

COMPREHENSIVE ZONING REVIEW INCLUDING SECTION 3A ZONING

Schedule and Tasks

Task 1 Project Kickoff August - September 2023

- a. Facilitate kick-off meeting with the Planning Board (Public Meeting #1) to:
 - review the project scope
 - explain the requirements under MGL c. 40A, Section 3A
 - describe the planned public engagement strategy
- b. Conduct a day time training for staff about requirements of the law and outline the scope of the initiative.
- c. Prepare information suitable for the general public for the Town's website.
- d. Set up a newsletter template and listserv where people will be able to opt into email blasts to get project information and news. Approximately five digital newsletters will be sent during this effort.
- e. Send newsletter #1.

Task 2 Gather and Analyze Information August-October 2023

- a. Determine Town's recent goals and strategies through focused staff and board member interviews and by reviewing existing 2018 Master Plan, 2019 Housing Production Plan, 2022 Zoning Audit, maps, infrastructure/capital improvement plans, etc.
- b. Analyze current Zoning Bylaw and identify barriers to achieving compliance with the Multi-Family Zoning requirements.
- c. Review existing conditions, and create a map or maps to illustrate land use and transportation patterns, "Developable Land" of a scale as defined in the MBTA Communities Guidelines, existing infrastructure in Town, and areas meeting the State's Smart Growth Principles to the greatest extent practicable.
- d. Facilitate Public Meeting #2 before the Planning Board to review information and receive feedback (a-c above). Produce materials as necessary including outreach materials, and meeting summaries, newsletter information, and for populating the website.
- e. Send newsletter #2.

Task 3 Preliminary Draft of Proposed Zoning Bylaw Changes October -December 2023

- a. Identify up to three potential Section 3A compliant districts or district combinations.
- b. Outline potential regulatory changes required for compliance (height, parking requirements, use restrictions).
- c. Create maps of potential zoning district(s) or district combinations.
- d. Present Density Visualizations, Visual Preference Surveys, or similar strategies to gauge community choices.
- e. Identify options for regulatory approaches.
- f. Utilize the MBTA Communities Compliance Model to evaluate identified District(s) for compliance with density, size, and minimum unit capacity.
 - Export parcel data and import data into the compliance model.

9/7/2023

- Review existing zoning and assist with completion of the model checklist.
 - Review proposed zoning and assist with completion of the model checklist.
 - Determine parcel overrides in the model if changes to constrained land are required.
 - Run the model to test for compliance with district size, unit capacity, density metrics, etc.
 - Test potential modifications and amendments to district boundaries and/or intensity requirements.
- g. Generate Findings Report with Recommendations for Zoning Amendment(s).
- h. Facilitate a Public Community Meeting #3 to review materials and receive feedback (a-e above). Produce materials as necessary for the Public Meetings including outreach materials, and meeting summaries, newsletter information, and for populating the website.
- i. Send newsletter #3.

Task 4 Draft Zoning Bylaw Amendments January-February 2024

- a. Provide Draft Zoning Bylaw Amendments that focus on addressing findings and recommendations from the 2022 Zoning Audit, the Master Plan, and Housing Production Plan as well as compliancy with the Section 3A requirements.
- b. Review existing zoning and other applicable state and local regulations for ALL potential conflicts (limitations, restrictions, defined terms).
- c. Develop all necessary amendments to existing Bylaw in a form customary to municipality. Propose grouping zoning amendments (if necessary) into the most advantageous groupings in terms of the type of vote necessary to adopt (2/3 majority vs. regular majority vote).
- d. Facilitate Public Community Meeting #4 to review materials and receive feedback (a-c above). Produce materials as necessary for Public Meeting including outreach materials, easy-to understand explanatory material (graphic and narrative), newsletter updates, and meeting summaries. Send newsletter #4 – include dates of Planning Board Public Hearing and Town Meeting.

Task 5 Pursue Zoning Bylaw Amendment per G.L. Ch 40A, S. 5. March – May 2024

- a. Incorporate feedback into revised Draft Zoning Bylaw Amendments.
- b. Rerun compliance model if the public hearing process prior to the Town Meeting results in any changes to the proposed Section 3A zoning likely to affect the outcome of the checklist.
- c. Send newsletter #5 two weeks before Town Meeting.
- d. Produce materials as necessary for the required Planning Board Hearing (Public Meeting #5): including outreach materials, easy-to understand explanatory material (graphic and narrative), and newsletter updates. Support the Town Planner and Planning Board in preparing for and presenting at the required MGL c.40A Public Hearing and the Town Meeting.