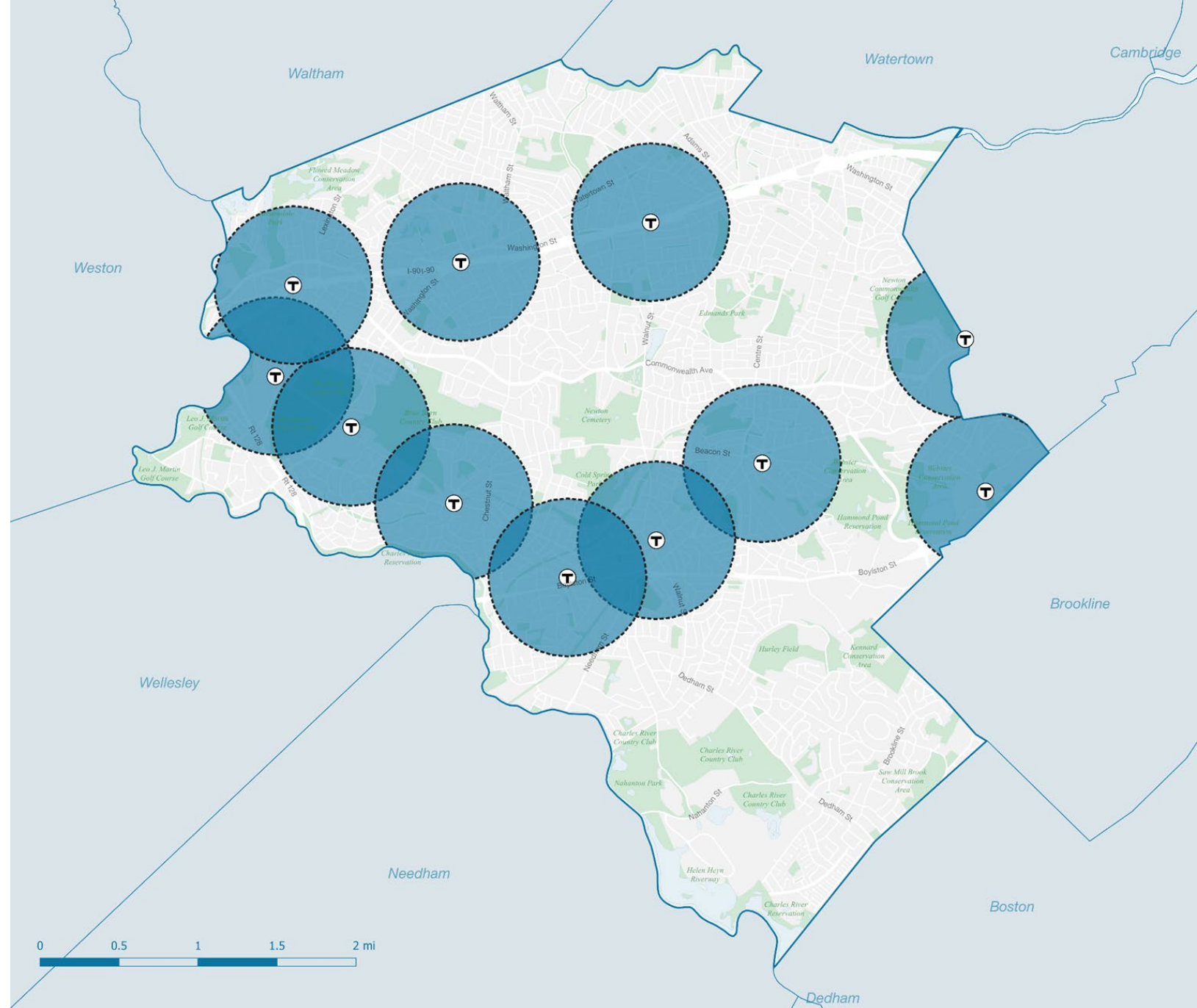
# 4,340 acres



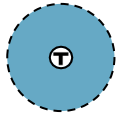
1/2 mile around  
transit stop

Newton **does not** need to rezone all land within 0.5 miles of transit to comply.

Many transit stops allow for greater flexibility to comply.

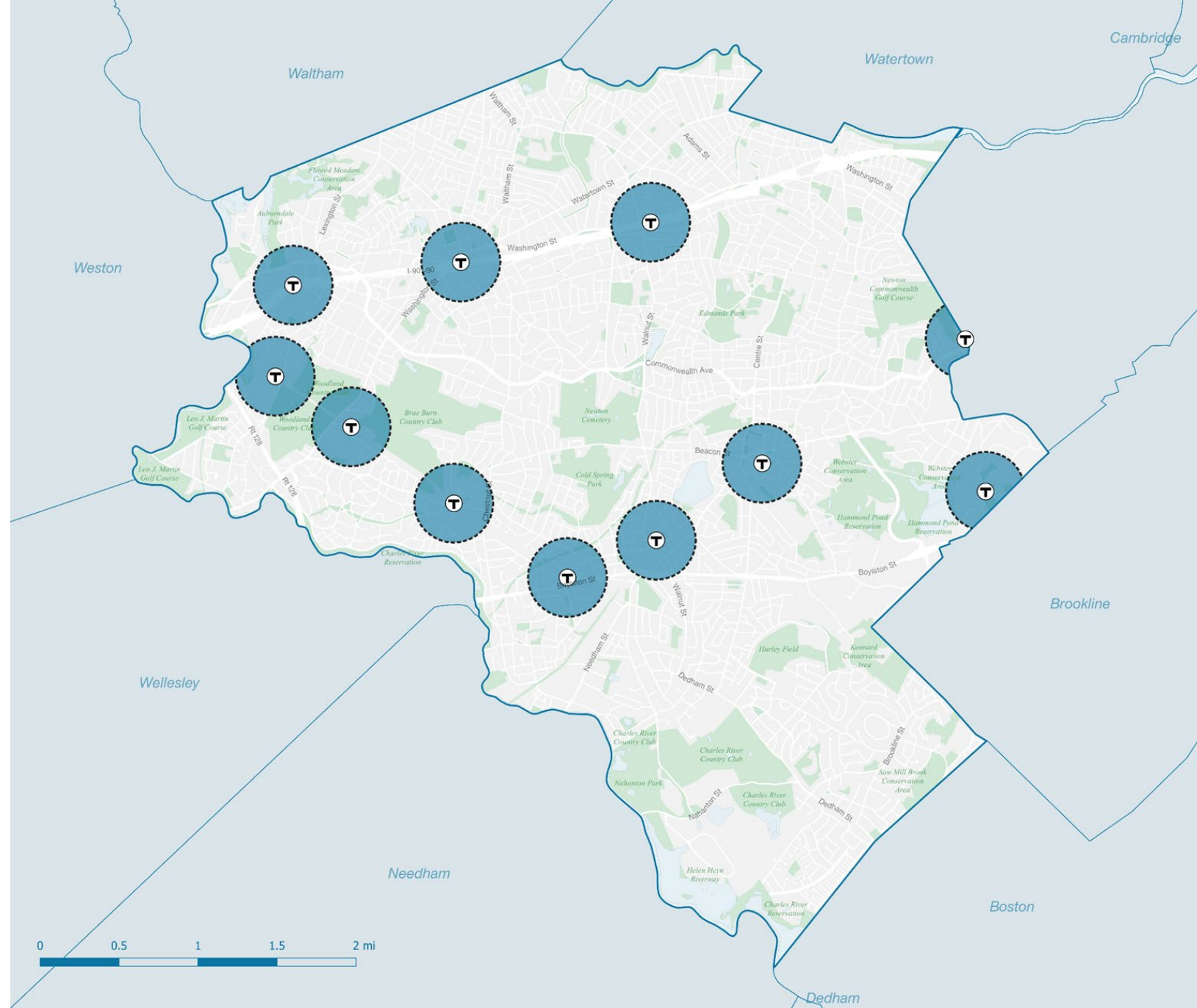


# 1,260 acres



1/4 mile around transit stop

Even within 0.25 miles, Newton has more land than is needed for compliance.



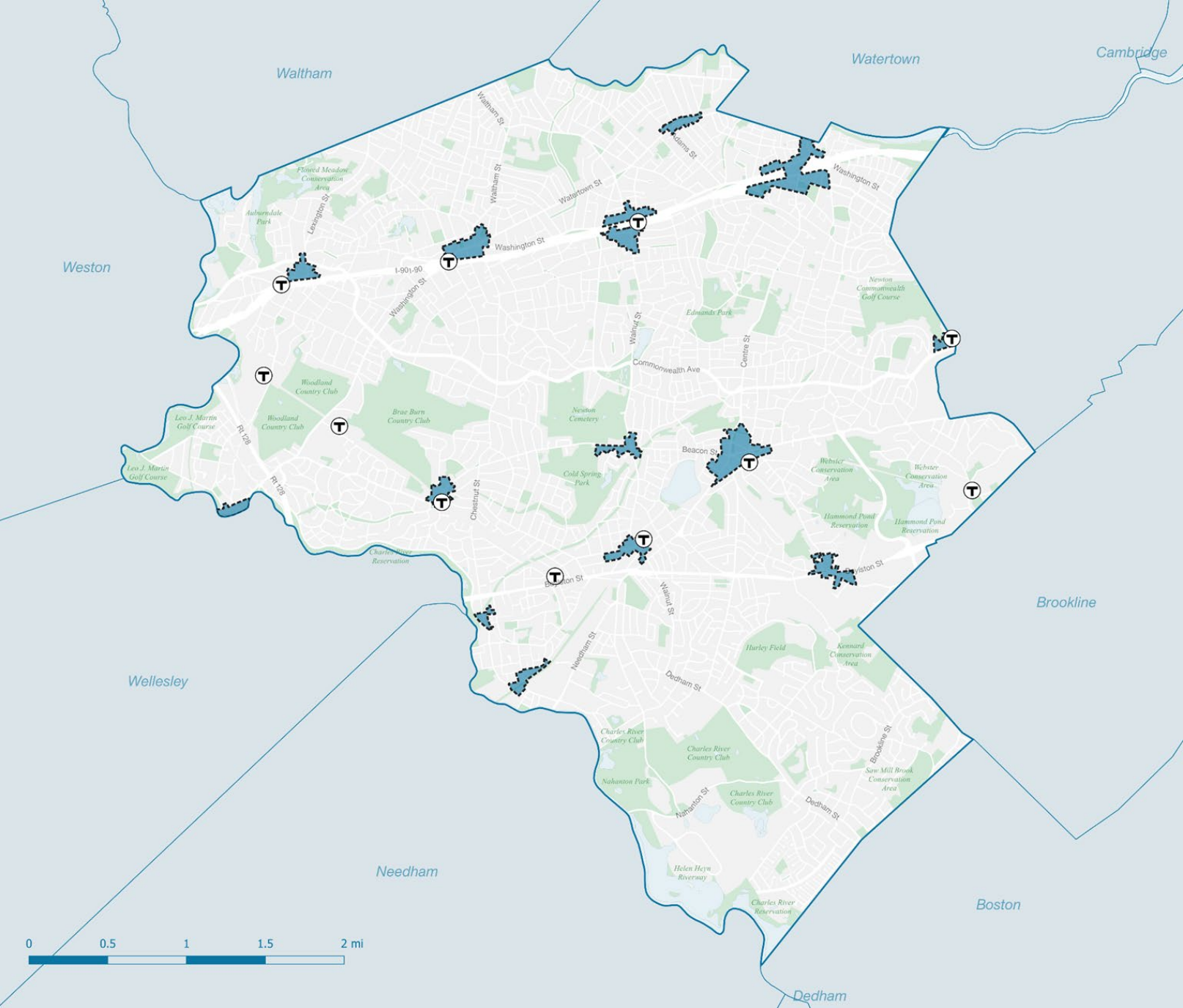


# 240 acres



Village Center boundaries from pattern book

Hypothetically, allowing multi-family within the village centers only could bring Newton into compliance.



# 25\* units per acre

Category: 3-9 units

Building Type: Triplex

## 10-12 Mechanic St.



Year built	1850
Lot size (acres)	0.12
# of units	3



\*Disclaimer: this represents the density at the lot scale. District-wide gross density includes public rights-of-way and open spaces and will be lower.

Source: Newton Assessor's Database



# 62\* units per acre

Category: 25+ units

Building Type: Apartment building

## 457 Washington St.



Year built	1920
Lot size (acres)	0.26
# of units	16



\*Disclaimer: this represents the density at the lot scale. District-wide gross density includes public rights-of-way and open spaces and will be lower.

Source: Newton Assessor's Database



# Key Dates

1. March 31, 2022 - State public comment period ends
2. May 2, 2022 – City Council must be briefed\*
3. Summer 2022 - Finalized guidance from the State
4. December 31, 2022 - Action Plan must be submitted to DHCD\*
5. March 31, 2023 - Action Plan must be approved by DHCD\*
6. December 31, 2023 - Compliant multi-family zoning district must be adopted\*

\*Required in order to stay in compliance

## More info:

<https://www.mass.gov/info-details/multi-family-zoning-requirement-for-mbta-communities>

<https://www.newtonma.gov/government/planning/plans-policies-strategies/multi-family-zoning-requirement-for-mbta-communities>

## PLANNING & DEVELOPMENT BOARD MEETING MINUTES

January 3, 2022



Ruthanne Fuller  
Mayor

Barney Heath  
Director  
Planning & Development

Cat Kemmett, Planning  
Associate

### Members

Peter Doeringer, Chair  
Kelley Brown, Member  
Sudha Maheshwari, Member  
Jennifer Molinsky, Member  
Chris Steele, Member  
Kevin McCormick, Member  
Barney Heath, Planning  
Director *ex officio*  
Lee Breckenridge, Alternate

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### Members Present:

Peter Doeringer, Chair  
Kelley Brown, Vice-Chair  
Jennifer Molinsky, Member  
Sudha Maheshwari, Member  
Chris Steele, Member  
Kevin McCormick, Member  
Barney Heath, *ex officio*  
Lee Breckenridge, Alternate

Also Present: Councilor Wright

### Staff Present:

Cat Kemmett, Planning Associate

Meeting held virtually by Zoom Meeting

### 1. Zoning Redesign Updates

#### Zoning Redesign

Director Heath gave an update on the status of Zoning Redesign updates for Village centers. He said that staff anticipate a number of updates in the coming year to work through with the Board and ZAP. Ms. Kemmett said that staff are continuing to work with Utile on the next step of Zoning Redesign, which will include a deeper dive into potential tools for the city to consider achieving the changes prioritized through the quantitative analysis and community engagement thus far.

The first meeting ZAP meeting of the year will be on January 10, focusing on the calendar and identifying priorities for the coming year. The Village Center zoning discussion will be at the top of the agenda, and it is likely that a number of zoning items will be taken up and advanced separately as well.

One such item that will probably be split off and advanced quickly is updates to sustainability measures. City Council President Albright has expressed interest in forming a working group to evaluate potential changes, some zoning related, to improve sustainability rules and best practices. The exact parameters for this group have not yet been determined, but staff will provide updates as they are available.

Other potential zoning changes that are on the table include updates to the Sign Ordinance and Fence Ordinance, and discussion of creating a hospital zone.

#### MBTA Communities

Page 1 of 3

Staff will be presenting soon on the guidance released in December by DHCD for the multifamily zoning requirements for MBTA communities.

It was asked how public comment for this draft legislation could be submitted, and whether someone from Newton will be involved in finalizing the guidance. Director Heath responded that public comment can be submitted on DHCD's webpage, with the comment period lasting until sometime in March. To the best of his knowledge, he is not aware of anyone from the city associated with the process of finalizing the legislation.

It was asked whether councilors, staff, boards and commissions, and other groups typically organize their feedback and respond together in instances like this, or whether each person individually sends in their feedback. Ms. Kemmett responded that since the channel for sending feedback is just via written comment on the DHCD page, individuals can submit their own feedback, or groups could come together to share a collective statement as feedback. Councilor Wright noted that some groups, such as the Massachusetts Municipal Association, are coordinating efforts to respond, but to her knowledge at this time Newton does not have a group sharing feedback collectively.

A board member raised the point that it would be helpful to know whether there are any aspects of the draft guidance that are likely to pose a unique burden or barrier for Newton in particular to fulfill the regulation. Ms. Kemmett responded that it seems that the rules outlined in the draft guidance are by design flexible and adaptable to some degree, since they are meant to apply to dozens of towns in the state. However, staff will need to do a lot more research and analysis about the particulars of implementing any associated zoning changes from these rules so that we can ensure they are responding to the unique needs and conditions of Newton.

## 2. City Updates

Director Heath said that the City has chosen preferred developer to move forward with for the Armory. The chosen development team, a partnership between Metro West Collaborative Development and Civico Development, will be holding a virtual Meet the Developer Night event where people can learn more about the development team, their proposal for the site, and the timeline/next steps for the project on January 26.

It was asked what the relationship is between Metro West Collaborative Development and Civico. Director Heath explained that he expects Metrowest will take the lead on many aspects of this project, and knows Newton very well. Metrowest plans to house their offices in the headhouse of the Armory once the project is completed. Civico has experience developing housing units in many towns in the state.

It was asked what multigenerational meant in the context of this project, since the proposal mentions multigenerational housing. Director Heath explained that this likely refers to the mix of bedrooms in each unit, which will have a significant percentage of units that are 2 or 3 bedrooms and will not be age restricted.

## 3. CDBG/ ESG Reviewers

Director Heath asked if there were volunteers from the Board to serve as volunteer reviewers for this year's round of applications for CDBG and Emergency Service Grants. The expected time commitment for this process is between 10-15 hours. The rough timeline for this process is:

- February 2, 2022- all applications are due
- February 7-11, 2022- internal and P&D reviewers review and score all applications

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- February 14-18, 2022- internal review committee meets to discuss and rank all applications. P&D reviewers review and score all applications.
  - February 15-21, 2022- P&D reviewers receive the average scores of each application from the internal review.
- February 21-25, 2022- P&D reviewers meet with the Housing and Community Development team to discuss the applications, the P&D scores, the subrecipients, and the internal ranking sheet.

Members discussed positive experiences participating in these reviews in past years and made suggestions for how the process could be more productive and a better use of the Planning Board's time and experience. Board members are not as steeped in the details and intricacies of how these programs work as staff members are, so they are not always as well equipped to come up with exact scoring methodology for these programs. In the future a better process could be to send Board members staff recommendation and commentary, and then based on that and reviewing proposals, Board members could then craft a recommendation. Director Heath agreed that that proposal made sense, and though it would require some tweaks to how the process currently works, it was worth working with staff to try to make changes to facilitate a better process.

Mr. Steele and Ms. Breckenridge volunteered to serve as reviewers for Human Services, and Ms. Molinsky and Mr. Brown volunteered to serve as reviewers for Emergency Service Grants.

### 4. Minutes

Ms. Maheshwari noted a needed correction for the minutes from December 13<sup>th</sup>, which incorrectly states that she was not present for that meeting. Upon a motion by Ms. Maheshwari, the minutes for December 13<sup>th</sup> were approved as amended 6-0-1 with Director Heath abstaining.

Upon a motion by Mr. Steele, the minutes for December 16<sup>th</sup> were approved 5-0-0, with Mr. McCormick, Ms. Molinsky, and Mr. Brown abstaining.

### 5. Upcoming meetings

Director Heath explained that ZAP will be meeting on January 10<sup>th</sup>, and plan to discuss the upcoming year's agenda. This meeting is not required for Board members. The next regular Planning Board meeting will be on February 7<sup>th</sup>.

### 6. Adjournment

Upon a motion by Mr. Steele and unanimously approved, the meeting was adjourned at 7:55 pm.