



Commonwealth of Massachusetts  
DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Jennifer D. Maddox, Undersecretary

FY23 MGL c.40A SECTION 3A  
TECHNICAL ASSISTANCE  
EXAMPLE OF PROPOSED TASKS

In the FY23 round of the Community One Stop for Growth, DHCD reviewed 14 applications for Section 3A (a.k.a. MBTA Communities) Technical Assistance (TA) and provided a grant for all 14 applicants to pursue compliance activities. The Community Planning Grant Program, Housing Choice Grant Program, and Rural and Small Town Development Fund, each provided awards for planning and zoning projects related to compliance with Section 3A of MGL c.40A. Below are the project task descriptions submitted by communities through their Community One Stop for Growth applications. These are offered as examples only, communities seeking to submit future applications for TA through the Community One Stop for Growth or other available resources should consider their own needs as they create applications for TA or pursue other 3A compliance activities.

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<b>Community:</b>	<b>Acton</b>
<b>Funding Program:</b>	<b>Housing Choice Grant Program</b>
<b>Grant Award Amount:</b>	<b>\$63,600.00</b>
<b>Proposed Tasks:</b>	

## PHASE 2

### Task 5: Visioning

#### Subtask 5.1 SWOT evaluation

Based on the goals of this project, the analysis of existing conditions, and community input, a Strength, Weakness, Opportunity, and Threat (SWOT) Evaluation will be performed for the study area. This evaluation and community feedback will provide a basis for outlining desirable outcomes, goals, and a vision for the study area.

#### Subtask 5.2 Study area mapping and model

Based on available GIS data, including roadway network, parcels, building footprints, curb lines, zoning boundaries, land uses, transit service, and open spaces, a base map and digital 3D model of the existing conditions will be produced to illustrate and analyze study area patterns.

#### Subtask 5.3 Study area vision

The project team will draft a vision for the study area based on past plans, community input collected to date, and the objectives of Section 3A. Specific goals, objectives and priorities will be developed to outline the vision for: housing and other land uses; the location, scale, and characteristics of development; the physical environment and design; and the enhancement of walkability, bike ability, transit access, driving, and availability and characteristics of parking in the study area. The draft statement will be shared with the project partner for feedback and then with the AC; edits will be made as needed early in the process.

#### Subtask 5.4 Development trends

The project partner will provide local permitting, zoning relief, and other data on recent multifamily development for the project team to analyze and draw conclusions about development trends. This analysis will help the project team understand how the current zoning is function and the community understand development occurring in Acton. It will inform future project tasks related to developing zoning recommendations and testing compliance with Section 3A.

#### Subtask 5.5 Development typologies

To help the public understand development types and density, the project team will utilize its library of housing icons. In consultation with the project partner, we will select appropriate development types based on zoning objectives and requirements. These icons may be paired with photographs of real-world development in Acton or similar communities if deemed useful. This work will be used for engagement purposes to help people understand how buildings reflect zoning requirements.

#### Subtask 5.6 Focus group 2

The project partner and project team will work to identify developers active in Acton and those experienced with the types of residential development likely under Section 3A to invite to a second focus group or to engage via 1:1 interviews. Discussion will focus on experiences with and barriers

and opportunities to developing in Acton or within similar regulatory frameworks, as well as priorities for zoning under Section 3A.

#### Subtask 5.7 Focus group 3

The project partner and project team will work to identify invitees for a third remote focus group with housing and related allies and supporters, including those working on housing and climate efforts in town and those with unmet housing needs. If more than one focus group is needed with these stakeholders, the project partner will host an additional meeting using materials provided by the project team. Discussion will focus on housing need and strategies to build support for this effort.

#### Subtask 5.8 Communications product 3: Benefits of zoning for housing

The third communications product will feature the study area vision and highlight key community benefits of an expanded and diversified housing supply, such as to the environment, community vibrancy, and economic development.

#### Subtask 5.9 AC meeting 3

The project team will meet remotely with the AC to go over work to date, review survey results, and prep for the next town-wide engagement activity.

#### Subtask 6.1 Section 3A comparison

The project team will use the zoning audit conducted under Task 2.3 to determine where the current zoning is and is not in alignment with the requirements of Section 3A. Analysis will focus on the elements of the state guidance, including by-right development, multifamily housing types, minimum density, housing suitability for families, dimensional regulations that will affect unit capacity, and others.

#### Subtask 6.2 Preliminary zoning scenarios

Based on analyses conducted to date as well as community input on the vision for the station area, the project team will develop zoning scenario(s) that can be used to test unit capacity. For any given zoning element, such as density and dimensional regulations, several options may be suggested to test for compliance with Section 3A and the degree to which they can advance the community's vision for the station area. These scenarios will be revised based on how they impact unit capacity and financial feasibility.

#### Subtask 6.3 Parcel analysis

The project team will conduct a parcel analysis of the study area, including variables such as parcel size, topography, ownership, adjacencies, existing development, current assessed building value, water and sewer access, and other variables. This work will help confirm the study area boundary and inform the unit capacity and financial feasibility modeling.

#### Subtask 6.4 Unit capacity modeling

The project team will use a tool it developed to test the impact of different zoning scenarios on buildout capacity within a geography to determine to what degree the zoning recommendations developed under Task 3.2 comply with Section 3A. The findings from this analysis will be shared with the project partner and used to select the preferred zoning scenario.

#### Subtask 6.5 Financial modeling for affordability

To ensure the new zoning includes affordability requirements, the project team will use a financial modeling tool to test different requirements and cost offsets to ultimately develop recommendations that minimize impacts on development finance.

#### Subtask 6.6 AC meeting 4

The project team will meet remotely with the AC to go over work to date and prepare for the second town-wide engagement activity.

#### Subtask 7.1 Redevelopment scenarios for up to 3 sites

The redevelopment scenarios will explore potential uses identified in the market analysis. The scenarios will include three-dimensional digital modeling and a tabulation of the potential development program. The redevelopment scenarios will be developed in a manner to reinforce the overall revitalization vision for Medford Square and used to better understand the types of constraints that are limiting this type of redevelopment from occurring.

#### Subtask 7.2 Zoning recommendations

The project team will develop recommendations to better align regulations and policies with 3A requirements and the community vision for the study area. This may include recommended modifications to the existing zoning or a concept for a new zoning district.

#### Subtask 7.3 Design recommendations

While this project does not include the development of design guidelines or standards, the project team will develop design recommendations pertaining to features such as building placement and orientation, building mass and form, facades, parking placement, and streets.

#### Subtask 7.4 Infrastructure recommendations

The project team will develop recommendations to address infrastructural development constraints pertaining to water, sewer, roadways, and other study area features. Recommendations may include multi-modal access and circulation and parking.

#### Subtask 7.5 Illustrative diagrams

The 3D model will be used to illustrate recommendations. These diagrams will be used at the town-wide engagement activity to communicate recommendations and in the final plan.

#### Subtask 7.6 Town-wide engagement activity 2

The project team will design and host, with the support of the project partner, a webinar or Zoom meeting to get input on draft recommendations.

#### Subtask 7.7 AC meeting 5

The project team will meet remotely with the AC to debrief the second town-wide engagement activity and go over work to date.

### Task 8: Deliverables

#### Subtask 8.1 Draft vision plan

A draft report reflecting the planning process will be produced. The project partner will review this document and provide comment. A revised version will be brought to the AC. It is the project

partner's responsibility to collect and consolidate AC and any other Town feedback into one document for the project team.

#### Subtask 8.2 Final plan

The project team will integrate all final comments and feedback into the final plan. It is anticipated this document will include, at least, a vision, existing conditions summary, recommendations, and implementation strategy.

#### Subtask 8.3 Graphic executive summary

A very brief executive summary that is graphic in nature with limited text will be produced for the project partner to share with those disinclined to read the full report. This will function as a stand-alone document but can also be used as a complement to the full report.

#### Subtask 8.4 Draft zoning

Based on discussion of zoning recommendations with the project partner and community input, the project team will draft zoning language. This will be shared with the project partner and other Town staff for review. The project partner will provide one document with comments for the project team to address.

#### Subtask 8.5 Final zoning

The project team will update and finalize zoning based on discussion of comments on the first draft.

#### Subtask 8.6 Communications product 5: Summary pamphlet

The fifth communications product will share the vision statement, summarize the zoning, and make key points on how the zoning will advance the vision.

#### Subtask 8.7 AC meeting 6

The project team will meet remotely with the AC to review the draft plan and draft zoning and collect their feedback.

### Task 9: Adoption Support

#### Subtask 9.1: Town staff and leadership engagement

The project partner will be responsible for sharing updates with Town staff and leadership through this process. Towards the end of this effort, the project team will provide support to the project partner in sharing project outcomes and urging their support of the zoning. This may entail a presentation or attendance at one or two meetings. These discussions will occur remotely unless public health improves to the point where in-person meetings pose no risk to MAPC staff.

#### Subtask 9.2: Show your support training

The project team will hold a remote meeting for allies and advocates to go over the final zoning and discuss ways they can show their support and build support for the zoning within their networks and community.

#### Subtask 9.3: Communications product 6: Support toolkit

The sixth final communications product will include resources listing how people can show support for the zoning and templates residents can use on social media or to write letters to Planning Board or Select Board members.

#### Subtask 9.4 AC meeting 7

The project team will meet remotely with the AC to discuss building support for the zoning prior to Town Meeting.

#### Task 8: Project management

The project manager is responsible for communications (including email, calls, and meetings) with the project partner and AC, managing the project team, budgeting, quality control of drafts and deliverables, and many other tasks to ensure the successful execution of this work. The cost of this work is estimated as 10% of the project cost.

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<b>Community:</b>	<b>Belmont</b>
<b>Funding Program:</b>	<b>Community Planning Grant Program</b>
<b>Grant Award Amount:</b>	<b>\$75,000.00</b>
<b>Proposed Tasks:</b>	

The proposed work funded by this grant will assist the Town with compliance with the recent passing of MGL 40A, Section 3A by hiring an outside planning consultant to assist the newly formed MBTA Community Advisory Committee and Planning Staff. The Town will follow the correct procurement under MGL 30B to either get three written quotes or put the service out as a RFP, depending on the funding amount received. The Town is hoping to a planning consultant on board by the fall.

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<b>Community:</b>	<b>Essex</b>
<b>Funding Program:</b>	<b>Community Planning Grant Program</b>
<b>Grant Award Amount:</b>	<b>\$75,000.00</b>
<b>Proposed Tasks:</b>	

Upon grant awarding, a contract with MAPC will be executed to begin work on the following tasks.

Task 1 – Project Kickoff: This task includes a kick-off meeting with the Planning Board to review the project scope, preliminary outline of the revised bylaw, and public engagement strategy. The project webpage from phase I will also be updated to reflect phase II work as part of this task to keep the public informed. (Nov-Dec 2022)

Task 2 – Preparation of Draft Zoning Bylaw: MAPC will begin updating the zoning bylaw, focusing on recodification elements such as reorganization, identifying and resolving conflicts, and reorganizing and reformatting sections. Administrative sections like definitions and procedures related to site plan review, special permits, etc. will be updated for clarity and consistency with state laws. Amendments to use regulations, area and dimensional regulations, parking requirements, and other special regulations will be drafted in preparation for sharing with the public. (Jan-May 2023)

Task 3 – Public Engagement Strategy: MAPC will assemble a group of Essex residents to serve as Zoning Champions for the duration of the project. The champions will inform the project's overall engagement strategy and be trained on community engagement best practices to help the Planning Board and MAPC engage community members throughout the project. (Jan-Feb 2023)

Task 4 – Visioning Workshop: MAPC will prepare materials and hold a visioning workshop with the public to inform zoning amendments. The public will be able to participate in visual preference

surveys and provide feedback on the types of regulations that can influence the built environment. MAPC will use input gathered at this meeting to inform proposed zoning amendments. (Feb-Mar 2023)

Task 5 – Preliminary Draft of Zoning Bylaw: Using input gathered from phase I and the workshop in Task 4, MAPC will provide a preliminary draft of the zoning bylaw for Town review (at a Planning Board meeting). This draft will focus on recodification elements and reorganization and will expand to include zoning district amendments as additional community input is received. (May 2023)

Task 6 – Section 3A compliance: MAPC will assess the Town’s downtown zoning district for 3A compliance. MAPC will design and host a virtual forum to educate the public on the zoning requirement and Essex’s current zoning. MAPC will develop zoning recommendations to test unit capacity. These recommendations will incorporate affordability into the Town’s 3A district (e.g., inclusionary zoning, Chapter 40R, and Local Initiative Program). (April-May 2023)

Task 7 – Zoning Scenarios and Section 3A Modeling: MAPC will test the impact of different zoning scenarios on buildout capacity and share findings with the Town to help select the preferred scenario. A third public meeting will share the zoning alternatives and hear feedback on community preference. (June-July 2023)

Task 8 – Revised Draft of Zoning Bylaw: MAPC will submit a revised draft of zoning bylaw amendments to the Town and Planning Board for review. (June-July 2023)

Task 9 – Preparation and Presentation of Revised Draft Zoning Bylaw: MAPC will prepare materials to help the public understand bylaw amendments. A fourth public meeting will be held to present proposed amendments and hear feedback for refining proposals. An online open house will be hosted to allow for additional public comments. Virtual office hours will also be held to provide residents with an opportunity to speak directly with MAPC or Planning Board members. (July-Sept 2023)

Tasks 10-11 include Planning Board public hearings, preparation for Town Meeting, and Project Management throughout the project. Virtual office hours will be held to provide residents with an opportunity to speak to MAPC and Planning Board members. (Sept-Nov 2023)

Task 12 – Project Management: monitoring progress and budget; coordinating meetings; and maintaining communication. (ongoing)

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<b>Community:</b>	<b>Leominster</b>
<b>Funding Program:</b>	<b>Community Planning Grant Program</b>
<b>Grant Award Amount:</b>	<b>\$36,000.00</b>
<b>Proposed Tasks:</b>	

The scope of work will include hiring a consultant to assist the City of Leominster to comply with the MBTA draft guidelines. We plan to accomplish this by (1) prepare and hold a kick off event to discuss the scope of services and action items (2) use GIS to evaluate the current districts or areas where multi-families exist for compliance with the statute (3) draft action plan using planning board and DHCD guidelines (4) edit action plan and provide final document (5) draft zoning bylaw using

model provided by DHCD or amend current zoning (6) make edits to zoning bylaw and map and provide to planning board and (7) provide zoning bylaw and map to City Council for adoption.

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<b>Community:</b>	<b>Malden</b>
<b>Funding Program:</b>	<b>Housing Choice Grant Program</b>
<b>Grant Award Amount:</b>	<b>\$50,000.00</b>
<b>Proposed Tasks:</b>	

The City of Malden is seeking planning funds to develop two to three multi-family zoning scenarios that will comply with the requirements of the newly adopted c40A section 3A. These scenarios would include a full impact analysis to understand the effects of such a zoning change, which will guide the City's decision-making process. We intend to work closely with the City Council, Planning Board, and the Malden community throughout this planning process to build consensus around the most appropriate path forward.

The consultant's work will include reviewing existing zoning, plans, and demographic data, mapping new zoning district boundaries, conducting build-out analyses, community outreach, and drafting the proposed amendment. The consultant would develop 2-3 scenarios that each meet the new compliance criteria but suggest differing growth patterns. These scenarios would be drafted in consultation with City Staff and elected officials and vetted by the community to identify a possible preferred proposal.

#### Scope of Work:

1. Review existing zoning, plans, and demographic data
2. Community engagement
  - a. Focus groups
  - b. Community survey
  - c. 2 community meetings (either hybrid or one physical, one virtual).
  - d. All community engagement materials and meetings to be translated into the seven most commonly spoken languages in Malden (Portuguese, Chinese, Spanish, Haitian Creole, Arabic, and Vietnamese) and/or offer simultaneous interpretation where possible
3. Develop 2-3 scenarios, each including the following information:
  - a. How the scenario would comply with DHCD guidelines on MGL Ch. 40A Sec. 3A
  - b. Potential growth based on scenario
  - c. Analysis of likely growth based on scenario
  - d. Impacts of scenario on municipal infrastructure and public schools
  - e. Build-out analyses
  - f. Analysis of how many units of new potential development would be affordable
  - g. Analysis of what effect new potential development might have on housing prices
  - h. Map of new zoning district boundaries
4. Create action plan to implement preferred scenario as defined in the Draft Guidelines\*
  - a. Assist the City in submitting the proposed action plan to DHCD in time to get approval by the 3/31/22 deadline
5. Draft new zoning amendment language with City staff\*
6. Produce any additional materials needed for DHCD determination of compliance\*



\*Tasks 4-6 are contingent on the City's and City Council's willingness to move forward with a proposal that would meet the requirements of Section 3A.

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<b>Community:</b>	<b>Marlborough</b>
<b>Funding Program:</b>	<b>Housing Choice Grant Program</b>
<b>Grant Award Amount:</b>	<b>\$42,300.00</b>
<b>Proposed Tasks:</b>	

The City of Marlborough is anxiously awaiting the final MBTA Communities guidelines in order to build a robust plan to comply with the requirements. The city is hoping to secure planning technical assistance to allow for drafting or amending bylaws/zoning ordinances, drawing district boundaries and mapping, build-out analysis, community outreach, preliminary compliance review assistance, and implementation efforts. We are hopeful to begin the work as soon as July 2022, in order to have enough time to complete the studies and public engagement, and then develop an Action Plan to be submitted and approved by July 2023. Please note that we have attached below a copy of the city's zoning map as we have not yet identified a more specific area that is suitable for the MBTA Communities zoning requirement. It is the City's expectation this grant will be used to identify suitable locations for rezoning.

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<b>Community:</b>	<b>Medway</b>
<b>Funding Program:</b>	<b>Housing Choice Grant Program</b>
<b>Grant Award Amount:</b>	<b>\$50,000.00</b>
<b>Proposed Tasks:</b>	

The Town will hire a consultant to assist with drafting amendments to the zoning by-law and zoning map to comply with G.L. c. 40A, §3A and the final DHCD Guidelines. The consultant will work with Town staff, including the Community and Economic Development department, as well as the Planning and Economic Development Board (PEDB), Select Board, and other town officials. The consultant will assist with determining compliance with the requirement that the multi-family zoning district be of a reasonable size; calculating density to meet the gross minimum density of 15 units per acre based on the requirements in the final Guidelines; identifying suitable areas for inclusion in the zoning district; recommending regulatory provisions for the district such as dimensional requirements, design guidelines, potential mixed uses, sustainability, and other applicable regulations. Consultant will also participate in the Town's public outreach to its citizens and business community throughout the process, including public meetings and social media outreach, to obtain citizen and business community feedback and build consensus. Upon receipt of grant funding, and issuance of DHCD final Guidelines, Town staff will prepare a detailed scope of work and issue an RFP or RFQ for the consultant services. It is anticipated that this would be completed in early 2023, with a contract to be entered into with a qualified consultant by June of 2023. The consultant would provide services during the balance of 2023 as described above, including the public outreach. Draft zoning amendments to be completed by January of 2024 for the Planning and Economic Development Board to review and submit to Select Board for the May, 2024 Annual Town Meeting warrant. Following submission for the Town Meeting warrant, both the Select Board and the Finance Committee will review the proposed zoning amendments at public meetings in March and April of 2024, and make recommendations to Town Meeting. The PEDB will also hold a public hearing on the proposed amendments as required by G.L. c. 40A, §5, typically in March. Final proposed zoning amendments to be presented to the May, 2024 Annual Town meeting.

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<b>Community:</b>	<b>Methuen</b>
<b>Funding Program:</b>	<b>Housing Choice Grant Program</b>
<b>Grant Award Amount:</b>	<b>\$50,000.00</b>
<b>Proposed Tasks:</b>	

If the City is awarded funds to procure the services of a consultant it is anticipated that a scope of work would include meeting with all relevant zoning and planning officials to review and discuss the implications of the new zoning regulations for the city. Then analyses and discussions of the current zoning ordinance, and housing and economic development trends would follow. A working group of primary stakeholders comprised of city staff and board members, and representatives from the business community and Methuen residents would be affected, positively or adversely, by potential changes to the current zoning, would be convened to meet periodically throughout the process with the consultant. All constructive and responsible amendments would be summarized and presented back to the working group and then presented to the Community Development Board. This board would then make a recommendation to the City Council as to whether to move forward by submitting a project timeline and action plan by the deadline date of July 1, 2023.

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<b>Community:</b>	<b>Millis</b>
<b>Funding Program:</b>	<b>Housing Choice Grant Program</b>
<b>Grant Award Amount:</b>	<b>\$46,800.00</b>
<b>Proposed Tasks:</b>	

Project will create Millis's Town Center Plan based on research of past efforts and an analysis of the current situation. This work will create a consensus visioning of Town stakeholders, with the goal of creating a central smart growth location that develops an affordable neighborhood with accommodating businesses for a diversity of families. Ultimately, the project will prepare the Town's adoption of a rezoning (40A/3A), enabling Millis to contribute to the state's economic growth needs as well as introducing a dynamic economic development to Millis.

Millis has a Master Plan and a Town Center Plan. The latter was created only last year with the help of the Urban Land Institute. The proposed Project will build upon the ULI study and create an implementation strategy for achieving key ULI and Millis Master Plan objectives.

Tasks:

- A consultant has been hired (MAPC) and their first four months of activities funded through a grant (DLTA).
- Research into local materials (e.g. past and current plans)
- Project Branding initiated along with social and conventional media platforms. (e.g. webpage)
- Community Outreach and communications strategy created
- Town Advisory Committee established.
- Analysis of zoning, environmental, economic development, infrastructure, land use analysis of draft study area.
- Visioning of study area includes community input through virtual platforms, focus groups, planning engagements and other communications outreach.

- 40A/3A Compliance Assessment with parcel analysis, capacity modeling, financial modeling for affordability.
- Zoning changes drafted and community engagement to refine proposed adoption language.
- Zoning adoption support to bring proposed changes to Town Meeting.

Spring, summer 2022: Procurement of consultants; review of existing local materials; project branding; webpage launched; community outreach and communications starts; advisory committee established.

Fall, 2022: zoning analysis, draft area defined, comparison of current conditions to 40A/3A, town wide engagements.

Winter, 2022: Visioning process, focus groups, constraints researched, Town Center geographic area defined. Communications enhanced.

Winter, 2022 – 2023: Compliance analysis, zoning and design recommendations, capacity, finance modeling

Spring, 2023: Zoning proposals developed for Town leadership

Summer, 2023: zoning adoption strategy implemented.

Millis Town Center for the purposes of this Downtown Plan consists 200 acres of the land in the approximate geographic center of the Town. It is properties north and south of Main Street (Rt. 109) beginning in the east at the intersection of Main and Union streets, to the north it includes Van Kleeck Rd., Curve St., Exchange St., Auburn Rd., following the (still active) Old Colony tracks to the intersection of Main and Hammond La., Farm St., across Spring St., and the properties south on Main St east to the starting point.

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<b>Community:</b>	<b>Milton</b>
<b>Funding Program:</b>	<b>Community Planning Grant Program</b>
<b>Grant Award Amount:</b>	<b>\$50,000.00</b>
<b>Proposed Tasks:</b>	

The proposed work is the drafting of zoning that will be compliant with Section 3A. Major tasks include:

- a review of existing conditions and regulations
- at least three community meetings
- drafting multiple compliant zoning options (including "higher density/lower district area" and "lower density/greater district area" options)
- evaluating potential for inclusionary zoning component
- providing conceptual visualizations of zoning options
- providing a final draft for consideration by the Planning Board and Town Meeting

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<b>Community:</b>	<b>Randolph</b>
<b>Funding Program:</b>	<b>Community Planning Grant Program</b>

**Grant Award Amount:      \$55,000.00**  
**Proposed Tasks:**

Technical Assistance to identify district boundaries for multifamily housing by right that will allow the town to comply with MBTA communities requirements. The consultant would also be expected to analyze current land use, infrastructure and environmental issues to provide a build-out analysis and compose draft zoning ordinance language. The consultant, with project team, will meet routinely as a group to develop a solution for the Town of Randolph that complies with all applicable regulations. Presentation to the legislative body and the town's residents is anticipated.

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**Community:                      Taunton**  
**Funding Program:            Housing Choice Grant Program**  
**Grant Award Amount:        \$31,875.00**  
**Proposed Tasks:**

Taunton is one of many communities subject to implement zoning changes as a result of the new section 3A in Chapter 40A of the General Laws. To be in compliance, Taunton must create at least one district that allows multi-family as of right, while also meeting the density and unit capacity guidelines issued by DHCD. We are seeking technical assistance with the process of calculating density and unit capacity to ensure that the any and all zoning changes are in compliance with the state law. This planning study is necessary because calculating the unit capacity needed for compliance will be a time-consuming endeavor. Hiring a consultant that is experienced in this sort of technical planning will be of tremendous benefit in allowing Taunton to explore and propose these zoning changes. Furthermore, the consultant will provide the City different options on how to proceed. For example, we could take the route of increasing density in existing districts, such as the Urban Residential or Business District. Another option would be to create a new Transit Oriented Development overlay within a half mile radius of the station. This is challenging because most of the land around the station is highway and industrial, but there may be some opportunity to encourage residential development.

The project management group, consisting of the City Planner, Economic Development Director, and Grants Coordinator, has met multiple times over the last few months. They briefed the City Council in May, in accordance with DHCD guidelines. The City has also met with its regional planning agency, SRPEDD, and obtained a quote on the scope of services. Since SRPEDD is a sole-source vendor, Taunton can contract with them directly and avoid bidding this project. Upon grant award announcement, Taunton will sign an MOU with SRPEDD and schedule a kickoff meeting. The work should be complete in less than a year, at which point the grant-funded project will conclude. Immediately after project completion, Taunton's project team will have a specific package of zoning changes to present to the Municipal Council.

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**Community:                      West Newbury**  
**Funding Program:            Rural and Small Town Development Fund**  
**Grant Award Amount:        \$67,500.00**  
**Proposed Tasks:**

The Town seeks to undertake an effort to evaluate compliance with the MBTA Communities As-Of-Right Multi-Family Zoning District requirements (the "Multi-Family Zoning Requirements").

Subject to Final Guidelines expected in Summer of 2022, the Town expects the project to involve the following:

1. Engage Planning and Civil/Environmental Engineering Consultants (Nov/Dec 2022).
2. Complete Action Plan for submission to DHCD by 12/31/22. (DHCD Deadline for approving Action Plan is 7/1/23)
3. Perform Information Gathering and Analysis & Conduct Public Meeting(s) (Jan–Apr 2023)
  - a. Determine Town’s recent goals and strategies for housing development by reviewing existing Town Planning Reports, maps, infrastructure/capital improvement plans, etc.
  - b. Analyze current Zoning and General Bylaws and Subdivision Regulations and identify barriers to achieving compliance with the Multi-Family Zoning Requirements.
  - c. Evaluate Drinking Water Distribution System Infrastructure to determine adequacy in meeting estimated future demands.
  - d. Review existing conditions, Map creation. To include identifying land use and transportation patterns, “Developable Land” of scale as defined in the MBTA Communities Guidelines, existing infrastructure in Town and within proximity to Town boundaries, and areas meeting the State’s Smart Growth Principles to the greatest extent practicable.
  - e. Public Meeting(s) to review and receive feedback. (during steps a-d)
4. Develop Preliminary Findings & Conduct Public Meeting(s) (May–Sept 2023)
  - a. Identify possible zoning district locations (Maps).
  - b. Conduct buildout analyses for selected zoning district locations.
  - c. Present Density Visualizations, Visual Preference Surveys.
  - d. Identify options for regulatory approaches.
  - e. Generate Findings Report with Recommendations for Zoning Amendment(s)
  - f. Public Meeting(s) to review materials and receive feedback (during steps a-e).
5. Draft Zoning Bylaw Amendment Pursuant to Findings Report & Conduct Public Meeting(s) (Oct-Dec 2023)
6. Pursue Zoning Bylaw Amendment per G.L. Ch 40A, S. 5. (Jan–May 2024)

To supplement the primary consultant, we would engage our water engineering firm to evaluate the drinking water supply, treatment and distribution system infrastructure in order to determine adequacy to meet estimated future demands. Outside of the One Stop grant, the Town will be conducting a comprehensive drinking water distribution system study update in FY23, where the existing distribution infrastructure will be evaluated to determine adequacy in meeting current and estimated future demands through 2042. DCR demand projections will be used to evaluate future water supply and storage needs. Recommendations for system upgrades to correct existing deficiencies and meet future needs will be provided, including an implementation program and cost estimates. The Town has committed, by vote of Town Meeting in May 2022, funds of up to \$73,500 to support this comprehensive effort. In addition to this amount, the Town requests (through this grant application) \$10,000 in funding to study an alternative growth forecast taking into account both the DCR demand projections and the addition of zoning to allow up to 750 multi-family units as a matter of right. It is anticipated that the additional growth allowed by such zoning could trigger the need for a new local water source, new water storage (i.e. water tank or tanks), and would affect the Town’s capital planning as we work to replace or clean and line existing water mains, many of which date to the 1930s. The introduction of significant new development capacity would need to be accounted for through updates to the Town Capital Program, based on the amount of growth projected in different geographic locations. If approved for grant funding, we would contract with

our water engineer to update modeling to account for the generation, distribution and storage of water to support a potential avg. increase of 120,000 gallons/day.

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<b>Community:</b>	<b>Westford</b>
<b>Funding Program:</b>	<b>Housing Choice Grant Program</b>
<b>Grant Award Amount:</b>	<b>\$75,000.00</b>
<b>Proposed Tasks:</b>	

With support from town staff, the consultant will work on the following scope of work: Assist with preparing an Action Plan for submission to DHCD before the end of the year (2022); help the town to engage with stakeholders to identify the most appropriate areas to incorporate a district; will lead discussions with appropriate municipal boards/committees (6 meetings total), town officials/staff, the public (2 forums), and any other stakeholders (1 additional forum) and Town Meeting for formal approval (1 meeting); conduct up to 2 online public surveys; consultant will also produce any necessary presentation graphics, with final input and approval of materials by town staff; provide written language and graphics for bylaw framework, including considerations for design standards and development incentives, such as climate resiliency measures. As a part of this, the town would like to also explore bylaw amendments that could still promote multifamily development, even if it does not meet the density requirements identified in DHCD’s guidelines; assess limitations, including infrastructure capacities (i.e., lack of municipal sewer system, etc.), accessibility to MBTA services in nearby communities, safe accommodations to schools and other public amenities; provide quarterly progress reports (up to 6 reports); The consultant will also help ensure compliance with the pending Final DHCD Compliance Guidelines. The town would begin the procurement process to hire a consultant immediately upon award contract execution and would anticipate the above scope of work to take approximately 1.5 to 2 years to complete.

The town has put together an initial map demonstrating some important data points to begin conversations with the consultant. The map includes existing sidewalks, schools (and 1,000-foot radius surrounding each school), Complete Streets projects/prioritization locations, LRTA bus route #15, Commuter Rail locations and more.