

IMPORTANT

All Action Plans must be submitted online through
www.mass.gov/mbtacomunities.

This PDF copy of the form is a courtesy guide to MBTA communities. If you have questions, please reach out to the DHCD Section 3A Team at
DHCD3A@mass.gov.

Action Plan for MBTA Communities

Section 3A of MGL. c. 40A requires all MBTA communities to have at least one zoning district of reasonable size in which multi-family housing is permitted as of right. DHCD's Section 3A Guidelines allow an MBTA community to obtain "interim compliance" before it adopts a compliant zoning district by submitting an Action Plan that establishes an achievable path to zoning adoption. The Action Plan provides guidance to MBTA communities and establishes communication between DHCD and MBTA communities that are developing strategies for compliance. During the development and implementation of the Action Plan, MBTA communities are strongly encouraged to explore and use the abundant technical assistance resources described at: www.mass.gov/mbtacomunities

For all MBTA communities that have not achieved DHCD-certified district compliance, the deadline to submit this Action Plan is January 31, 2023. Action Plans submitted after January 31, 2023 will not establish FY2024 eligibility for the funds described in Section 3A.

Please read the Section 3A Guidelines before attempting to complete this form.

Please note: Action Plan Forms must be submitted by a municipal official with authority to act on behalf of the municipality on matters of zoning, such as the municipal CEO or planning director.

Section 1: Identification

The Section 3A Guidelines establish zoning metrics that apply uniquely to each MBTA community based on its local transit stations, existing housing stock, population, and developable land. This section of the Action Plan helps to identify the transit stations that determined each community's category. Appendix 1 of the Section 3A Guidelines lists each community's category and minimum multi-family unit capacity requirement.

1.1. MBTA Community Name*

1.2. Community Category*

Rapid Transit Commuter Rail Adjacent Adjacent Small Town

Community categories are listed in Appendix I of the Guidelines. For more information about the methodology that was used to determine community categories, please refer to the Definitions of each category in Section 2 of the Guidelines.

1.3. Multifamily Unit Capacity Requirement*

Multifamily unit capacity requirements are listed in Appendix I of the Guidelines. For more information about the methodology that was used to determine capacity requirement, please see Section 5 of the Guidelines. The capacity requirement represents the number of multifamily housing units that a compliant district's zoning must accommodate. It does not represent a production requirement or expectation.

1.4. Does this municipality have any MBTA rapid transit stations within its boundaries?*

Yes No

If Rapid Transit to 1.2 and no to 1.4

Although there are no MBTA rapid transit stations within its municipal boundaries, this municipality's community category is Rapid Transit. This is because the methodology used to determine community category considers not only stations located within municipal boundaries, but also any stations that create 100 or more acres of "developable station area" within the boundaries. Section 1 of the Guidelines provides definitions of "transit station area", "developable station area", and "developable land" to explain how this determination was made. Developable station area from stations located outside of municipal boundaries may also affect district location criteria as further described in Section 8 of the Guidelines.

If Commuter Rail to 1.2 and yes to 1.4

Although there is a MBTA rapid transit station within its municipal boundaries, this municipality's community category is Commuter Rail. This is because the methodology used to determine community category considers not only stations that are located within municipal boundaries, but also whether the transit station area associated with those stations creates at least 100 acres of "developable station area" within the boundaries. Section 1 of the Guidelines provides definitions of "transit station area", "developable station area", and "developable land" to explain how this determination was made. Developable station area from stations located outside of municipal boundaries may also affect district location criteria as further described in Section 8 of the Guidelines.

If Adjacent to 1.2 and yes to 1.4

Although there is a MBTA rapid transit station within its municipal boundaries, this municipality's community category is Adjacent. This is because the methodology used to determine community category considers not only stations that are located within municipal boundaries, but also whether the transit station area associated with those stations amounts to at least 100 acres of "developable station area" within the boundaries. Section 1 of the Guidelines provides definitions of "transit station area", "developable station area", and "developable land" to explain how this determination was made.

If Adjacent Small Town to 1.2 and yes to 1.4

Although there is a MBTA rapid transit station within its municipal boundaries, this municipality's community category is Adjacent Small Town. This is because the methodology used to determine community category considers not only stations that are located within municipal boundaries, but also whether transit station areas associated with those stations amount to at least 100 acres of "developable station area" within the boundaries. Section 1 of the Guidelines provides definitions of "transit station area", "developable station area", and "developable land" to explain how this determination was made.

If yes to 1.4

1.4a. Please list MBTA rapid transit stations that are located within this municipality's boundaries*

Please enter all station names separated by commas

1.5. Does this municipality have any MBTA commuter rail stations within its boundaries?*

Yes No

If Rapid Transit to 1.2 and Yes to 1.5

Although there is an MBTA commuter rail station within its municipal boundaries, this municipality's community category is Rapid Transit. This is because a community's category is determined by the transit station with the highest level of transit service. If there are 100 or more acres of rapid transit stations' developable station area within municipal boundaries, then the community category is Rapid Transit regardless of whether the community is also served by the commuter rail. Section 1 of the Guidelines provides definitions of "transit station area", "developable station area" and "developable land" to explain how this determination was made.

If Commuter Rail to 1.2 and No to 1.5

Although there are no MBTA commuter rail stations within its municipal boundaries, this municipality's community category is Commuter Rail. This is because the methodology used to determine community category considers not only stations located within the boundaries, but also any stations that have 100 acres of "developable station area" within the boundaries. Section 1 of the Guidelines provides definitions of "transit station area", "developable station area", and "developable land" to explain how this determination was made. Developable station area from stations located outside of municipal boundaries may also affect location criteria as further described in Section 8 of the Guidelines.

If Adjacent to 1.2 and Yes to 1.5

Although there is an MBTA commuter rail station within its municipal boundaries, this municipality's community category is Adjacent. This is because the methodology used to determine community category considers not only whether a station is located within municipal boundaries, but also whether that station has at least 100 acres of "developable station area" within the boundaries. Section 1 of the Guidelines provides definitions of "transit station area", "developable station area", and "developable land" to explain how this determination was made.

If Adjacent Small Town to 1.2 and Yes to 1.5

Although there is an MBTA commuter rail station within its municipal boundaries, this municipality's community category is Adjacent Small Town. This is because the methodology used to determine community category considers not only whether a station is located within municipal boundaries, but also whether that station has at least 100 acres of "developable station area" within municipal boundaries. Section 1 of the Guidelines provides definitions of "transit station area", "developable station area", and "developable land" to explain how this determination was made.

1.6. Does this municipality have any other MBTA transit stations that are located outside of its municipal boundaries that may have "developable station area" within them?*

Yes No

Generally, stations located within 0.5 miles outside of municipal boundaries can cause developable station area to be inside of the municipal boundaries.

If Yes to 1.6

Stations that are located outside of municipal boundaries but that have "developable station area" within the boundaries might affect district location criteria, as further described in Section 8 of the Guidelines. Please refer to Section 1 of the Guidelines for definitions of "transit station area", "developable station area", and "developable land".

1.6a. Please list the MBTA transit stations that are located outside of the municipal boundaries but might have developable station area within them.*

Please enter all station names separated by commas. If unsure, consider that generally, stations located within 0.5 miles outside of municipal boundaries can cause developable station area to be inside of municipal boundaries.

1.7. Please provide the name of the person filling out this form*

First Name*

Last Name*

1.7a. Title*

1.7b. Email Address*

1.7c. Phone Number

1.8. Please briefly describe other members of the core team developing the multi-family zoning district.*

(Municipal staff, planning board members, regional planning agency, private consultants, etc)

Section 2: Housing Overview

2.1. Does this municipality have any established housing related goals or strategies from municipal planning documents, such as a Housing Production Plan, Master Plan, or Economic Development Plan?*

Yes No

If Yes to 2.1

2.1a. Please briefly describe any relevant strategies, goals, or objectives, and the work that has been done to date.*

2.2. Is this municipality currently working on any other planning for housing?*

Yes No

If Yes to 2.2

2.2a. Please briefly describe the housing work underway.*

Section 3: Preliminary Zoning Strategies

3.1. To the best of your knowledge, which of the following zoning strategies is this community most likely to use for compliance? (Select all that apply)*

- a. An existing zoning district or districts that you believe already complies with the Section 3A Guidelines
- b. An existing zoning district or districts that must be amended to comply with the Section 3A Guidelines
- c. A new 40R or other overlay zoning district
- d. A new base zoning district or districts
- e. Other zoning strategy

If select a

3.1a. Please identify and briefly describe the possibly-compliant district(s), including any characteristics of existing development or transit options that make it suitable for use as this community's 3A-compliant district. Optional: Attach any supporting documents.*

If select b

3.1b. Please select the changes that may be necessary for the existing district to comply. Optional: Attach any supporting documents that describe this district.*

- District boundaries
- Use schedule
- Dimensional regulations
- Parking requirements
- Other:

Select all that apply

If select c

3.1c. Please briefly describe the potential district and location. Optional: Attach any supporting documents that show planning work the community has already done for this district(s).

If select d

3.1d. Please briefly describe the potential district and location. Optional: Attach any supporting documents that show planning work this community has already done for this district.

If select e

3.1e. Please briefly explain the strategy. Optional: Attach any supporting documents that show planning work this community has already done for this strategy.

For all 3.1. options a-e

File (optional)

File uploads may not work on some mobile devices.

3.2. What non-housing characteristics are important for this community to consider in its 3A zoning district?*

(For example: walkability, bike lanes, street retail, bus connections, accessibility, street tree canopy, municipal services, etc)

Section 4: Action Plan Timeline

This section creates a framework to input preliminary plans for a zoning adoption process. On the table below, please use Column 1 (from the left) to describe a task, Column 2 to input a start date, and Column 3 to input a finish date. Every community must provide a timeline for the below-listed tasks. Additional space is provided for any other tasks that a community wishes to list. DHCD will review proposed timelines for feasibility before approving an Action Plan.

- Public outreach
- Developing zoning
- Applying DHCD's compliance model to test for density and unit capacity
- Holding planning board hearings
- Holding legislative sessions and adopt compliant zoning
- Submit District Compliance application to DHCD

<u>Task</u>	<u>Start Date</u>	<u>End Date</u>
Short Answer* <input type="text"/>	Click or tap to enter a date.	Click or tap to enter a date.
Short Answer* <input type="text"/>	Click or tap to enter a date.	Click or tap to enter a date.
Short Answer* <input type="text"/>	Click or tap to enter a date.	Click or tap to enter a date.
Short Answer* <input type="text"/>	Click or tap to enter a date.	Click or tap to enter a date.
Short Answer* <input type="text"/>	Click or tap to enter a date.	Click or tap to enter a date.
Short Answer* <input type="text"/>	Click or tap to enter a date.	Click or tap to enter a date.
Short Answer (optional) <input type="text"/>	Click or tap to enter a date.	Click or tap to enter a date.
Short Answer (optional) <input type="text"/>	Click or tap to enter a date.	Click or tap to enter a date.

If there is any other feedback you would like to share about the compliance process, please use this space to provide it.

[Save and Resume Later](#)

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