



PLANNING & COMMUNITY
DEVELOPMENT

Needham Housing Plan Working Group Meeting

Thursday September 8, 2022

7:15 p.m.

Virtual Meeting using Zoom

Meeting ID: 811 9113 9515

(Instructions for accessing below)

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Direct Link to meeting: <https://us02web.zoom.us/j/81191139515>

- I. Welcome (Jeanne McKnight)
- II. Approval of Minutes from July 28, 2022 Working Group Meeting
- III. Discussion of Final MBTA Communities Guidelines (Jeanne McKnight)
- IV. Further Discussion of Subgroup Priorities and Strategies (Natasha Espada)
 - A. Any additional reports from Subgroups
 - B. Comments on Implementation Roadmap/Strategies Spreadsheet
- V. Next Steps (Lee Newman)
- VI. Other Business
- VII. Adjournment

Housing Plan Working Group Membership

Natasha Espada
Jeanne McKnight
Emily Cooper
Ed Cosgrove
Carol Fchetti
Heidi Frail

Planning Board, Co-Chair
Planning Board, Co-Chair
Citizen At Large
Board of Health
Finance Committee
Select Board

Helen Gregory
Oscar Mertz
Marcus Nelson
Michael O’Brien
Ed Scheideler
Rhonda Spector

Council on Aging
Citizen At Large
Select Board
School Committee
Housing Authority
Citizen At Large

NEEDHAM HOUSING PLAN WORKING GROUP
*** MINUTES ***
July 28, 2022

7:18 p.m. A meeting of the Needham Housing Plan Working Group was convened by Jeanne McKnight, Co-Chair, as a virtual Zoom Meeting. Ms. McKnight announced this open meeting is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020 due to the current state of emergency from the outbreak of the COVID-19 virus. She said all supporting documents used at this meeting are available on a special section of the Town's website at <https://www.needhamma.gov/housingplan2021>. Present were Jeanne McKnight and Natasha Espada representing the Planning Board, Heidi Frail from the Select Board, Michael O'Brien from the School Committee, Helen Gregory from the Council on Aging, Ed Cosgrove from the Board of Health as well as Emily Cooper, Rhonda Spector and Oscar Mertz as Citizens At Large. Also present were Director of Planning and Community Development Lee Newman, Assistant Town Planner Alexandra Clee, and Community Housing Specialist Karen Sunnarborg.

Welcome and Introductions – Ms. McKnight, Co-Chair of the Housing Plan Working Group, offered a welcome and conducted a roll call of Working Group members who were then present, and mentioned that additional members may be brought into the meeting as they became available.

As in previous meetings, Ms. McKnight indicated that public comments will not be entertained as part of this meeting, but there will be other opportunities for community input as part of the planning process. She emphasized that written comments continue to be encouraged.

Ms. McKnight also presented a revised meeting schedule for consideration. Because the Town has yet to receive the final MBTA Communities Guidelines from DHCD, their discussion has to be delayed. To avoid an August meeting and include the Guideline discussion as an agenda item, the schedule is proposed to be postponed by a month to September 8th. Additionally, any additional input from the Subgroups should be submitted no later than August 17th in order to allow adequate time for compiling the draft Housing Plan for review on September 29th. The community meeting would then be pushed back to October 13th with another Working Group meeting on November 17th to review comments from the community meeting.

Approval of Meeting Minutes

Motion: Mr. Mertz moved that the Minutes from the June 9, 2022 meeting be approved. The motion was seconded by Ms. Gregory. Approved: Unanimous 9-0.

Discussion of Strategic Quantitative Housing Production Goals – Ms. Sunnarborg explained that the Working Group agreed on guiding principles at its May 26th meeting that were qualitative or more aspirational concerning the Town’s future housing agenda. This evening the discussion focuses on more quantitative housing goals related to how the Working Group proposes to target unit production based on tenure (rental versus ownership) and types of households. She indicated that the meeting packet included sections from the Priority Housing Needs section of the draft Housing Needs Assessment as a context and starting point for this discussion.

Ms. Espada then guided members through several tables, the first of which showed the distribution of unmet housing needs, reflected by those with cost burdens (spending more than 30% of income on housing costs), by tenure, income ranges, and types of households. The second involved a first stab at translating these needs into a distribution of percentages of units to be produced by tenure and targeted populations that is largely reflected by bedroom size.

Ms. Spector asked for clarification regarding the definition of market affordable units which Ms. Sunnarborg said were units that were occupied by households who were not experiencing cost burdens as recommended earlier in the planning process by Dan Matthews. Mr. Mertz stated that most of the Subsidized Housing Inventory (SHI) units likely fell into this category but were not market units and the column title should be changed.

Ms. McKnight asked whether the production goals for ownership units reflected multi-family development of condominiums. Ms. Sunnarborg responded that was largely the case, however, there may be instances of some smaller-scale developments of condos including the conversion of two-family homes or townhouses for example. Ms. McKnight indicated that some towns are promoting manufactured housing. Mr. Mertz mentioned that co-housing might be another alternative.

Ms. Espada asked if Needham Housing Authority (NHA) units were included as part of the table on unmet housing needs which Ms. Sunnarborg indicated was the case. Ms. Espada then mentioned the redevelopment opportunities of NHA properties, including the continued conversion of single-family homes to duplexes. Ms. McKnight offered that the High Rock area is currently zoned for two-family homes on a by-right basis. Ms. Espada also mentioned the opportunities posed by the MBTA Communities Guidelines, which will be addressed in the strategies section of the Housing Plan.

Ms. Cooper indicated that the production table might get into more detail regarding the distribution of income levels and types of households. Given what we heard in the public meetings and Special Education Parents Advisory Council (SEPAC) recommendations, it might be useful to breakout the younger disabled from the total commitment to special needs populations. Ms. Sunnarborg indicated that she

welcomed specific recommendations on the goals. Ms. Cooper also suggested that some of the unmet need of lower income homeowners might be addressed by the production of more affordable rentals. Teardown activity is also eroding the supply of the relatively more affordable ownership units in the community.

Mr. Mertz suggested that the recommended goals of 80% rental production to 20% ownership is a reverse of current conditions in Needham and thus represents significant systemic changes.

Ms. McKnight acknowledged that the Subgroups have more work to do and may have recommendations regarding changes to the production goals. Ms. Espada added that she will send out her notes on the discussion.

Ms. McKnight announced that the Town has received results from a Community Survey that indicated two in ten respondents cited problems regarding housing affordability. She urged members to review the survey results.

Discussion of Summary Spreadsheet on Strategies – Ms. McKnight reviewed a spreadsheet that was part of the meeting packet. She emphasized that it was a first start on a compilation of housing strategies, most of which had been discussed or recommended during the planning process. She stressed that the spreadsheet was a work in progress, initiated by Mr. Mertz. Most of the early input was on the first several columns.

Ms. Spector asked whether ADUs would still have to be in compliance with existing FAR and setback requirements, and Ms. McKnight responded that this was the case. Mr. Mertz suggested that there might be some consideration for incentivizing the creation of ADUs through zoning.

Ms. Cooper and Ms. Spector then presented a report from the Housing Development and Preservation Subgroup. This report provided more detail than an earlier report that was presented to the Working Group. Ms. Gregory was also part of the Subgroup.

In regard to the recommendation regarding changing zoning requirements to limit the construction of homes that are too large for their lots, due largely to teardown activity, Ms. Espada suggested that the Working Group needs to decide as a group whether to recommend this. Teardowns have changed the diversity and dynamics of neighborhoods, but others have voiced their opposition to further limitations as constraining the amount of equity an owner can receive upon sale.

Ms. McKnight provided a summary of the work that was undertaken by the Large House Study Review Committee several years ago. This Committee had a diverse representation of members from the community, including real estate and design professionals, which undertook a comprehensive review of Needham's demolition and replacement activity as well as zoning provisions in other communities. The

results involved a compromise that focused on ways incentivize better design including the additional of porches, bay windows and other architectural features, also with adjusted setbacks. Ms. McKnight indicated that there were intentions to study the effects of the zoning changes, however, with COVID-19, this research was stalled. Ms. McKnight added that while the zoning changes would unlikely have an effect on the number of teardowns, the effort tried to make them look better.

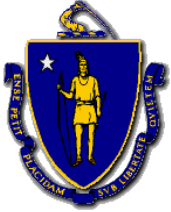
Ms. McKnight asked if there were any further questions or comments. Ms. Cooper asked about the expectations for the deliverables due by August 17th from the Subgroups. Ms. Sunnarborg replied that if the Subgroups wanted to further weigh-in on the spreadsheet of specific actions, including any additional narrative on their recommendations, this information would be due by the 17th. Ms. McKnight added that the recent report from the Housing Development and Preservation Subgroup might be considered their final report unless they had more information to present. She suggested that the Zoning Subgroup had some more work to do.

Ms. Espada indicated that the Capacity Building Subgroup will take a close look at the spreadsheet on actions. Mr. Mertz mentioned that the spreadsheet is meant to summarize all actions to be included in the Housing Plan.

Nest Steps – Ms. Newman restated the revised schedule.

Other Business – Ms. McKnight said that she had recently received an updated zoning map and asked if others would also like to receive one. The changes to the map included the rezoning of the Muzi site and Avery Square Overlay District. Mr. Mertz added that the former map had an incorrect scale which was hopefully adjusted.

9:20 p.m. **Motion: Mr. Cosgrove moved that the meeting be adjourned. The motion was seconded by Ms. Spector. Unanimous: 9-0.**



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

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

Issue Date: August 10, 2022

**Compliance Guidelines for Multi-family Zoning Districts
Under Section 3A of the Zoning Act**

1. Overview of Section 3A of the Zoning Act

Section 3A of the Zoning Act provides: *An MBTA community shall have a zoning ordinance or by-law that provides for at least 1 district of reasonable size in which multi-family housing is permitted as of right; provided, however, that such multi-family housing shall be without age restrictions and shall be suitable for families with children. For the purposes of this section, a district of reasonable size shall: (i) have a minimum gross density of 15 units per acre, subject to any further limitations imposed by section 40 of chapter 131 and title 5 of the state environmental code established pursuant to section 13 of chapter 21A; and (ii) be located not more than 0.5 miles from a commuter rail station, subway station, ferry terminal or bus station, if applicable.*

The purpose of Section 3A is to encourage the production of multi-family housing by requiring MBTA communities to adopt zoning districts where multi-family housing is allowed as of right, and that meet other requirements set forth in the statute.

The Department of Housing and Community Development, in consultation with the Massachusetts Bay Transportation Authority and the Massachusetts Department of Transportation, is required to promulgate guidelines to determine if an MBTA community is in compliance with Section 3A. DHCD promulgated preliminary guidance on January 29, 2021. DHCD updated that preliminary guidance on December 15, 2021, and on that same date issued draft guidelines for public comment. These final guidelines supersede all prior guidance and set forth how MBTA communities may achieve compliance with Section 3A.

2. Definitions

“Adjacent community” means an MBTA community that (i) has within its boundaries less than 100 acres of developable station area, and (ii) is not an adjacent small town.

“Adjacent small town” means an MBTA community that (i) has within its boundaries less than 100 acres of developable station area, and (ii) either has a population density of less than 500 persons per square mile, or a population of not more than 7,000 year-round residents as determined in the most recently published United States Decennial Census of Population and Housing.

“Affordable unit” means a multi-family housing unit that is subject to an affordable housing restriction with a term of no less than 30 years and eligible for inclusion on DHCD’s Subsidized Housing Inventory.

“Age-restricted housing” means any housing unit encumbered by a title restriction requiring a minimum age for some or all occupants.

“As of right” means development that may proceed under a zoning ordinance or by-law without the need for a special permit, variance, zoning amendment, waiver, or other discretionary zoning approval.

“Bus station” means a location with a passenger platform and other fixed infrastructure serving as a point of embarkation for the MBTA Silver Line. Upon the request of an MBTA community, DHCD, in consultation with the MBTA, may determine that other locations qualify as a bus station if (i) such location has a sheltered platform or other fixed infrastructure serving a point of embarkation for a high-capacity MBTA bus line, and (ii) the area around such fixed infrastructure is highly suitable for multi-family housing.

“Commuter rail community” means an MBTA community that (i) does not meet the criteria for a rapid transit community, and (ii) has within its borders at least 100 acres of developable station area associated with one or more commuter rail stations.

“Commuter rail station” means any MBTA commuter rail station with year-round, rather than intermittent, seasonal, or event-based, service, including stations under construction and scheduled to being service before the end of 2023, but not including existing stations at which service will be terminated, or reduced below regular year-round service, before the end of 2023.

“Compliance model” means the model created by DHCD to determine compliance with Section 3A’s reasonable size, gross density, and location requirements. The compliance model is described in further detail in Appendix 2.

“Determination of compliance” means a determination made by DHCD as to whether an MBTA community has a multi-family zoning district that complies with the requirements of Section 3A. A determination of compliance may be determination of interim compliance or a determination of district compliance, as described in section 9.

“Developable land” means land on which multi-family housing can be permitted and constructed. For purposes of these guidelines, developable land consists of: (i) all privately-owned land except lots or portions of lots that meet the definition of excluded land, and (ii) developable public land.

“Developable public land” means any publicly-owned land that (i) is used by a local housing authority; (ii) has been identified as a site for housing development in a housing production plan approved by DHCD; or (iii) has been designated by the public owner for disposition and redevelopment. Other publicly-owned land may qualify as developable public land if DHCD determines, at the request of an MBTA community and after consultation with the public owner, that such land is the location of obsolete structures or uses, or otherwise is suitable for conversion to

multi-family housing, and will be converted to or made available for multi-family housing within a reasonable period of time.

“Developable station area” means developable land that is within 0.5 miles of a transit station.

“DHCD” means the Department of Housing and Community Development.

“EOHED” means the Executive Office of Housing and Economic Development.

“Excluded land” means land areas on which it is not possible or practical to construct multi-family housing. For purposes of these guidelines, excluded land is defined by reference to the ownership, use codes, use restrictions, and hydrological characteristics in MassGIS and consists of the following:

- (i) All publicly-owned land, except for lots or portions of lots determined to be developable public land.
- (ii) All rivers, streams, lakes, ponds and other surface waterbodies.
- (iii) All wetland resource areas, together with a buffer zone around wetlands and waterbodies equivalent to the minimum setback required by title 5 of the state environmental code.
- (iv) Protected open space and recreational land that is legally protected in perpetuity (for example, land owned by a local land trust or subject to a conservation restriction), or that is likely to remain undeveloped due to functional or traditional use (for example, cemeteries).
- (v) All public rights-of-way and private rights-of-way.
- (vi) Privately-owned land on which development is prohibited to protect private or public water supplies, including, but not limited to, Zone I wellhead protection areas and Zone A surface water supply protection areas.
- (vii) Privately-owned land used for educational or institutional uses such as a hospital, prison, electric, water, wastewater or other utility, museum, or private school, college or university.

“Ferry terminal” means the location where passengers embark and disembark from regular, year-round MBTA ferry service.

“Gross density” means a units-per-acre density measurement that includes land occupied by public rights-of-way and any recreational, civic, commercial, and other nonresidential uses.

“Housing suitable for families” means housing comprised of residential dwelling units that are not age-restricted housing, and for which there are no zoning restriction on the number of bedrooms, the size of bedrooms, or the number of occupants.

“Listed funding sources” means (i) the Housing Choice Initiative as described by the governor in a message to the general court dated December 11, 2017; (ii) the Local Capital Projects Fund established in section 2E of chapter 29; and (iii) the MassWorks infrastructure program established in section 63 of chapter 23A.

“Lot” means an area of land with definite boundaries that is used or available for use as the site of a building or buildings.

“MassGIS data” means the comprehensive, statewide database of geospatial information and mapping functions maintained by the Commonwealth's Bureau of Geographic Information, within the Executive Office of Technology Services and Security, including the lot boundaries and use codes provided by municipalities.

“MBTA” means the Massachusetts Bay Transportation Authority.

“MBTA community” means a city or town that is: (i) one of the 51 cities and towns as defined in section 1 of chapter 161A; (ii) one of the 14 cities and towns as defined in said section 1 of said chapter 161A; (iii) other served communities as defined in said section 1 of said chapter 161A; or (iv) a municipality that has been added to the Massachusetts Bay Transportation Authority under section 6 of chapter 161A or in accordance with any special law relative to the area constituting the authority.

“Multi-family housing” means a building with 3 or more residential dwelling units or 2 or more buildings on the same lot with more than 1 residential dwelling unit in each building.

“Multi-family unit capacity” means an estimate of the total number of multi-family housing units that can be developed as of right within a multi-family zoning district, made in accordance with the requirements of section 5.b below.

“Multi-family zoning district” means a zoning district, including a base district or an overlay district, in which multi-family housing is allowed as of right; provided that the district shall be in a fixed location or locations, and shown on a map that is part of the zoning ordinance or by-law.

“One Stop Application” means the single application portal for the Community One Stop for Growth through which (i) the Executive Office of Housing and Economic Development considers requests for funding from the MassWorks infrastructure program; (ii) DHCD considers requests for funding from the Housing Choice Initiative, (iii) EOHEd, DHCD and other state agencies consider requests for funding from other discretionary grant programs.

“Private rights-of-way” means land area within which private streets, roads and other ways have been laid out and maintained, to the extent such land areas can be reasonably identified by examination of available tax parcel data.

“Publicly-owned land” means (i) any land owned by the United States or a federal agency or authority; (ii) any land owned by the Commonwealth of Massachusetts or a state agency or authority; and (iii) any land owned by a municipality or municipal board or authority.

“Public rights-of-way” means land area within which public streets, roads and other ways have been laid out and maintained, to the extent such land areas can be reasonably identified by examination of available tax parcel data.

“Rapid transit community” means an MBTA community that has within its borders at least 100 acres of developable station area associated with one or more subway stations, or MBTA Silver Line bus rapid transit stations.

“Residential dwelling unit” means a single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

“Section 3A” means section 3A of the Zoning Act.

“Sensitive land” means developable land that, due to its soils, slope, hydrology, or other physical characteristics, has significant conservation values that could be impaired, or vulnerabilities that could be exacerbated, by the development of multi-family housing. It also includes locations where multi-family housing would be at increased risk of damage caused by flooding. Sensitive land includes, but is not limited to, wetland buffer zones extending beyond the title 5 setback area; land subject to flooding that is not a wetland resource area; priority habitat for rare or threatened species; DEP-approved wellhead protection areas in which development may be restricted, but is not prohibited (Zone II and interim wellhead protection areas); and land areas with prime agricultural soils that are in active agricultural use.

“Site plan review” means a process established by local ordinance or by-law by which a local board reviews, and potentially imposes conditions on, the appearance and layout of a specific project prior to the issuance of a building permit.

“Subway station” means any of the stops along the MBTA Red Line, Green Line, Orange Line, or Blue Line, including any extensions to such lines now under construction and scheduled to begin service before the end of 2023.

“Transit station” means an MBTA subway station, commuter rail station, ferry terminal or bus station.

“Transit station area” means the land area within 0.5 miles of a transit station.

“Zoning Act” means chapter 40A of the Massachusetts General Laws.

3. General Principles of Compliance

These compliance guidelines describe how an MBTA community can comply with the requirements of Section 3A. The guidelines specifically address:

- What it means to allow multi-family housing “as of right.”
- The metrics that determine if a multi-family zoning district is “of reasonable size.”
- How to determine if a multi-family zoning district has a minimum gross density of 15 units per acre, subject to any further limitations imposed by section 40 of chapter 131 and title 5 of the state environmental code.

- The meaning of Section 3A’s mandate that “such multi-family housing shall be without age restrictions and shall be suitable for families with children.”
- The extent to which MBTA communities have flexibility to choose the location of a multi-family zoning district.

The following general principles have informed the more specific compliance criteria that follow:

- MBTA communities with subway stations, commuter rail stations and other transit stations benefit from having these assets located within their boundaries and should provide opportunity for multi-family housing development around these assets. MBTA communities with no transit stations within their boundaries benefit from proximity to transit stations in nearby communities.
- The multi-family zoning districts required by Section 3A should encourage the development of multi-family housing projects of a scale, density and aesthetic that are compatible with existing surrounding uses, and minimize impacts to sensitive land.
- “Reasonable size” is a relative rather than an absolute determination. Because of the diversity of MBTA communities, a multi-family zoning district that is “reasonable” in one city or town may not be reasonable in another city or town.
- When possible, multi-family zoning districts should be in areas that have safe, accessible, and convenient access to transit stations for pedestrians and bicyclists.

4. Allowing Multi-Family Housing “As of Right”

To comply with Section 3A, a multi-family zoning district must allow multi-family housing “as of right,” meaning that the construction and occupancy of multi-family housing is allowed in that district without the need for a special permit, variance, zoning amendment, waiver, or other discretionary approval. DHCD will determine whether zoning provisions allow for multi-family housing as of right consistent with the following guidelines.

a. Site plan review

The Zoning Act does not establish nor recognize site plan review as an independent method of regulating land use. However, the Massachusetts courts have recognized site plan review as a permissible regulatory tool, including for uses that are permitted as of right. The court decisions establish that when site plan review is required for a use permitted as of right, site plan review involves the regulation of a use and not its outright prohibition. The scope of review is therefore limited to imposing reasonable terms and conditions on the proposed use, consistent with applicable case law.¹ These guidelines similarly recognize that site plan review may be required for multi-

¹ See, e.g., *Y.D. Dugout, Inc. v. Board of Appeals of Canton*, 357 Mass. 25 (1970); *Prudential Insurance Co. of America v. Board of Appeals of Westwood*, 23 Mass. App. Ct. 278 (1986); *Osberg v. Planning Bd. of Sturbridge*, 44 Mass. App. Ct. 56, 59 (1997) (Planning Board “may impose reasonable terms and conditions on the proposed use, but it does not have discretionary power to deny the use”).

family housing projects that are allowed as of right, within the parameters established by the applicable case law. Site plan approval may regulate matters such as vehicular access and circulation on a site, architectural design of a building, and screening of adjacent properties. Site plan review should not unreasonably delay a project nor impose conditions that make it infeasible or impractical to proceed with a project that is allowed as of right and complies with applicable dimensional regulations.

b. Affordability requirements

Section 3A does not include any express requirement or authorization for an MBTA community to require affordable units in a multi-family housing project that is allowed as of right. It is a common practice in many cities and towns to require affordable units in a multi-family project that requires a special permit, or as a condition for building at greater densities than the zoning otherwise would allow. These inclusionary zoning requirements serve the policy goal of increasing affordable housing production. If affordability requirements are excessive, however, they can make it economically infeasible to construct new multi-family housing.

For purposes of making compliance determinations with Section 3A, DHCD will consider an affordability requirement to be consistent with as of right zoning as long as: (i) any affordable units required by the zoning are eligible to be listed on DHCD's Subsidized Housing Inventory; (ii) the zoning requires not more than 10 percent of the units in a project to be affordable units; and (iii) the cap on the income of families or individuals who are eligible to occupy the affordable units is not less than 80 percent of area median income. Notwithstanding the foregoing, the percentage of units required to be affordable units may be up to, but not more than, 20 percent of the units in a project, only if (i) the affordability requirement applicable in the multi-family zoning district pre-dates the enactment of Section 3A and the MBTA community demonstrates to DHCD that the affordability requirement has not made and will not make multi-family housing production infeasible, or (ii) the multi-family zoning district requires DHCD review and approval as a smart growth district under chapter 40R, or under another zoning incentive program administered by DHCD.

c. Other requirements that do not apply uniformly in the multi-family zoning district

Zoning will not be deemed compliant with Section 3A's requirement that multi-family housing be allowed as of right if the zoning imposes requirements on multi-family housing that are not generally applicable to other uses. The following are examples of requirements that would be deemed to be inconsistent with "as of right" use: (i) a requirement that multi-family housing meet higher energy efficiency standards than other uses; (ii) a requirement that a multi-family use achieve a third party certification that is not required for other uses in the district; and (iii) a requirement that multi-family use must be combined with commercial or other uses on the same lot or as part of a single project. Mixed use projects may be allowed as of right in a multi-family zoning district, as long as multi-family housing is separately allowed as of right.

5. Determining "Reasonable Size"

In making determinations of "reasonable size," DHCD will take into consideration both the land area of the multi-family zoning district, and the multi-family zoning district's multi-family unit capacity.

a. *Minimum land area*

A zoning district is a specifically delineated land area with uniform regulations and requirements governing the use of land and the placement, spacing, and size of buildings. For purposes of compliance with Section 3A, a multi-family zoning district should be a neighborhood-scale district, not a single development site on which the municipality is willing to permit a particular multi-family project. DHCD will certify compliance with Section 3A only if an MBTA community’s multi-family zoning district meets the minimum land area applicable to that MBTA community, if any, as set forth in Appendix 1. The minimum land area for each MBTA community has been determined as follows:

- (i) In rapid transit communities, commuter rail communities, and adjacent communities, the minimum land area of the multi-family zoning district is 50 acres, or 1.5% of the developable land in an MBTA community, whichever is *less*. In certain cases, noted in Appendix 1, a smaller minimum land area applies.
- (ii) In adjacent small towns, there is no minimum land area. In these communities, the multi-family zoning district may comprise as many or as few acres as the community determines is appropriate, as long as the district meets the applicable minimum multi-family unit capacity and the minimum gross density requirements.

In all cases, at least half of the multi-family zoning district land areas must comprise contiguous lots of land. No portion of the district that is less than 5 contiguous acres land will count toward the minimum size requirement. If the multi-family unit capacity and gross density requirements can be achieved in a district of fewer than 5 acres, then the district must consist entirely of contiguous lots.

b. *Minimum multi-family unit capacity*

A reasonably sized multi-family zoning district must also be able to accommodate a reasonable number of multi-family housing units as of right. For purposes of determinations of compliance with Section 3A, DHCD will consider a reasonable multi-family unit capacity for each MBTA community to be a specified percentage of the total number of housing units within the community, with the applicable percentage based on the type of transit service in the community, as shown on Table 1:

Table 1.

Category	Percentage of total housing units
Rapid transit community	25%
Commuter rail community	15%
Adjacent community	10%
Adjacent small town	5%

To be deemed in compliance with Section 3A, each MBTA community must have a multi-family zoning district with a multi-family unit capacity equal to or greater than the minimum unit capacity shown for it in Appendix 1. The minimum multi-family unit capacity for each MBTA community has been determined as follows:

- (i) First, by multiplying the number of housing units in that community by 0.25, 0.15, 0.10, or .05 depending on the MBTA community category. For example, a rapid transit community with 7,500 housing units is required to have a multi-family zoning district with a multi-family unit capacity of $7,500 \times 0.25 = 1,875$ multi-family units. For purposes of these guidelines, the number of total housing units in each MBTA community has been established by reference to the most recently published United States Decennial Census of Population and Housing.
- (ii) Second, when there is a minimum land area applicable to an MBTA community, by multiplying that minimum land area (up to 50 acres) by Section 3A's minimum gross density requirement of 15 units per acre. The product of that multiplication creates a floor on multi-family unit capacity. For example, an MBTA community with a minimum land area of 40 acres must have a district with a multi-family unit capacity of at least 600 (40×15) units.
- (iii) The minimum unit capacity applicable to each MBTA community is *the greater of* the numbers resulting from steps (i) and (ii) above, but subject to the following limitation: In no case does the minimum multi-family unit capacity exceed 25% of the total housing units in that MBTA community.

Example: The minimum multi-family unit capacity for an adjacent community with 1,000 housing units and a minimum land area of 50 acres is determined as follows:(i) first, by multiplying $1,000 \times .1 = 100$ units; (ii) second, by multiplying $50 \times 15 = 750$ units;(iii) by taking the larger number, but adjusting that number down, if necessary, so that unit capacity is no more than 25% of $1,000 = 250$ units. In this case, the adjustment in step (iii) results in a minimum unit capacity of 250 units.

c. *Methodology for determining a multi-family zoning district's multi-family unit capacity*

MBTA communities seeking a determination of compliance must use the DHCD compliance model to provide an estimate of the number of multi-family housing units that can be developed as of right within the multi-family zoning district. The multi-family unit capacity of an existing or proposed district shall be calculated using the unit capacity worksheet described in Appendix 2. This worksheet produces an estimate of a district's multi-family unit capacity using inputs such as the amount of developable land in the district, the dimensional requirements applicable to lots and buildings (including, for example, height limitations, lot coverage limitations, and maximum floor area ratio), and the parking space requirements applicable to multi-family uses.

Minimum unit capacity is a measure of whether a multi-family zoning district is of a reasonable size, not a requirement to produce housing units. Nothing in Section 3A or these guidelines should be interpreted as a mandate to construct a specified number of housing units, nor as a housing production target. Demonstrating compliance with the minimum multi-family unit capacity requires only that an MBTA community show that the zoning allows multi-family housing as of right and that a sufficient number of multi-family housing units could be added to or replace existing uses and structures over time—even though such additions or replacements may be unlikely to occur soon.

If an MBTA community has two or more zoning districts in which multi-family housing is allowed as of right, then two or more districts may be considered cumulatively to meet the minimum land area and minimum multi-family unit capacity requirements, as long as each district independently complies with Section 3A’s other requirements.

d. *Water and wastewater infrastructure within the multi-family zoning district*

MBTA communities are encouraged to consider the availability of water and wastewater infrastructure when selecting the location of a new multi-family zoning district. But compliance with Section 3A does not require a municipality to install new water or wastewater infrastructure, or add to the capacity of existing infrastructure, to accommodate future multi-family housing production within the multi-family zoning district. In most cases, multi-family housing can be created using private septic and wastewater treatment systems that meet state environmental standards. Where public systems currently exist, but capacity is limited, private developers may be able to support the cost of necessary water and sewer extensions. While the zoning must allow for gross average density of at least 15 units per acre, there may be other legal or practical limitations, including lack of infrastructure or infrastructure capacity, that result in actual housing production at lower density than the zoning allows.

The multi-family unit capacity analysis does not need to take into consideration limitations on development resulting from existing water or wastewater infrastructure within the multi-family zoning district, or, in areas not served by public sewer, any applicable limitations under title 5 of the state environmental code. For purposes of the unit capacity analysis, it is assumed that housing developers will design projects that work within existing water and wastewater constraints, and that developers, the municipality, or the Commonwealth will provide funding for infrastructure upgrades as needed for individual projects.

6. Minimum Gross Density

Section 3A expressly requires that a multi-family zoning district—not just the individual lots of land within the district—must have a minimum gross density of 15 units per acre, subject to any further limitations imposed by section 40 of chapter 131 and title 5 of the state environmental code established pursuant to section 13 of chapter 21A. The Zoning Act defines “gross density” as “a units-per-acre density measurement that includes land occupied by public rights-of-way and any recreational, civic, commercial and other nonresidential uses.”

a. *District-wide gross density*

To meet the district-wide gross density requirement, the dimensional restrictions and parking requirements for the multi-family zoning district must allow for a gross density of 15 units per acre of land within the district. By way of example, to meet that requirement for a 40-acre multi-family zoning district, the zoning must allow for at least 15 multi-family units per acre, or a total of at least 600 multi-family units.

For purposes of determining compliance with Section 3A’s gross density requirement, the DHCD compliance model will not count in the denominator any excluded land located within the multi-family zoning district, except public rights-of-way, private rights-of-way, and publicly-owned land used for recreational, civic, commercial, and other nonresidential uses. This method of

calculating minimum gross density respects the Zoning Act’s definition of gross density—“a units-per-acre density measurement that includes land occupied by public rights-of-way and any recreational, civic, commercial and other nonresidential uses”—while making it unnecessary to draw patchwork multi-family zoning districts that carve out wetlands and other types of excluded land that are not developed or developable.

b. *Achieving district-wide gross density by sub-districts*

Zoning ordinances and by-laws typically limit the unit density on individual lots. To comply with Section 3A’s gross density requirement, an MBTA community may establish reasonable sub-districts within a multi-family zoning district, with different density limits for each sub-district, provided that the gross density for the district as a whole meets the statutory requirement of not less than 15 multi-family units per acre. DHCD will review sub-districts to ensure that the density allowed as of right in each sub-district is reasonable and not intended to frustrate the purpose of Section 3A by allowing projects of a such high density that they are not likely to be constructed.

c. *Wetland and septic considerations relating to density*

Section 3A provides that a district of reasonable size shall have a minimum gross density of 15 units per acre, “subject to any further limitations imposed by section 40 of chapter 131 and title 5 of the state environmental code established pursuant to section 13 of chapter 21A.” This directive means that even though the zoning district must permit 15 units per acre as of right, any multi-family housing produced within the district is subject to, and must comply with, the state wetlands protection act and title 5 of the state environmental code—even if such compliance means a proposed project will be less dense than 15 units per acre.

7. Determining Suitability for Families with Children

Section 3A states that a compliant multi-family zoning district must allow multi-family housing as of right, and that “such multi-family housing shall be without age restrictions and shall be suitable for families with children.” DHCD will deem a multi-family zoning district to comply with these requirements as long as the zoning does not require multi-family uses to include units with age restrictions, and does not limit or restrict the size of the units, cap the number of bedrooms, the size of bedrooms, or the number of occupants, or impose a minimum age of occupants. Limits, if any, on the size of units or number of bedrooms established by state law or regulation are not relevant to Section 3A or to determinations of compliance made pursuant to these guidelines.

8. Location of Districts

a. *General rule for determining the applicability of Section 3A’s location requirement*

Section 3A states that a compliant multi-family zoning district shall “be located not more than 0.5 miles from a commuter rail station, subway station, ferry terminal or bus station, if applicable.” When an MBTA community has only a small amount of transit station area within its boundaries, it may not be possible or practical to locate all of the multi-family zoning district within 0.5 miles of a transit station. Transit station area may not be a practical location for a multi-family zoning district if it does not include developable land where multi-family housing can actually be

constructed. Therefore, for purposes of determining compliance with Section 3A, DHCD will consider the statute’s location requirement to be “applicable” to a particular MBTA community only if that community has within its borders at least 100 acres of developable station area. DHCD will require more or less of the multi-family zoning district to be located within transit station areas depending on how much total developable station area is in that community, as shown on Table 2:

Table 2.

<u>Total developable station area within the MBTA community (acres)</u>	<u>Portion of the multi-family zoning district that must be within a transit station area</u>
0-100	0%
101-250	20%
251-400	40%
401-600	50%
601-800	75%
801+	90%

The percentages specified in this table apply to both the minimum land area and the minimum multi-family unit capacity. For example, in an MBTA community that has a total of 500 acres of transit station area within its boundaries, a multi-family zoning district will comply with Section 3A’s location requirement if at least 50 percent of the district’s minimum land area is located within the transit station area, *and* at least 50 percent of the district’s minimum multi-family unit capacity is located within the transit station area.

A community with transit station areas associated with more than one transit station may locate the multi-family zoning district in any of the transit station areas. For example, a rapid transit community with transit station area around a subway station in one part of town, and transit station area around a commuter rail station in another part of town, may locate its multi-family zoning district in either or both transit station areas.

b. MBTA communities with limited or no transit station area

When an MBTA community has less than 100 acres of developable station area within its boundaries, the MBTA community may locate the multi-family zoning district anywhere within its boundaries. To encourage transit-oriented multi-family housing consistent with the general intent of Section 3A, MBTA communities are encouraged to consider locating the multi-family zoning district in an area with reasonable access to a transit station based on existing street patterns, pedestrian connections, and bicycle lanes, or in an area that qualifies as an “eligible location” as defined in Chapter 40A—for example, near an existing downtown or village center, near a regional transit authority bus stop or line, or in a location with existing under-utilized facilities that can be redeveloped into new multi-family housing.

c. General guidance on district location applicable to all MBTA communities

When choosing the location of a new multi-family zoning district, every MBTA community should consider how much of a proposed district is sensitive land on which permitting requirements and other considerations could make it challenging or inadvisable to construct multi-family housing. For example, an MBTA community may want to avoid including in a multi-family zoning district

areas that are subject to flooding, or are known habitat for rare or threatened species, or have prime agricultural soils in active agricultural use.

9. Determinations of Compliance

Section 3A provides that any MBTA community that fails to comply with Section 3A’s requirements will be ineligible for funding from any of the listed funding sources. DHCD will make determinations of compliance with Section 3A in accordance with these guidelines to inform state agency decisions on which MBTA communities are eligible to receive funding from the listed funding sources. Determinations of compliance also may inform funding decisions by EOHED, DHCD, the MBTA and other state agencies which consider local housing policies when evaluating applications for discretionary grant programs, or making other discretionary funding decisions.

DHCD interprets Section 3A as allowing every MBTA community a reasonable opportunity to enact zoning amendments as needed to come into compliance. Accordingly, DHCD will recognize both *interim* compliance, which means an MBTA community is taking active steps to enact a multi-family zoning district that complies with Section 3A, and *district* compliance, which is achieved when DHCD determines that an MBTA community has a multi-family zoning district that complies with Section 3A. The requirements for interim and district compliance are described in more detail below.

Table 3.

Transit Category (# of municipalities)	Deadline to Submit Action Plan	Deadline to Submit District Compliance Application
Rapid transit community (12)	January 31, 2023	December 31, 2023
Commuter rail community (71)	January 31, 2023	December 31, 2024
Adjacent community (58)	January 31, 2023	December 31, 2024
Adjacent small town (34)	January 31, 2023	December 31, 2025

a. Process to achieve interim compliance

Many MBTA communities do not currently have a multi-family zoning district of reasonable size that complies with the requirements of Section 3A. Prior to achieving district compliance (but no later than the deadlines set forth in Table 3), these MBTA communities can achieve interim compliance by taking the following affirmative steps towards the creation of a compliant multi-family zoning district.

- i. *Creation and submission of an action plan.* An MBTA community seeking to achieve interim compliance must first submit an action plan on a form to be provided by DHCD. An MBTA community action plan must provide information about current zoning, past planning for multi-family housing, if any, and potential locations for a multi-family zoning district. The action plan also will require the MBTA community to establish a timeline for various actions needed to create a compliant multi-family zoning district.
- ii. *DHCD approval of an action plan.* DHCD will review each submitted action plan for consistency with these guidelines, including but not limited to the timelines in

Table 3. If DHCD determines that the MBTA community’s action plan is reasonable and will lead to district compliance in a timely manner, DHCD will issue a determination of interim compliance. DHCD may require modifications to a proposed action plan prior to approval.

- iii. *Implementation of the action plan.* After DHCD approves an action plan and issues a determination of interim compliance, an MBTA community must diligently implement the action plan. DHCD may revoke a determination of interim compliance if an MBTA community has not made sufficient progress in implementing an approved action plan. DHCD and EOHED will review an MBTA community’s progress in implementing its action plan prior to making an award of funds under the Housing Choice Initiative and Massworks infrastructure program.
 - iv. *Deadlines for submitting action plans.* To achieve interim compliance for grants made through the 2023 One Stop Application, action plans must be submitted by no later than January 31, 2023. An MBTA community that does not submit an action plan by that date may not receive a DHCD determination of interim compliance in time to receive an award of funds from the listed funding sources in 2023. An MBTA community that does not achieve interim compliance in time for the 2023 One Stop Application may submit an action plan to become eligible for a subsequent round of the One Stop Application, provided that an action plan must be submitted by no later than January 31 of the year in which the MBTA community seeks to establish grant eligibility; and provided further that no action plan may be submitted or approved after the applicable district compliance application deadline set forth in Table 3.
- b. *Assistance for communities implementing an action plan.*

MBTA communities are encouraged to communicate as needed with DHCD staff throughout the process of implementing an action plan. DHCD will endeavor to respond to inquiries about whether a proposed multi-family zoning district complies with Section 3A prior to a vote by the municipal legislative body to create or modify such a district. Such requests shall be made on a form to be provided by DHCD and should be submitted at least 90 days prior to the vote of the legislative body.

c. *Requests for determination of district compliance*

When an MBTA community believes it has a multi-family zoning district that complies with Section 3A, it may request a determination of district compliance from DHCD. Such a request may be made for a multi-family zoning district that was in existence on the date that Section 3A became law, or for a multi-family zoning district that was created or amended after the enactment of Section 3A. In either case, such request shall be made on an application form required by DHCD and shall include, at a minimum, the following information. Municipalities will need to submit:

- (i) A certified copy of the municipal zoning ordinance or by-law and zoning map, including all provisions that relate to uses and structures in the multi-family zoning district.
- (ii) An estimate of multi-family unit capacity using the compliance model.

- (iii) GIS shapefile for the multi-family zoning district.
- (iv) In the case of a by-law enacted by a town, evidence that the clerk has submitted a copy of the adopted multi-family zoning district to the office of the Attorney General for approval as required by state law, or evidence of the Attorney General's approval.

After receipt of a request for determination of district compliance, DHCD will notify the requesting MBTA community within 30 days if additional information is required to process the request. Upon reviewing a complete application, DHCD will provide the MBTA community a written determination either stating that the existing multi-family zoning district complies with Section 3A, or identifying the reasons why the multi-family zoning district fails to comply with Section 3A and the steps that must be taken to achieve compliance. An MBTA community that has achieved interim compliance prior to requesting a determination of district compliance shall remain in interim compliance for the period during which a request for determination of district compliance, with all required information, is pending at DHCD.

10. Ongoing Obligations; Rescission of a Determination of Compliance

After receiving a determination of compliance, an MBTA community must notify DHCD in writing of any zoning amendment or proposed zoning amendment that affects the compliant multi-family zoning district, or any other by-law, ordinance, rule or regulation that limits the development of multi-family housing in the multi-family zoning district. DHCD may rescind a determination of district compliance, or require changes to a multi-family zoning district to remain in compliance, if DHCD determines that:

- (i) The MBTA community submitted inaccurate information in its application for a determination of compliance;
- (ii) The MBTA community failed to notify DHCD of a zoning amendment that affects the multi-family zoning district;
- (iii) The MBTA community enacts or amends any by-law or ordinance, or other rule or regulation, that materially alters the minimum land area and/or the multi-family unit capacity in the multi-family zoning district;
- (iv) A board, authority or official in the MBTA community does not issue permits, or otherwise acts or fails to act, to allow construction of a multi-family housing project that is allowed as of right in the multi-family zoning district;
- (v) The MBTA community takes other action that causes the multi-family zoning district to no longer comply with Section 3A; or
- (vi) An MBTA community with an approved multi-family zoning district has changed transit category as a result of a newly opened or decommissioned transit station, or the establishment of permanent, regular service at a transit station where there was formerly intermittent or event-based service.

11. Changes to MBTA Service

Section 3A applies to the 175 MBTA communities identified in section 1A of the Zoning Act and section 1 of chapter 161A of the General Laws. When MBTA service changes, the list of MBTA communities and/or the transit category assignments of those MBTA communities in Appendix 1 may change as well.

The transit category assignments identified in Appendix 1 of these guidelines reflect certain MBTA service changes that will result from new infrastructure now under construction in connection with the South Coast Rail and Green Line Extension projects. These service changes include the opening of new Green Line stations and commuter rail stations, as well as the elimination of regular commuter rail service at the Lakeville station. These changes are scheduled to take effect in all cases a year or more before any municipal district compliance deadline. Affected MBTA communities are noted in Appendix 1.

Municipalities that are not now identified as MBTA communities and may be identified as such in the future are not addressed in these guidelines or included in Appendix 1. New MBTA communities will be addressed with revisions to Appendix 1, and separate compliance timelines, in the future.

Future changes to Silver Line routes or stations may change district location requirements when expanded high-capacity service combined with new facilities creates a bus station where there was not one before. Changes to other bus routes, including the addition or elimination of bus stops or reductions or expansions of bus service levels, do not affect the transit categories assigned to MBTA communities and will not affect location requirements for multi-family zoning districts. Any future changes to MBTA transit service, transit routes and transit service levels are determined by the MBTA Board of Directors consistent with the MBTA's Service Delivery Policy.

List of Appendices:

Appendix 1: MBTA Community Categories and Requirements

Appendix 2: Compliance Methodology/Model

Appendix 1:
MBTA Community Categories and Requirements

Community	Community category	2020 Housing Units	Minimum multi-family unit capacity*	Minimum land area**	Developable station area***	% of district to be located in station area
Abington	Commuter Rail	6,811	1,022	50	307	40%
Acton	Commuter Rail	9,219	1,383	50	246	20%
Amesbury	Adjacent Community	7,889	789	50	-	0%
Andover	Commuter Rail	13,541	2,031	50	587	50%
Arlington	Adjacent Community	20,461	2,046	32	58	0%
Ashburnham	Adjacent Small Town	2,730	137	-	-	0%
Ashby	Adjacent Small Town	1,243	62	-	-	0%
Ashland	Commuter Rail	7,495	1,124	50	272	40%
Attleboro	Commuter Rail	19,097	2,865	50	467	50%
Auburn	Adjacent Community	6,999	750	50	-	0%
Ayer	Commuter Rail	3,807	750	50	284	40%
Bedford	Adjacent Community	5,444	750	50	-	0%
Bellingham	Adjacent Community	6,749	750	50	-	0%
Belmont	Commuter Rail	10,882	1,632	27	502	50%
Berkley	Adjacent Small Town	2,360	118	-	79	0%
Beverly	Commuter Rail	17,887	2,683	50	1,435	90%
Billerica	Commuter Rail	15,485	2,323	50	308	40%
Bourne	Adjacent Small Town	11,140	557	-	-	0%
Boxborough	Adjacent Small Town	2,362	118	-	-	0%
Boxford	Adjacent Small Town	2,818	141	-	-	0%
Braintree	Rapid Transit	15,077	3,769	50	485	50%
Bridgewater	Commuter Rail	9,342	1,401	50	181	20%
Brockton	Commuter Rail	37,304	5,596	50	995	90%
Brookline	Rapid Transit	27,961	6,990	41	1,349	90%

Community	Community category	2020 Housing Units	Minimum multi-family unit capacity*	Minimum land area**	Developable station area***	% of district to be located in station area
Burlington	Adjacent Community	10,431	1,043	50	-	0%
Cambridge	Rapid Transit	53,907	13,477	32	1,392	90%
Canton	Commuter Rail	9,930	1,490	50	451	50%
Carlisle	Adjacent Small Town	1,897	95	-	-	0%
Carver	Adjacent Small Town	4,701	235	-	-	0%
Chelmsford	Adjacent Community	14,769	1,477	50	-	0%
Chelsea	Rapid Transit	14,554	3,639	14	608	75%
Cohasset	Commuter Rail	3,341	638	43	241	20%
Concord	Commuter Rail	7,295	1,094	50	519	50%
Danvers	Adjacent Community	11,763	1,176	50	-	0%
Dedham	Commuter Rail	10,459	1,569	49	507	50%
Dover	Adjacent Small Town	2,046	102	-	-	0%
Dracut	Adjacent Community	12,325	1,233	50	-	0%
Duxbury	Adjacent Community	6,274	750	50	-	0%
East Bridgewater	Adjacent Community	5,211	750	50	-	0%
Easton	Adjacent Community	9,132	913	50	-	0%
Essex	Adjacent Small Town	1,662	83	-	-	0%
Everett	Rapid Transit	18,208	4,552	22	200	20%
Fitchburg	Commuter Rail	17,452	2,618	50	601	75%
Foxborough	Adjacent Community	7,682	768	50	-	0%
Framingham	Commuter Rail	29,033	4,355	50	270	40%
Franklin	Commuter Rail	12,551	1,883	50	643	75%
Freetown	Commuter Rail	3,485	750	50	346	40%
Georgetown	Adjacent Community	3,159	750	50	-	0%
Gloucester	Commuter Rail	15,133	2,270	50	430	50%
Grafton	Adjacent Community	7,760	776	50	82	0%
Groton	Adjacent Small Town	4,153	208	-	-	0%

Community	Community category	2020 Housing Units	Minimum multi-family unit capacity*	Minimum land area**	Developable station area***	% of district to be located in station area
Groveland	Adjacent Small Town	2,596	130	-	-	0%
Halifax	Commuter Rail	3,107	750	50	300	40%
Hamilton	Commuter Rail	2,925	731	49	184	20%
Hanover	Adjacent Community	5,268	750	50	-	0%
Hanson	Commuter Rail	3,960	750	50	218	20%
Harvard	Adjacent Small Town	2,251	113	-	-	0%
Haverhill	Commuter Rail	27,927	4,189	50	415	50%
Hingham	Commuter Rail	9,930	1,490	50	757	75%
Holbrook	Commuter Rail	4,414	662	41	170	20%
Holden	Adjacent Community	7,439	750	50	-	0%
Holliston	Adjacent Community	5,562	750	50	-	0%
Hopkinton	Adjacent Community	6,645	750	50	79	0%
Hull	Adjacent Community	5,856	586	7	34	0%
Ipswich	Commuter Rail	6,476	971	50	327	40%
Kingston	Commuter Rail	5,364	805	50	345	40%
Lakeville	Adjacent Small Town	4,624	231	-	30	0%
Lancaster	Adjacent Small Town	2,788	139	-	-	0%
Lawrence	Commuter Rail	30,008	4,501	39	271	40%
Leicester	Adjacent Small Town	4,371	219	-	-	0%
Leominster	Commuter Rail	18,732	2,810	50	340	40%
Lexington	Adjacent Community	12,310	1,231	50	-	0%
Lincoln	Commuter Rail	2,771	635	42	130	20%
Littleton	Commuter Rail	3,889	750	50	244	20%
Lowell	Commuter Rail	43,482	6,522	50	274	40%
Lunenburg	Adjacent Small Town	4,805	240	-	-	0%
Lynn	Commuter Rail	36,782	5,517	50	637	75%
Lynnfield	Adjacent Community	4,773	607	40	-	0%

Community	Community category	2020 Housing Units	Minimum multi-family unit capacity*	Minimum land area**	Developable station area***	% of district to be located in station area
Malden	Rapid Transit	27,721	6,930	31	484	50%
Manchester	Commuter Rail	2,433	559	37	305	40%
Mansfield	Commuter Rail	9,282	1,392	50	327	40%
Marblehead	Adjacent Community	8,965	897	27	-	0%
Marlborough	Adjacent Community	17,547	1,755	50	-	0%
Marshfield	Adjacent Community	11,575	1,158	50	-	0%
Maynard	Adjacent Community	4,741	474	21	-	0%
Medfield	Adjacent Community	4,450	750	50	-	0%
Medford	Rapid Transit	25,770	6,443	35	714	75%
Medway	Adjacent Community	4,826	750	50	-	0%
Melrose	Commuter Rail	12,614	1,892	25	774	75%
Merrimac	Adjacent Small Town	2,761	138	-	-	0%
Methuen	Adjacent Community	20,194	2,019	50	-	0%
Middleborough	Commuter Rail	9,808	1,471	50	260	40%
Middleton	Adjacent Community	3,359	750	50	-	0%
Millbury	Adjacent Community	5,987	750	50	-	0%
Millis	Adjacent Community	3,412	750	50	-	0%
Milton	Rapid Transit	9,844	2,461	50	404	50%
Nahant	Adjacent Small Town	1,680	84	-	-	0%
Natick	Commuter Rail	15,680	2,352	50	680	75%
Needham	Commuter Rail	11,891	1,784	50	1,223	90%
Newbury	Adjacent Small Town	3,072	154	-	69	0%
Newburyport	Commuter Rail	8,615	1,292	35	213	20%
Newton	Rapid Transit	33,320	8,330	50	2,833	90%
Norfolk	Commuter Rail	3,601	750	50	333	40%
North Andover	Adjacent Community	11,914	1,191	50	5	0%
North Attleborough	Adjacent Community	12,551	1,255	50	-	0%

Community	Community category	2020 Housing Units	Minimum multi-family unit capacity*	Minimum land area**	Developable station area***	% of district to be located in station area
North Reading	Adjacent Community	5,875	750	50	-	0%
Northborough	Adjacent Community	5,897	750	50	-	0%
Northbridge	Adjacent Community	6,691	750	50	-	0%
Norton	Adjacent Community	6,971	750	50	-	0%
Norwell	Adjacent Community	3,805	750	50	-	0%
Norwood	Commuter Rail	13,634	2,045	50	861	90%
Paxton	Adjacent Small Town	1,689	84	-	-	0%
Peabody	Adjacent Community	23,191	2,319	50	-	0%
Pembroke	Adjacent Community	7,007	750	50	-	0%
Plymouth	Adjacent Community	28,074	2,807	50	-	0%
Plympton	Adjacent Small Town	1,068	53	-	-	0%
Princeton	Adjacent Small Town	1,383	69	-	-	0%
Quincy	Rapid Transit	47,009	11,752	50	1,222	90%
Randolph	Commuter Rail	12,901	1,935	48	182	20%
Raynham	Adjacent Community	5,749	750	50	-	0%
Reading	Commuter Rail	9,952	1,493	43	343	40%
Rehoboth	Adjacent Small Town	4,611	231	-	-	0%
Revere	Rapid Transit	24,539	6,135	27	457	50%
Rochester	Adjacent Small Town	2,105	105	-	-	0%
Rockland	Adjacent Community	7,263	726	47	-	0%
Rockport	Commuter Rail	4,380	657	32	252	40%
Rowley	Commuter Rail	2,405	601	40	149	20%
Salem	Commuter Rail	20,349	3,052	41	266	40%
Salisbury	Adjacent Community	5,305	750	50	-	0%
Saugus	Adjacent Community	11,303	1,130	50	11	0%
Scituate	Commuter Rail	8,260	1,239	50	373	40%
Seekonk	Adjacent Community	6,057	750	50	-	0%

Community	Community category	2020 Housing Units	Minimum multi-family unit capacity*	Minimum land area**	Developable station area***	% of district to be located in station area
Sharon	Commuter Rail	6,581	987	50	261	40%
Sherborn	Adjacent Small Town	1,562	78	-	-	0%
Shirley	Commuter Rail	2,599	650	43	338	40%
Shrewsbury	Adjacent Community	14,966	1,497	50	52	0%
Somerville	Rapid Transit	36,269	9,067	24	1,314	90%
Southborough	Commuter Rail	3,763	750	50	167	20%
Sterling	Adjacent Small Town	3,117	156	-	-	0%
Stoneham	Adjacent Community	10,159	1,016	27	12	0%
Stoughton	Commuter Rail	11,739	1,761	50	317	40%
Stow	Adjacent Small Town	2,770	139	-	-	0%
Sudbury	Adjacent Community	6,556	750	50	-	0%
Sutton	Adjacent Small Town	3,612	181	-	-	0%
Swampscott	Commuter Rail	6,362	954	20	236	20%
Taunton	Commuter Rail	24,965	3,745	50	269	40%
Tewksbury	Adjacent Community	12,139	1,214	50	-	0%
Topsfield	Adjacent Small Town	2,358	118	-	-	0%
Townsend	Adjacent Small Town	3,566	178	-	-	0%
Tyngsborough	Adjacent Community	4,669	750	50	-	0%
Upton	Adjacent Small Town	2,995	150	-	-	0%
Wakefield	Commuter Rail	11,305	1,696	36	630	75%
Walpole	Commuter Rail	10,042	1,506	50	638	75%
Waltham	Commuter Rail	26,545	3,982	50	470	50%
Wareham	Adjacent Community	12,967	1,297	50	-	0%
Watertown	Adjacent Community	17,010	1,701	24	27	0%
Wayland	Adjacent Community	5,296	750	50	-	0%
Wellesley	Commuter Rail	9,282	1,392	50	921	90%
Wenham	Commuter Rail	1,460	365	24	111	20%

Community	Community category	2020 Housing Units	Minimum multi-family unit capacity*	Minimum land area**	Developable station area***	% of district to be located in station area
West Boylston	Adjacent Community	3,052	587	39	-	0%
West Bridgewater	Adjacent Small Town	2,898	145	-	-	0%
West Newbury	Adjacent Small Town	1,740	87	-	-	0%
Westborough	Commuter Rail	8,334	1,250	50	194	20%
Westford	Adjacent Community	9,237	924	50	-	0%
Westminster	Adjacent Small Town	3,301	165	-	30	0%
Weston	Commuter Rail	4,043	750	50	702	75%
Westwood	Commuter Rail	5,801	870	50	470	50%
Weymouth	Commuter Rail	25,419	3,813	50	713	75%
Whitman	Commuter Rail	5,984	898	37	242	20%
Wilmington	Commuter Rail	8,320	1,248	50	538	50%
Winchester	Commuter Rail	8,135	1,220	37	446	50%
Winthrop	Adjacent Community	8,821	882	12	14	0%
Woburn	Commuter Rail	17,540	2,631	50	702	75%
Worcester	Commuter Rail	84,281	12,642	50	290	40%
Wrentham	Adjacent Community	4,620	750	50	-	0%

* Minimum multi-family unit capacity for most communities will be based on the 2020 housing stock and the applicable percentage for that municipality's community type. In some cases, the minimum unit capacity is derived from an extrapolation of the required minimum land area multiplied by the statutory minimum gross density of 15 dwelling units per acre. In cases where the required unit capacity from these two methods would exceed 25% of the community's housing stock, the required unit capacity has instead been capped at that 25% level.

** Minimum land area is 50 acres for all communities in the rapid transit, commuter rail and adjacent community types. There is no minimum land area requirement for adjacent small towns. Where 50 acres exceeds 1.5% of the developable land area in a town, a cap has been instituted that sets minimum land area to 1.5% of developable land area in the town.

*** Developable station area is derived by taking the area of a half-mile circle around an MBTA commuter rail station, rapid transit station, or ferry terminal and removing any areas comprised of excluded land.

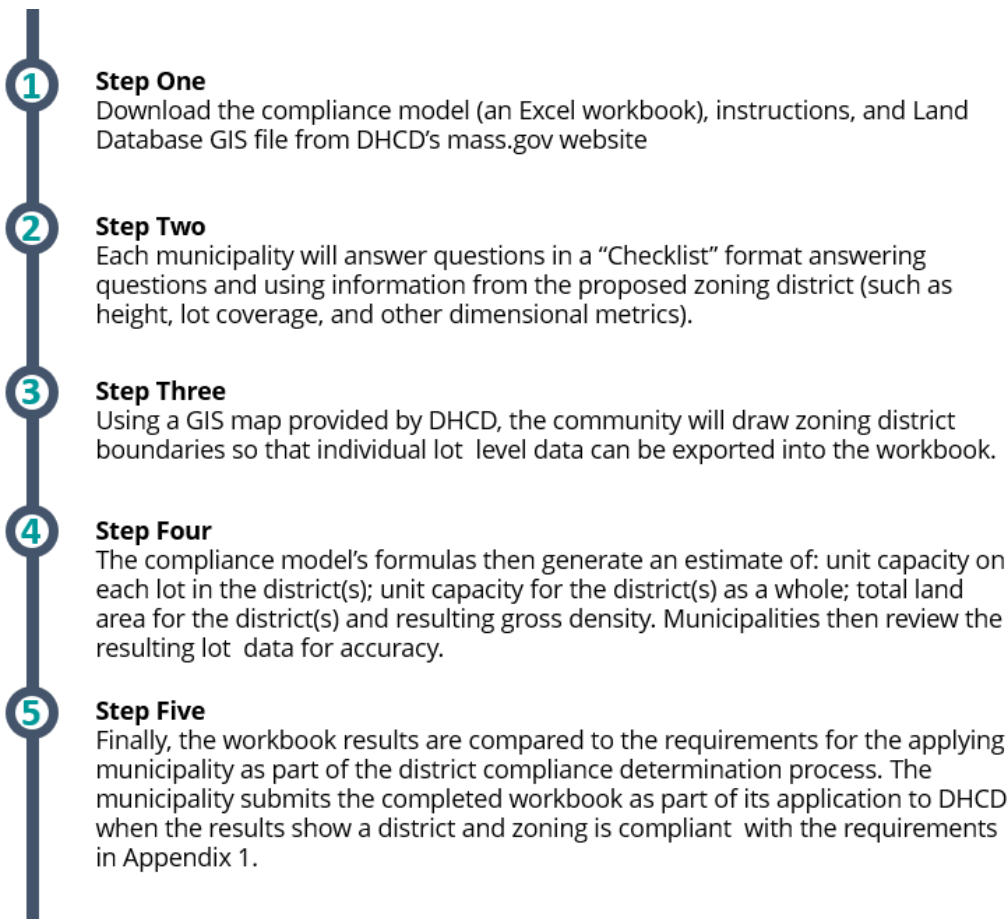
Appendix 2

Compliance Model Overview

The purpose of the compliance model is to ensure a consistent approach to measuring and evaluating multi-family zoning districts for compliance with Section 3A. The compliance model is intended to create a reasonable estimate of multi-family unit capacity of each multi-family zoning district. It is not intended to provide a precise determination of how many units may be developed on any individual lot or combination of lots.

The model uses geospatial tax parcel data from local assessors, compiled and hosted by MassGIS, to define lot boundaries and dimensions in each multi-family zoning district. The model also captures key dimensional and regulatory elements of the multi-family zoning district that impact multi-family unit capacity. The product of the compliance model is a Microsoft Excel workbook that must be submitted as part of a compliance application to DHCD. Consultant support is available at no cost to assist MBTA communities in meeting all the technical requirements of compliance.

The Compliance Modeling Process at a Glance:



Components of the Compliance Model

Land database

The compliance model includes geospatial parcel data for each MBTA community that identifies how much land area on each lot within a multi-family zoning district is developable land. Applicants will prepare this parcel data for the model's calculations by creating a shapefile for each district, measuring each district's land area, and exporting all lot records within the district's boundaries into an Excel or .csv file. These exported tables can then be pasted into the zoning review checklist and unit capacity estimator, described below.

Zoning review checklist and unit capacity estimator

To capture the data needed to estimate a district's multi-family unit capacity, municipalities will be required to complete a zoning review checklist. The checklist is of a series of questions and responses about allowed residential uses, parking requirements, dimensional restrictions (such as maximum building height and minimum open space), and other regulatory elements applicable in the district.

The unit capacity estimator uses the GIS exported lot information from the land database and the information entered into the zoning review checklist to calculate an estimate of the maximum number of multi-family residential units that could be constructed on each lot in each district as of right. It then aggregates the unit capacity estimates for each lot into an estimate of total unit capacity for each district. It also derives an estimate of the gross density for each district.

Case-Specific Refinements to the Compliance Model Inputs and Outputs

To ensure the integrity and reasonableness of each unit capacity estimate, DHCD may adjust the compliance model inputs and outputs as necessary to account for physical conditions or zoning restrictions not adequately captured by the compliance model. For example, DHCD may override the GIS data and change one or more lots from excluded land to developable land where a municipality demonstrates those lots meet the definition of developable land. DHCD may also adjust the unit capacity estimator's algorithm when it does not adequately account for an atypical zoning requirement or other local development restriction that will clearly impact unit capacity.

NEEDHAM HOUSING PLAN: Implementation Roadmap -

draft date: 8/31/22

Initiative	HPWG/Subgroup	Lead Entity	Partners and Advocates	Town Meeting	Level of Complexity	Prerequisites/Resources Needed	Timeframe	
1	Consider options for strengthening Needham's inclusionary zoning bylaw, requiring all new housing or mixed-use developments of 6 or more units to provide 12.5% affordable units (some now have 10% or no requirement and 10% limit applied to MBTA Communities multi-family districts unless already in place). Consider implementing a proportionate affordable housing fee payment to the AHTF for projects with fewer than 6 units.	Zoning	PB	SB PB Housing Trust Housing Coalition (what's this?)	Yes	Medium	Zoning amendments Zoning Map amendments Bldg Comm Public education	Near term
2	Broaden ADU bylaw to remove family member/caretaker restrictions and allow occupancy of ADUs as rental property with at least 6-month minimum lease, keeping 850 sq.ft./1-bedroom limits for ADUs. Consider allowing attached ADUs by right and detached ADUs by special permit.	Zoning	PB ZBA	SB PB Housing Trust Housing Coalition?	Yes	Medium	Zoning amendments Zoning Map amendments? Bldg Comm Public education	Near term
3	Comply with DHCD Guidelines under new state law G.L.c. 40A and 3A (MBTA Communities Law) by creating zoning districts within 1/2 mile of transit stations with by-right permitting. Districts must include a 25 ac min contiguous site area, total of 50 acres with minimum average density of 15 units per acre, and minimum multi-family unit count related to the Town's (11,890) total housing units; 15% commuter rail [1,784 units]]. See related draft proposals on zoning changes numbered 4, 5, 6 and 7 below.	Zoning	PB	SB EJN NDI NUARI	Yes	High	Zoning amendments Zoning Map amendments Staff capacity/Consultant Public education	Near term
4	Consider options for Needham's Center Business, Chestnut Street Business, Lower Chestnut Street Overlay, Avery Square Business and Avery Square Overlay districts to adjust dimensional and parking limits and add modest density increases to make them more economically viable for development with potential inclusion in MBTA Communities districts.	Zoning	PB	SB EJN NDI NUARI	Yes	High	Zoning amendments Zoning Map amendments Public education	Near term
5	Consider adjusting required parking ratios for mixed-use projects within overlay districts (and apartment developments) that are within 1/2 mile of transit stations.	Zoning	PB ZBA	SB HPWG EJN	Yes	High	Zoning amendments Bldg Comm Public education	Near term
6	Improve development opportunities for mixed use along major corridors (Chestnut, Highland, Great Plain) and incorporate density bonuses for increased affordability. Consider incentives for consolidating parcels to promote larger developable sites for mixed-use multi-family projects	Zoning	PB	SB HPWG EJN	Yes	High	Planning Real property disposition process Rezoning	Near term
7	Rezone targeted zoning districts, or parts of zoning districts, within 1/2 mile of transit, including Industrial, Business and Hillside Business to allow multi-family dwellings by right with dimensional regulations same as Apartment A-1 (18 units/acre). Extend A-1 zoning to nearby SRB areas even if not readily developable (e.g., a church site).	Zoning	PB	SB Housing Coalition	Yes	High	Zoning amendments Zoning Map amendments Staff capacity Public education	Near term
8	Consider options for control strategies to address the tear-down trend including amending the dimensional thresholds for coverage, FAR and setbacks and the feasibility of Needham implementing a Tree Removal by-law (See initiative #18 - on demolition delay and Historic District concepts).	Zoning and Development/Preservation	PB	SB Housing Coalition EJN	Yes	High	New by-laws for Demolition Delay & Tree Removal Zoning amendments for refining dimensional controls Bldg Comm Public education	Medim term
Further Study/Zoning								

Initiative	HPWG/Subgroup	Lead Entity	Partners and Advocates	Town Meeting	Level of Complexity	Prerequisites/Resources Needed	Timeframe	
9	Consider allowing two-family homes by-right in single-family zones (SRA and SRB) and how to implement; whether as local re-zoning near transit or more uniformly across districts (more egalitarian and less site specific). Consider options for limiting teardowns.	Further Study/Zoning	PB	SB Housing Coalition	Yes	High	Zoning amendments Zoning Map amendments Public education	Medium term
10	Consider options for incentivising higher-density, smaller unit, multi-family housing choices as part of zoning reforms in other districts (not related to MBTA Communities Law requirements).	Further Study/Zoning	PB	SB Housing Coalition Corporate & Institutional groups	Yes	High	Zoning amendments Zoning Map amendments Public education	Medium term
11	Evaluate the feasibility of mixed-use development with affordable housing on the municipal parking lot in Needham Center that abuts the MBTA station platform.	Further Study/Zoning	PB	SB MBTA Development community	Yes	High	Planning Real property disposition process Rezoning	Longer term
12	Explore options to establish a Chapter 40R "Smart Growth" overlay district(s) in Needham.	Further Study/Zoning	PB		Yes	High	Zoning amendments Zoning Map amendments Public education	Longer Term
13	Evaluate the feasibility of mixed-use development with affordable housing on the MBTA / municipal parking lot at Hersey Station.	Further Study/Zoning	SB PB	MBTA Development community	Yes	High	Planning Real property disposition process Rezoning	Longer term
14	Ease zoning and permitting requirements to incentivise energy-efficient and environmentally sustainable housing development.	Further Study/Zoning and Development and Preservation	SB PB	Climate Action Comm Green Needham NHA EJN	Yes	High	Zoning amendments Bldg Comm Public education	Longer term
15	Review and create regulatory changes that require building affordable housing to a zero, or nearly net zero, energy standard.	Further Study/Zoning and Development and Preservation	SB PB	Climate Action Comm Green Needham NHA EJN	Yes	High	Zoning amendments Bldg Comm Public education	Longer term
Housing Development and Preservation Strategies								
16	Support the NHA initiative to upgrade ALL public housing conditions starting with the PRI effort which is underway. Consider opportunities with NHA properties where modernization / renovation projects produce more efficient, higher density buildings that might yield buildable lot areas for additional deeply affordable, or more diverse income affordable housing, possibly through a NHA / developer partnership agreement. Create a working group to support these efforts.	Development and Preservation	SB PB	NHA AHTF EJN Housing Coalition	Yes	High	Public education	Near term/ Medium term
17	Integrate handicapped accessibility and supportive services into new development. Programs such as those offered by the Small Repair Grant Program, Council on Aging's Safety at Home program, or through assisted living options as well as transportation and other home maintenance programs should be continued. Accommodations for special needs populations should be integrated into new housing production efforts.	Development and Preservation	SB PB	SEPAC Housing Coalition CRC (Charles River Center)	Yes	Medium	Public education Continued Town funding	Near term

Initiative	HPWG/Subgroup	Lead Entity	Partners and Advocates	Town Meeting	Level of Complexity	Prerequisites/Resources Needed	Timeframe	
18	Study historic preservation initiatives such as a longer demolition delay by-law or establishment of one or more historic districts to discourage/control teardowns. Meet with the Historic Society.	Development and Preservation	SB DPCD NHC	Needham History Center	No unless action is proposed	High		Medium term
19	Assign a working group to examine the potential for the Stephen Palmer building to maximize its reuse for affordable or moderate rate housing when the lease has expired, making sure to respond to the needs of existing tenants.	Development and Preservation	SB		Yes if to adopt recommendations	High		Medium term
20	Sponsor a gathering with developers and housing agencies to obtain information on how to entice developers to build affordable and moderate rate housing in town.	Development and Preservation	SB AHTF		No	Low		Medium term
21	Explore opportunities for housing models or zoning changes in Needham's Special Education Parents Advisory Council (SEPAC) recommendations.	Development and Preservation	SB PB		No	Medium		Medium term
22	Review and encourage a variety of housing models that can meet the needs of Needham's adults with disabilities and seniors.	Development and Preservation	SB PB		No unless funding involved	Medium		Medium term
23	Continue to advocate for 22% commitment of Community Preservation Act (CPA) funds for the creation and retention of affordable housing in Needham.	Development and Preservation	SB NHTC CPC	NHA EJN	Yes	Low	CP Plan and CPC award policies	Medium term
24	Invest ARPA, CPA, and other funds in capital improvements at properties owned by the Needham Housing Authority (NHA).	Development and Preservation	SB CPC	NHA AHTF EJN	Yes	Low	Public education	Near term
25	Encourage rental development using state funding programs such as Low Income Tax Credits to support housing needs of lower income households.	Development and Preservation	SB PB	NHA AHTF EJN	Yes	Medium	Zoning amendments Bldg Comm Public education	Medium term
26	Revisit the inventory of Town-owned property and identify those parcels (former schools, public use etc.) that could potentially still be used to build more housing (including those that might need regulatory / zoning changes or LIP to make housing possible), and identify partners who might be interested in developing them. Conveyance of property will require an RFP.	Development and Preservation	SB PB	NHA PPBC EJN	Yes	Medium	Planning Real property disposition process Rezoning or Chapter 40B/LIP	Near term
27	Inventory other publicly, or privately, owned sites / buildings suitable for for multi-family housing, potentially as Apartment A-1 zoning with its designated dimensional requirements or LIP.	Development and Preservation	SB PB	PPBC Town landowners	Yes	Medium	Zoning amendments Zoning Map amendments Staff capacity Public education	Near term
Further Study/Development and Preservation								
28	Consider waiving application fees for affordable housing projects where appropriate.	Further Study/Development and Preservation	SB PB	NHA	Yes	Medium	Public education	Medium term
29	Make enhanced homebuyer assistance available, e.g., local funding to increase affordability of MHP ONE Mortgage loans. (Note: likely to work only for purchase of restricted affordable units which are limited.)	Further Study/Development and Preservation	SB PB CPC		Yes	Medium		Medium term
30	Make CPA funds available for entities to acquire property for group homes that serve people with disabilities.	Further Study/Development and Preservation	SB CPC	NHA AHTF EJN SEPAC CRC (Charles River Center)	Yes	High	Public education	Medium term

Initiative	HPWG/Subgroup	Lead Entity	Partners and Advocates	Town Meeting	Level of Complexity	Prerequisites/Resources Needed	Timeframe	
31	Adopt MA law or Home Rule petition re: transfer or impact fees (for high value home sales) to fund the Affordable Housing Trust Fund to help promote project feasibility. (Note state legislation has been proposed.)	Further Study/Development and Preservation	SB PB	NHA AHTF EJN	Yes	Medium	Zoning amendments Bldg Comm Public education	Medium term
32	Consider further tax reductions for qualifying seniors.	Further Study/Development and Preservation	SB PB	AHTF Senior Center	Yes	Medium	Public education	Medium term
Capacity Building Strategies								
33	Continue to provide community outreach and education on housing.	Capacity Building	Sponsoring entities of housing initiatives		No	Low	Public education	Near term
34	Monitor targeted housing goals and Subsidized Housing Inventory (SHI).	Capacity Building	AHTF		No	Low	Public education	Near term
35	Identify impacts of Town resources to address needs that may result from housing initiatives.	Capacity Building	SB Town Mgr Town Engineer DPW	SB PB	No	Medium	Funding for studies/planning	Medium term
36	Support tenant advocacy and organizing efforts in affordable housing properties owned and managed by the Needham Housing Authority and other developers. Outside HPWG purview?	Capacity Building	SB PB	NHA AHTF Housing Coalition	Yes	Low	Public education Staff capacity	Near term
37	Work with realtors and lenders to help buyers of existing smaller homes.	Capacity Building	AHTF		No	Low	Public education Staff capacity	Medium term
38	Revisit Affordable Housing Trust's role and responsibilities vis a vis the Housing Plan and provide appropriate support.	Capacity Building	SB	AHTF	No	Low		Near term
Further Study/Capacity Building								
39	Conduct a racial impact study to determine whether Needham's existing residential zoning has a disproportionate impact on Black, Indigenous and People of Color (BIPOC) and other groups protected under the Federal Fair Housing Act (FFHA).B8	Further Study/Capacity Building	SB Town Mgr DPCD NUARI	Consultant	Yes for funding	High	Funding Racial impact assessment tool Political leadership	Near term
40	Update School Master Plan to study impact of recent housing developments and consider impact of proposed rezoning initiatives; consider need for school building renovations or additions.	Further Study/Capacity Building	School Dept DPCD	SB PB NHA	No	Medium	Funding for studies/planning	Medium term
41	Study public realm (streetscape) improvements and transit alternatives that may be needed to handle traffic that may result from new development and to address needs of seniors and disabled; study parking needs.	Further Study/Capacity Building	SB Town Engineer DPW TMAC	CRRCC Council Aging MBTA	No	High	Funding for studies/planning Work has begun for the Town Center and Chestnut Street areas.	Medium term
42	Reduce or eliminate local preference in affordable housing lotteries. Current local preference is 70% for Needham residents and people working in Needham.	Further Study/Capacity Building	SB AHTF PB NUARI	Housing Coalition	No	Medium		Medium term

From: [Emily Cooper](#)
To: [Lee Newman](#)
Cc: [Alexandra Clee](#); nespada@studioenee.com; mfachetti@verizon.net; [Ed Cosgrove](#); [Ed Scheideler](#); [Helen Gregory](#); jeannemcknight@comcast.net; [Marcus Nelson](#); [Mike O'Brien](#); [Oscar Mertz](#); [Rhonda Spector](#); [Rhonda Spector](#); [Karen Sunnarborg](#); [Heidi Frail](#); [Timothy McDonald](#); [Cyndi Roy Gonzalez](#)
Subject: Re: Housing Plan Working Group meeting September 8 at 7:15 pm
Date: Monday, September 5, 2022 4:51:14 PM

Hello Lee.

Below are my suggested edits to the Implementation Roadmap. Note that these are only my edits and do not represent the comments from the Development and Preservation Subgroup. If you would like to share the document in a Word or Excel document I would be happy to mark it up.

I have one general question about the people/entities listed as the lead for each initiative....do these people/entities have the capacity to take on additional work? Should the town be thinking about redirecting some of the funds that were appropriated previously for consulting services towards these efforts?

SUGGESTED EDITS TO IMPLEMENTATION ROADMAP

#8: suggest strengthening this language and making it more action oriented or moving it the "further study" section

#9: delete "consider options for limiting tear downs" since this is covered in #8

#11 and #13: as these relate to transit oriented development, aren't they part of #3? Or couldn't they be combined with #3?

#14 and #15: suggest combining into one action since they are slightly duplicative

#17, #21, #22: suggest combining into one action since they all relate to special needs housing

#28: suggest moving up to a strategy, rather than in the further study" section

#30: suggest changing language to "Explore the possibility of making CPA funds...." and combining with #17,#21, and #22 as described above

#42: suggest deleting

Thanks.

Emily

Emily Cooper
emilymillercooper@gmail.com

On Thu, Sep 1, 2022 at 1:20 PM Lee Newman <LNewman@needhamma.gov> wrote:

Dear all,

I have attached the agenda for the Thursday, September 8, 2022 meeting, as well as the minutes from the meeting of July 28, 2022. I have also attached a copy of the

Comments on the Implementation Roadmap

Submitted by the Housing Development Subgroup

General Comments:

- The list is a nice compilation of a variety of options and should be updated to reflect the recommendations from all the subgroups
- Suggest ensuring that rows 1-3 are the specific goals that were agreed to by the entire group. Also, suggest separating out rows 1-3 from the chart since they are overarching goals guiding all the work and not actual specific initiatives
- The list could benefit from some pruning to eliminate duplication and some editing to ensure that all listed initiatives are truly actionable.
- It would be helpful to have a process for vetting all of the initiatives by the entire Work Group. There may be some initiatives that were proposed by one sub group that don't have the support of the entire Work Group.
- Suggest devoting one of the upcoming Work Group meetings to prioritizing the various initiatives as a group and categorizing them into short-term (6months-1 year), mid-term (1-2 years) and long-term (3-5 years). This should result in a short list of initiatives in the Executive Summary that the public could easily review and understand (details could be included in an Appendix or elsewhere in the plan)
- In the aggregate, it is possible that the sum of these initiatives may lead to some areas of town being more impacted than others. For example, some areas of town may wind up with more 2-family homes, ADUs or new homes being built in a way that crowds their neighbors. Yet, other parts of town where there are bigger houses with bigger plots of land may see no change.

Comments on Specific Items:

- #4 Suggest FAR and additional setback requirements, suggest a tree removal by-law, meet with brokers and stakeholders to minimize the sale of modest homes that are still livable.
- #5 Require ADUs be within FAR and all setback requirements, required notice to neighbors and hearings on issues such as lighting and parking locations. Need restrictions that don't prompt additional knock-downs or additions that change the nature of denser neighborhoods.
- #6 – Need to monitor again – don't want knockdowns in neighborhoods so developers can squeeze 6 units into a single-family neighborhood. Consider requiring that housing built under the new MBTA guidelines have some affordability component.
- #7 Modest density increases won't make them economically more viable – do we want to choose areas where we would be ok with some height and real density?
- #9 What kind of incentives?
- #15 – this should be discussed by the group at large; if two-family by right we will have knockdowns galore and it will change the whole feeling of certain neighborhoods. Every older home will get knocked down so developers can build two new ones.
- #20 – this may not have support of the entire work group since eliminating local preference would decrease our ability to take care of people who work in town and town residents.
- #30 - incomplete or cut off on the chart
- #31 – leveraging ARPA funds will need to happen quickly as those funds are being made available now
- #35 – keep in mind that all affordable – even senior for younger adults – housing provides a preference for people with disabilities.
- #36 & #45 appear to be duplicates
- #37 – suggest deleting as this doesn't seem like an actionable initiative but rather an overarching goal
- #38 – suggest deleting as this doesn't seem like an actionable initiative but rather an overarching comment
- #39 – incomplete or cut off on the chart
- #40 – need to turn this into an actionable initiative and make sure to also address moderate-income seniors
- #41-#43 – suggest deleting as this doesn't seem like an actionable initiative but rather an overarching comment

Capacity Building Group Meeting #4

9.7.22 Meeting Notes

Attendees: Carol Fachetti, Michael O'Brien, Natasha Espada

Reviewed HPWG Implementation Chart and have the following comments:

1. Do we need a line item for workforce housing? There is a significant advantage of attracting younger workforce (for example teachers and others who work in the town) when there is affordable housing for the workforce. Would this type of housing increase the capacity of the schools (teachers with families, etc.)
2. MBTA Communities- Regarding Capacity
 - a. Review density of housing around stations and impact to each station
 - b. Define reasonable density
 - c. As of right vs special permit
3. What to do with projects that change from having affordable housing to removing it by new application once town meeting has changed the zoning? Do you have to go back to Town Meeting because the change was not implemented?
4. **Item #11 – Town- owned land**
 - a. zoning of town-owned land in business districts would need to change.
 - b. Are there opportunities for town-owned land to become housing?
 - c. Town-owned land owned by different entities. Who would be able to review available land?
5. **Item #13 – Integrate Accessible and Supportive Housing for Special Needs Populations**
 - a. To integrate into new housing
 - b. Do not see big town capacity increase
6. **Item #19 - Support NHA Initiatives for New Housing**
 - a. Denser housing will increase town capacity
 - i. Don't know tax structure of NHA
 - ii. Would this increase property taxes or would increased capacity be subsidized by other new non-affordable housing development or Needham Housing Trust?
 - iii. Diversifying tax base- commercial – bringing more business to the community.
 - iv. There is operating costs which are incremental but there are also capital costs which are more significant.
7. **Item # 24 School Master Plan Update**
 - a. There are 2 conceptualized plans at the moment by a school Master Planner
 - b. There is a higher Kindergarten population this fall than anticipated by 30 students.
 - c. This fall document will provide new projections of students at the schools.
 - i. Is it due to new construction? New to town? Coming from private program.
 - d. Plan in place but not fully approved.
 - e. School capacity changes per the economy, pandemic, etc.
8. **Item #25 – Town Resources based on zoning changes- ADU'S MBTA Communities**
 - a. Need to review density and impact
 - b. ADU's does not increase the capacity as much as new development
9. **Item #26 – Public realm improvements including streetscape and traffic**
 - a. Traffic /Parking study is being done by town- precovid vs post covid

From: [Lee Newman](#)
To: [Lee Newman](#)
Subject: Housing Plan Working Group
Date: Monday, August 29, 2022 9:54:49 AM

From: Joe <jsmatthews1988@gmail.com>
Sent: Sunday, August 28, 2022 10:28:33 PM
To: Planning <planning@needhamma.gov>
Subject: Housing Plan Working Group

Hello,

I have been following the progress of the Housing Plan Working Group (HPWG) and seen that the phenomenon of “teardowns” is being discussed. While it could be challenging to achieve a majority on the most appropriate set of policies needed to address this issue, it is both feasible and necessary to do so in order to improve housing affordability in Needham. Specifically, I believe that FAR restrictions in single residence districts will be the most direct way to address teardowns as teardowns are primarily driven by a desire by developers to maximize square footage on each parcel. Other tools, such as demolition delays, setback or height restrictions, or some other cumbersome permitting processes are unlikely to be sufficient.

Although many people express displeasure with the destruction of old or historic houses, leveling of the terrain, cutting down of trees, and overall change in neighborhood feel, the core issue with teardowns is the **loss of market affordable housing**. Specifically, the loss of the single residence houses, typically of size 1,000 – 2,000 square feet build on parcels around a quarter acre in size, which are not being replaced by similarly affordable housing units. Teardowns, despite the use of construction materials, labor, financing, and other resources, result in a **net loss of market affordable housing** for the town.

As an example, restricting FAR in the single residence zones to something close to 0.3, or perhaps even less, would either disincentive teardowns or at the least result in new houses being closer to market affordable. For a quarter acre lot, you would be able to construct houses of ~3,300 square feet, compared to recent trends which see houses of 5,000 square feet or more.

The HPWG has signaled its intent to comply with the Multi-Family Zoning Requirement for MBTA Communities, which I support. For those zoning changes to result in more housing, a policy to curb teardowns will be necessary. This is because the town must send a clear signal to developers, property owners, realtors, and others operating in that space that the town wants to increase the number of market affordable housing units. Developers are simply too good at actively acquiring properties, demolishing the existing structure, and building massive houses in which only the wealthiest can live. Although the argument has been made that developers will focus on parcels where zoning permits denser housing, the town should not leave this to chance. **A policy to disincentive or outright bar teardowns is a necessary complement to the MBTA Communities zoning changes.**

I do not intend to trivialize the pitfalls associated with crafting a policy and getting it approved by Town Meeting. Any policy would have to be well-tailored to the purpose of preventing teardowns. Potential issues include a large inventory of non-conforming lots, developers seeking to circumvent such a policy with definitions of square footage, how to classify additions to houses, etc. Thus, any policy would require the expertise of the HPWG and Planning Board.

While it is laudable that the town continues to work to add new housing supply, efforts to preserve its existing stock have not been sufficient. Much like managing finances or dealing with climate

change, addressing the root of the problem is equally important to finding a solution. You can increase revenue, or just reduce spending; you can increase your renewable power generation, or simply reduce your emissions; and you can build new market affordable housing, or just preserve the ones you have. **In my opinion, any housing affordability strategy that does not include a clear plan to address the phenomenon of teardowns will lack credibility.** I urge the HPWG to lead the way in crafting zoning changes which include FAR restrictions in order to protect market affordable housing in Needham.

Regards,

Joe Matthews

Town Meeting Precinct I