



Ruthanne Fuller  
Mayor

Barney Heath  
Director  
Planning & Development

Cat Kemmett, Planning  
Associate

**Members**

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

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**PLANNING & DEVELOPMENT BOARD JOINT MEETING WITH THE ZONING AND  
PLANNING MINUTES**

April 29, 2022

**Members present:**

Peter Doeringer, Chair  
Kelley Brown, Vice-Chair  
Kevin McCormick  
Lee Breckenridge, alternate

**Staff present:**

Cat Kemmett, Planning Associate

Meeting held virtually by Zoom Meeting

**1. Continued public hearing and vote for #127-22, Last Mile Delivery Services**

Chair Doeringer opened the meeting at 4:07 P.M.

Board members continued their discussion about the possible options for regulating Last Mile Delivery Services. Overall, the Board was in favor of allowing microfulfillment centers in MU1, MU2, MU3, L, and M Zones with listed standard, but had diverging thoughts on whether microfulfillment centers in the BU4 Zone should be subject to listed standards or to discretionary review through the special permit process.

Mr. McCormick was inclined to not allow this use in BU1 and BU2, expressing that he did not want to create unnecessary special permits. Ms. Breckenridge and Mr. Brown generally agreed with this. Ms. Breckenridge further added that coming to a definitive decision on what should be allowed by-right in BU4 would be preferable to allowing the use by special permit only.

Chair Doeringer expressed a desire to exercise quick and flexible discretion to assess the impacts of projects outside of the special permit process. He felt that the commercial corridors in BU4 zones were probably heterogeneous that some form of discretionary design review would be appropriate. There are still many unknown factors and potential impacts that could come with a new use like this, and therefore the Board is not in a position to anticipate all of the needed standards to have those in place now.

Board members discussed different potential avenues to pursue for this by right, by special permit, and in different zones, and whether the draft definition would or would not encompass facilities like ghost kitchens.

Several members noted the importance of ensuring that this definition would not negatively impact catering and convenience stores that also involve the delivery of food or other household goods.

Upon a motion by Mr. McCormick, the Board voted unanimously (4-0-0) in favor of the following recommendations for amending the Zoning Code to regulate “last mile” delivery services:

1. Not to allow last mile delivery services in BU1 and BU2 zones or in BU3, MU3, and MU4 Zones.
2. To allow last mile delivery services in BU4, MU1, MU2, MU3, M, and L Zones, subject to the listed standards for square footage, parking, off-street loading bays, and distances from streets and street-facing building façades proposed in the Planning Department’s April 22, 2022 memo on Docket Item 127-22.
3. To approve the following use definition of “last mile delivery services”:

*6.4.XX Microfulfillment Center*

*A. Defined A facility whose primary use is for the receipt, transfer, short-term storage, dispatching, coordination, preparation, routing of package delivery, and parking of vehicles, associated with the delivery of goods directly to consumers*

**2. Adjournment**

Upon a motion by Mr. Brown and approved unanimously, the meeting was adjourned at 4:55 PM.