

# 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.*



The Department of Planning and Development is charged with both planning for Newton's future 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 staff provided technical expertise and guidance to help facilitate many initiatives in FY2022:

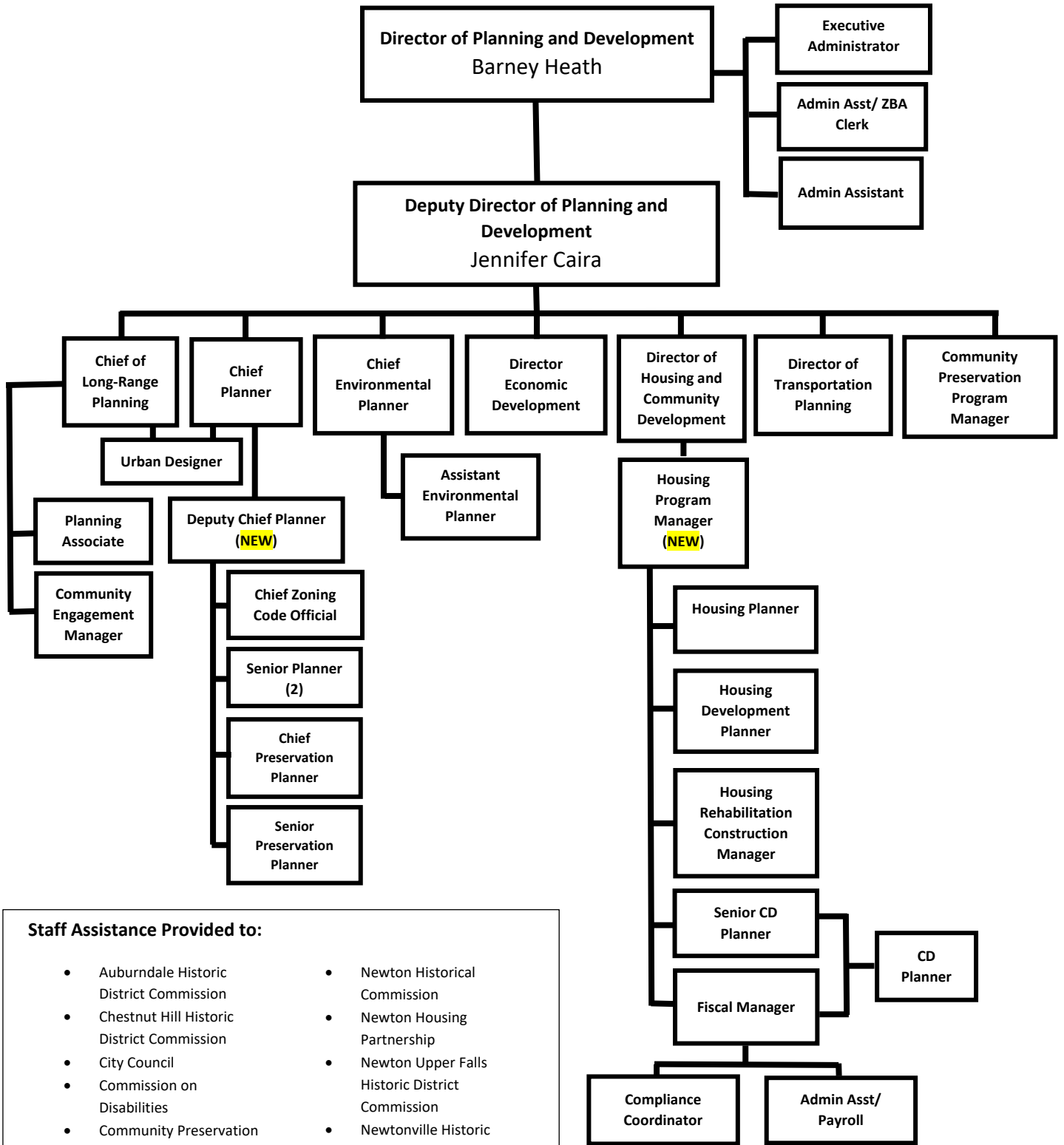
- The designation of a developer to transform the West Newton Armory property into 43 units of permanent affordable housing.
- The presentation and analysis of 96 special permit requests to the City Council Land Use Committee.
- The completion of a comprehensive update to the City's Open Space and Recreation Plan.
- The expansion of the City's Newton in Motion (NewMo) on-demand ride service to encompass the entire city and all residents.
- The completion of an update to the City's landmark and demolition delay historic ordinances.
- Technical assistance and guidance to both the City Council Land Use Committee and Zoning Board of Appeals on Special Permit and 40B applications.
- Continued guidance to the City Council's Zoning and Planning Committee as it reviewed Newton's ordinances.
- 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 AND DEVELOPMENT



### Staff Assistance Provided to:

- Auburndale Historic District Commission
- Chestnut Hill Historic District Commission
- City Council
- Commission on Disabilities
- Community Preservation Committee
- Conservation Commission
- Fair Housing Committee
- Farm Commission
- Newton Historical Commission
- Newton Housing Partnership
- Newton Upper Falls Historic District Commission
- Newtonville Historic District Commission
- Planning & Development Board
- Urban Design Commission
- WestMetro HOME Consortium
- Zoning Board of Appeals

# Financial and Operating Highlights

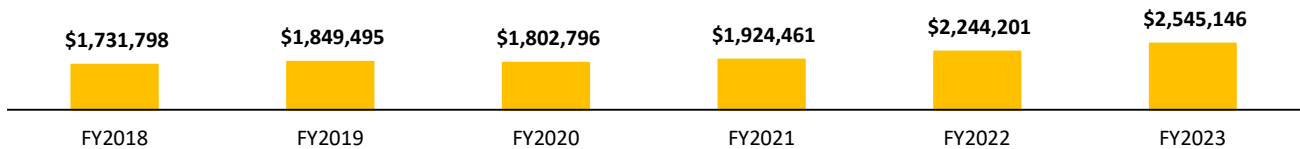
## Financial Highlights

	< -----Actual ----->					Original	Proposed
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	
<b>Expenditure by Department</b>							
Planning	\$ 1,338,137	\$ 1,439,623	\$ 1,352,393	\$ 1,423,311	\$ 1,724,379	\$ 1,999,916	
Conservation	\$ 122,039	\$ 133,960	\$ 183,991	\$ 210,147	\$ 200,254	\$ 208,424	
Historical	\$ 113,578	\$ 120,043	\$ 124,319	\$ 127,035	\$ 130,166	\$ 149,303	
Econ Development	\$ 113,028	\$ 107,821	\$ 89,123	\$ 108,528	\$ 131,826	\$ 121,134	
ZBA	\$ 45,017	\$ 48,047	\$ 52,969	\$ 55,440	\$ 57,576	\$ 66,369	
<b>Total</b>	<b>\$ 1,731,798</b>	<b>\$ 1,849,495</b>	<b>\$ 1,802,796</b>	<b>\$ 1,924,461</b>	<b>\$ 2,244,201</b>	<b>\$ 2,545,146</b>	
<b>% Incr</b>	<b>34.18%</b>	<b>6.80%</b>	<b>-2.52%</b>	<b>6.75%</b>	<b>16.61%</b>	<b>13.41%</b>	

## Personnel

Full-Time Employees	19	19	19	19	19	22
Part-Time Employees	3	3	3	3	3	2
<b>Total</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>24</b>

## Total Planning Expenditures



## Operating Highlights

- 818 Historic Property Applications Reviewed
- 242 Highest One Day Ridership for NewMo Ride Service
- 148 Development Review Team Meetings
- 115 Formal Zoning Review Memorandum Provided
- 96 Special Permits Presented to Land Use Committee
- 32 Wetland Permits Issued
- 27 Small Business Grants Provided
- 18 Restaurants with On-Street Dining
- 10 Transportation Granted Garnered
- 14 City Boards and Commissions Staffed
- 4 Retail Pop-Up Businesses Sponsored

# Planning and Development

## Fiscal Year 2023 Outcomes and Strategies

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### Outcome 1

#### Plan for Newton's Future

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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 2023 include:

- Developing sustainable zoning measures in alignment with the City's Climate Action, village center, and housing goals.
- Ensuring ongoing compliance with all aspects of previously approved Special Permits.
- Continuing to improve the usability and application of the City's online permitting system.

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The Planning Department will continue assessing strategies to secure the future health and vibrancy of Newton's village centers:

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### Outcome 2

#### Strengthen Our Village Centers

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- Develop "village center" zoning that promotes vibrancy, offers housing, and aligns with the City's strategic plans and policies.
  - Institutionalize measures that have enabled Newton restaurants to expand outdoor dining.
  - Collaborate with community partners, village center businesses and property owners around special events, pop-up and art-related activities and marketing to encourage commerce.
  - Assess the pedestrian, bicycle, and vehicle parking infrastructure of our village centers.
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# Planning and Development

## Fiscal Year 2023 Outcomes and Strategies

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### Outcome 3

#### Improve Newton's Transportation Systems

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The Planning Department in partnership with fellow City departments is poised to advance several transportation improvements projects in the upcoming year including:

- Complete the design of the Commonwealth Avenue Carriageway Project in Auburndale.
- Create a bicycle/pedestrian master plan.
- Expand Newton in Motion on-demand service and transition to all electric fleet.
- Continue to advocate and closely work on State sponsored transportation projects on Needham Street and with Newton's Commuter Rail stations.

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The Planning Department will continue seeking strategies to address inequities that exist in Newton.

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### Outcome 4

#### Address challenges face by Low-Income Residents

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- Work in partnership with the MetroWest/Civico development team to develop the West Newton Armory into 43 units of permanently affordable housing.
- Assemble and assist the membership of the newly formed Newton Housing Trust in establishing policy, procedures, and priorities to advance affordable housing in Newton.
- Continue to collaborate with Newton Health and Human Services to act on and address challenges identified in the recently completed Community Needs Assessment for Newton's low- and moderate-income residents.
- Evaluate the use of the City owned portion of the former Walker Center property for long-term affordable housing.

FUND: 0001 - GENERAL FUND  
DEPARTMENT: 114 - PLANNING

**CITY OF NEWTON BUDGET  
DEPARTMENTAL DETAIL**

	ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	ORIGINAL 2022	RECOMMENDED 2023	CHANGE 2022 to 2023
<b>114 - PLANNING</b>						
<b>0111471 - CONSERVATION</b>						
<b>PERSONNEL SERVICES</b>						
511001 FULL TIME SALARIES	129,325	137,164	140,751	146,214	154,267	8,053
514001 LONGEVITY	0	0	0	750	750	0
515005 BONUSES	300	500	0	0	0	0
515102 CLEANING ALLOWANCE	500	500	500	500	500	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>130,125</b>	<b>138,164</b>	<b>141,251</b>	<b>147,464</b>	<b>155,517</b>	<b>8,053</b>
<b>EXPENSES</b>						
534100 POSTAGE	142	250	222	250	250	0
534200 PRINTING	0	206	0	0	0	0
542000 OFFICE SUPPLIES	99	179	25	200	200	0
546000 GROUNDS MAINT SUPPLIE	487	0	0	25,000	25,000	0
<b>TOTAL EXPENSES</b>	<b>728</b>	<b>635</b>	<b>247</b>	<b>25,450</b>	<b>25,450</b>	<b>0</b>
<b>FRINGE BENEFITS</b>						
57DENT DENTAL INSURANCE	225	225	208	202	202	0
57MEDA MEDICARE PAYROLL TAX	1,884	1,985	2,036	2,138	2,255	117
<b>TOTAL FRINGE BENEFITS</b>	<b>2,109</b>	<b>2,210</b>	<b>2,244</b>	<b>2,340</b>	<b>2,457</b>	<b>117</b>
<b>CAPITAL EXPENSES</b>						
584100 GROUNDS IMPROVEMENT	998	42,981	66,405	25,000	25,000	0
<b>TOTAL CAPITAL EXPENSES</b>	<b>998</b>	<b>42,981</b>	<b>66,405</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>
<b>TOTAL CONSERVATION</b>	<b>133,960</b>	<b>183,991</b>	<b>210,147</b>	<b>200,254</b>	<b>208,424</b>	<b>8,169</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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		ACTUAL	ACTUAL	ACTUAL	ORIGINAL	RECOMMENDED	CHANGE
		2019	2020	2021	2022	2023	2022 to 2023
<b>0111475 - PLANNING</b>							
<b>PERSONNEL SERVICES</b>							
511001	FULL TIME SALARIES	1,127,067	1,028,267	1,102,567	1,183,317	1,389,889	206,572
511101	PART TIME < 20 HRS/WK	6,850	1,403	0	0	0	0
511102	PART TIME > 20 HRS/WK	45,860	65,046	67,391	118,355	126,949	8,594
513010	REGULAR OVERTIME	8,984	8,835	100	10,000	10,000	0
514001	LONGEVITY	1,398	1,148	1,148	4,533	5,075	543
515005	BONUSES	2,600	0	0	0	0	0
515006	VACATION BUY BACK	4,704	10,354	1,594	0	0	0
515102	CLEANING ALLOWANCE	4,000	3,500	3,500	3,400	3,425	25
<b>TOTAL PERSONNEL SERVICES</b>		<b>1,201,463</b>	<b>1,118,553</b>	<b>1,176,299</b>	<b>1,319,604</b>	<b>1,535,338</b>	<b>215,734</b>
<b>EXPENSES</b>							
524100	SOFTWARE MAINTENANC	2,737	0	0	2,500	0	-2,500
527400	RENTAL - EQUIPMENT	2,935	2,935	2,446	3,000	3,000	0
527500	RENTAL/LEASE - PROPER	240	0	20,000	0	0	0
530100	CONSULTANTS	41,133	97,210	67,754	225,000	200,000	-25,000
530209	PUBLIC MEETING EXPENS	2,958	269	2,280	2,500	2,500	0
531900	TRAINING EXPENSES	1,100	0	206	2,500	2,500	0
534010	TELEPHONE	470	308	0	500	500	0
534020	CELLULAR TELEPHONES	2,097	2,009	1,494	2,500	2,250	-250
534100	POSTAGE	1,808	916	1,543	3,000	2,500	-500
534200	PRINTING	11,212	6,731	2,110	8,000	7,000	-1,000
534300	ADVERTISING/PUBLICATIO	828	545	1,112	1,000	7,500	6,500
542000	OFFICE SUPPLIES	3,665	1,589	3,308	2,500	2,500	0
558500	COMPUTER SUPPLIES	0	0	931	450	450	0
571000	VEHICLE USE REIMBURSE	736	430	0	750	750	0
571100	IN-STATE CONFERENCES	1,100	1,094	255	1,500	1,500	0
572000	OUT-OF-STATE TRAVEL	3,461	1,847	0	2,500	1,000	-1,500
573000	DUES & SUBSCRIPTIONS	1,707	1,324	1,689	2,000	2,000	0
<b>TOTAL EXPENSES</b>		<b>78,187</b>	<b>117,207</b>	<b>105,127</b>	<b>260,200</b>	<b>235,950</b>	<b>-24,250</b>
<b>FRINGE BENEFITS</b>							
57DENT	DENTAL INSURANCE	3,121	2,609	2,906	3,514	4,118	605
57HLTH	HEALTH INSURANCE	114,987	77,657	92,660	96,795	161,767	64,972
57LIFE	BASIC LIFE INSURANCE	281	319	362	399	513	114
57MEDA	MEDICARE PAYROLL TAX	16,342	15,197	16,073	18,661	22,117	3,456
57OPEB	OPEB CONTRIBUTION	25,242	20,851	29,885	25,206	40,113	14,907
<b>TOTAL FRINGE BENEFITS</b>		<b>159,974</b>	<b>116,634</b>	<b>141,885</b>	<b>144,575</b>	<b>228,628</b>	<b>84,053</b>
<b>TOTAL PLANNING</b>		<b>1,439,623</b>	<b>1,352,393</b>	<b>1,423,311</b>	<b>1,724,379</b>	<b>1,999,916</b>	<b>275,537</b>



<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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		ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	ORIGINAL 2022	RECOMMENDED 2023	CHANGE 2022 to 2023
<b>0111476 - ZONING BD OF APPEALS</b>							
<b>PERSONNEL SERVICES</b>							
511001	FULL TIME SALARIES	44,914	50,889	52,219	53,782	53,364	-418
514001	LONGEVITY	0	0	630	500	0	-500
515005	BONUSES	300	0	0	0	0	0
515102	CLEANING ALLOWANCE	0	0	0	500	500	0
<b>TOTAL PERSONNEL SERVICES</b>		<b>45,214</b>	<b>50,889</b>	<b>52,849</b>	<b>54,782</b>	<b>53,864</b>	<b>-918</b>
<b>EXPENSES</b>							
534100	POSTAGE	654	533	266	750	750	0
534300	ADVERTISING/PUBLICATIO	1,521	844	1,574	1,250	1,250	0
542000	OFFICE SUPPLIES	34	0	0	0	0	0
<b>TOTAL EXPENSES</b>		<b>2,209</b>	<b>1,376</b>	<b>1,839</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>
<b>FRINGE BENEFITS</b>							
57DENT	DENTAL INSURANCE	0	0	0	0	202	202
57HLTH	HEALTH INSURANCE	0	0	0	0	7,491	7,491
57LIFE	BASIC LIFE INSURANCE	0	0	0	0	57	57
57MEDA	MEDICARE PAYROLL TAX	624	704	751	794	781	-13
57OPEB	OPEB CONTRIBUTION	0	0	0	0	1,974	1,974
<b>TOTAL FRINGE BENEFITS</b>		<b>624</b>	<b>704</b>	<b>751</b>	<b>794</b>	<b>10,505</b>	<b>9,711</b>
<b>TOTAL ZONING BD OF APPEALS</b>		<b>48,047</b>	<b>52,969</b>	<b>55,440</b>	<b>57,576</b>	<b>66,369</b>	<b>8,793</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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	ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	ORIGINAL 2022	RECOMMENDED 2023	CHANGE 2022 to 2023
<b>0111482 - ECONOMIC DEVELOPMENT</b>						
<b>PERSONNEL SERVICES</b>						
511001 FULL TIME SALARIES	95,508	76,430	101,739	106,334	101,718	-4,616
511101 PART TIME < 20 HRS/WK	0	4,456	0	0	0	0
515006 VACATION BUY BACK	0	6,432	0	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>95,508</b>	<b>87,318</b>	<b>101,739</b>	<b>106,334</b>	<b>101,718</b>	<b>-4,616</b>
<b>EXPENSES</b>						
530100 CONSULTANTS	0	0	0	10,000	0	-10,000
534100 POSTAGE	4	0	0	200	200	0
534200 PRINTING	30	0	0	1,000	500	-500
534300 ADVERTISING/PUBLICATIO	0	0	0	750	750	0
542000 OFFICE SUPPLIES	121	119	0	500	500	0
571000 VEHICLE USE REIMBURSE	498	0	0	500	0	-500
571100 IN-STATE CONFERENCES	218	238	0	500	500	0
571200 REFRESHMENTS/MEALS	0	0	0	500	500	0
572000 OUT-OF-STATE TRAVEL	1,170	0	0	0	0	0
573000 DUES & SUBSCRIPTIONS	8,850	190	5,320	10,000	7,500	-2,500
<b>TOTAL EXPENSES</b>	<b>10,891</b>	<b>548</b>	<b>5,320</b>	<b>23,950</b>	<b>10,450</b>	<b>-13,500</b>
<b>FRINGE BENEFITS</b>						
57HLTH HEALTH INSURANCE	0	0	0	0	7,491	7,491
57LIFE BASIC LIFE INSURANCE	57	5	0	0	0	0
57MEDA MEDICARE PAYROLL TAX	1,366	1,252	1,469	1,542	1,475	-67
<b>TOTAL FRINGE BENEFITS</b>	<b>1,422</b>	<b>1,257</b>	<b>1,469</b>	<b>1,542</b>	<b>8,966</b>	<b>7,425</b>
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>107,821</b>	<b>89,123</b>	<b>108,528</b>	<b>131,826</b>	<b>121,134</b>	<b>-10,692</b>

<b>CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL</b>
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		ACTUAL 2019	ACTUAL 2020	ACTUAL 2021	ORIGINAL 2022	RECOMMENDED 2023	CHANGE 2022 to 2023
<b>0111494 - HISTORICAL</b>							
<b>PERSONNEL SERVICES</b>							
511001	FULL TIME SALARIES	104,680	109,081	111,735	114,166	124,104	9,938
511101	PART TIME < 20 HRS/WK	0	298	0	0	0	0
514001	LONGEVITY	500	500	500	1,000	500	-500
515005	BONUSES	300	0	0	0	0	0
515102	CLEANING ALLOWANCE	500	500	500	500	500	0
<b>TOTAL PERSONNEL SERVICES</b>		<b>105,980</b>	<b>110,380</b>	<b>112,735</b>	<b>115,666</b>	<b>125,104</b>	<b>9,438</b>
<b>EXPENSES</b>							
531400	REGIST/RECORDING FEES	0	0	0	100	100	0
534100	POSTAGE	1,570	1,428	1,486	1,600	1,600	0
534200	PRINTING	140	151	56	120	250	130
534300	ADVERTISING/PUBLICATIO	0	0	0	80	100	20
542000	OFFICE SUPPLIES	432	86	72	300	300	0
573000	DUES & SUBSCRIPTIONS	189	0	0	500	0	-500
<b>TOTAL EXPENSES</b>		<b>2,332</b>	<b>1,665</b>	<b>1,614</b>	<b>2,700</b>	<b>2,350</b>	<b>-350</b>
<b>FRINGE BENEFITS</b>							
57DENT	DENTAL INSURANCE	225	225	208	202	403	202
57HLTH	HEALTH INSURANCE	6,404	6,660	6,926	7,203	14,983	7,779
57LIFE	BASIC LIFE INSURANCE	0	0	0	0	57	57
57MEDA	MEDICARE PAYROLL TAX	1,465	1,511	1,558	1,677	1,814	137
57OPEB	OPEB CONTRIBUTION	3,637	3,879	3,994	2,718	4,592	1,874
<b>TOTAL FRINGE BENEFITS</b>		<b>11,731</b>	<b>12,275</b>	<b>12,686</b>	<b>11,800</b>	<b>21,849</b>	<b>10,049</b>
<b>TOTAL HISTORICAL</b>		<b>120,043</b>	<b>124,319</b>	<b>127,035</b>	<b>130,166</b>	<b>149,303</b>	<b>19,137</b>
<b>TOTAL PLANNING</b>		<b>1,849,495</b>	<b>1,802,796</b>	<b>1,924,461</b>	<b>2,244,201</b>	<b>2,545,146</b>	<b>300,945</b>