



CITY OF SOMERVILLE, MASSACHUSETTS
Office of Strategic Planning and Community Development
JOSEPH A. CURTATONE, MAYOR

Office of the Executive Director

MEMORANDUM

TO: Joseph A. Curtatone, Mayor

FROM: Monica R. Lamboy, Executive Director *ML*

DATE: April 14, 2011

SUBJECT: Planning Division Annual Report 2010

The Office of Strategic Planning & Community Development (OSPCD) respectfully requests that you forward to the Board of Aldermen the 2010 Annual Report of the Planning Division. This is the third report in recent years submitted by the staff document activities during the calendar year.

Background

The Annual Report outlines the accomplishments of the division during Calendar Year 2010. It documents the Planning Division's efforts and achievements in current planning (cases), long range planning (zoning changes), and organizational change.

In 2010, the Planning Division has worked to process cases for the Planning Board and the Zoning Board of Appeals (ZBA), streamline case review, and process zoning amendments. As you are aware, this past year was saw significant staff changes for the Planning Division with the Planning Director, George Proakis starting in early January, filling a position that had been vacant for half of 2009; Senior Planner Chris DiIorio departed in July; Lori Massa was promoted from Planner to Senior Planner in October; and a new Planner, Adam Duchesneau, was hired in November. This left the Planning Division with limited staff coverage between July and November, but nonetheless, with support from the rest of OSPCD, the division processed a record caseload in 2010 and implemented process improvements. The Planning Division is comprised of the Director, two Planners, one Administrative Assistant, and one Senior Draftsman.

2010 was a dynamic year: several highly anticipated development projects completed zoning review, critical changes were made to the Zoning Ordinance, and a number of clarifying changes were made to the administrative processes to the division. Details on these accomplishments are contained in the report. The Planning Division staff look forward to continuing to work with you and the Board of Aldermen to pursue the 2011 goals identified in the report.

Recommendation

It is recommended that the BOA accept the report.