

Action Plan for MBTA Communities

Description Area	Please read the Section 3A Guidelines before attempting to complete this form. Please note: Action Plan Forms must be submitted by a municipal official with authority to act on behalf of the municipality on matters of zoning, such as the municipal CEO or planning director.
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Section 1: Identification

Description Area	The Section 3A Guidelines establish zoning metrics that apply uniquely to each MBTA community based on its local transit stations, existing housing stock, population, and developable land. This section of the Action Plan helps to identify the transit stations that determined each community's category. Appendix 1 of the Section 3A Guidelines lists each community's category and minimum multi-family unit capacity requirement.
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1.1 MBTA Community Name	Sutton
1.2. Community Category	Adjacent small town
1.3. Multifamily Unit Capacity Requirement	181
1.4. Does this municipality have any MBTA rapid transit stations within its boundaries?	No
1.5. Does this municipality have any MBTA commuter rail stations within its boundaries?	No
1.6. Does this municipality have any other MBTA transit stations that are located outside of its municipal boundaries that may have "developable station area" within them?	No
1.7. Please provide the name of the person filling out this form	Jennifer Hager
1.7a. Title	Planning Director
1.7b. Email Address	j.hager@town.sutton.ma.us
1.7c. Phone Number	(508) 865-8729
1.8 Please provide the name of the municipal CEO	James Smith

1.8b Mailing address of municipal CEO	4 Uxbridge Road Sutton, MA 01566
1.8c Email address of municipal CEO	j.smith@town.sutton.ma.us
1.9. Please briefly describe other members of the core team developing the multi-family zoning district.	Core members of the team developing the multi-family zoning district will be the Planning Board members, Planning Director, and a member of the Select Board a minimum and assistance with be sought from Central Massachusetts Regional Planning Commission.

Section 2: Housing Overview

2.1. Does this municipality have any established housing related goals or strategies from municipal planning documents, such as a Housing Production Plan, Master Plan, or Economic Development Plan?	Yes
2.1a. Please briefly describe any relevant strategies, goals, or objectives, and the work that has been done to date.	2019 Housing Needs Study contains 6 strategies and 12 related action items including ones like: Goal 3.2.1 Work with CMRPC and/o other technical assistance provider(s) to assess the potential for 40R or other higher intensity smart growth district. and 2.2.1 Adopt a Cottage Housing Bylaw. We have developed a higher density draft cottage housing bylaw and will be working with CMRPC to discuss regionally, make adjustments, educate residents, and seek adoption. We've started discussion about mandatory affordable unit requirements added to various bylaws. We've considered participating with CMRPC in having a part time housing coordinator. We've compiled a current list of Town land including development attributes to consider which might be appropriate for housing creation.
2.2. Is this municipality currently working on any other planning for housing?	No

Section 3: Preliminary Zoning Strategies

3.1. To the best of your knowledge, which of the following zoning strategies is this community most likely to use for compliance? (Select all that apply)	c. A new 40R or other overlay zoning district d. A new base zoning district or districts
3.1c. Please briefly describe the potential district and location. Optional: Attach any supporting documents that show planning work the community has already done for this district(s).	The potential district would be located along main roads that also have public water and sewer infrastructure necessary for the required density. Very little of Sutton contains this infrastructure and/or capacity so this district would likely be in NE Sutton.

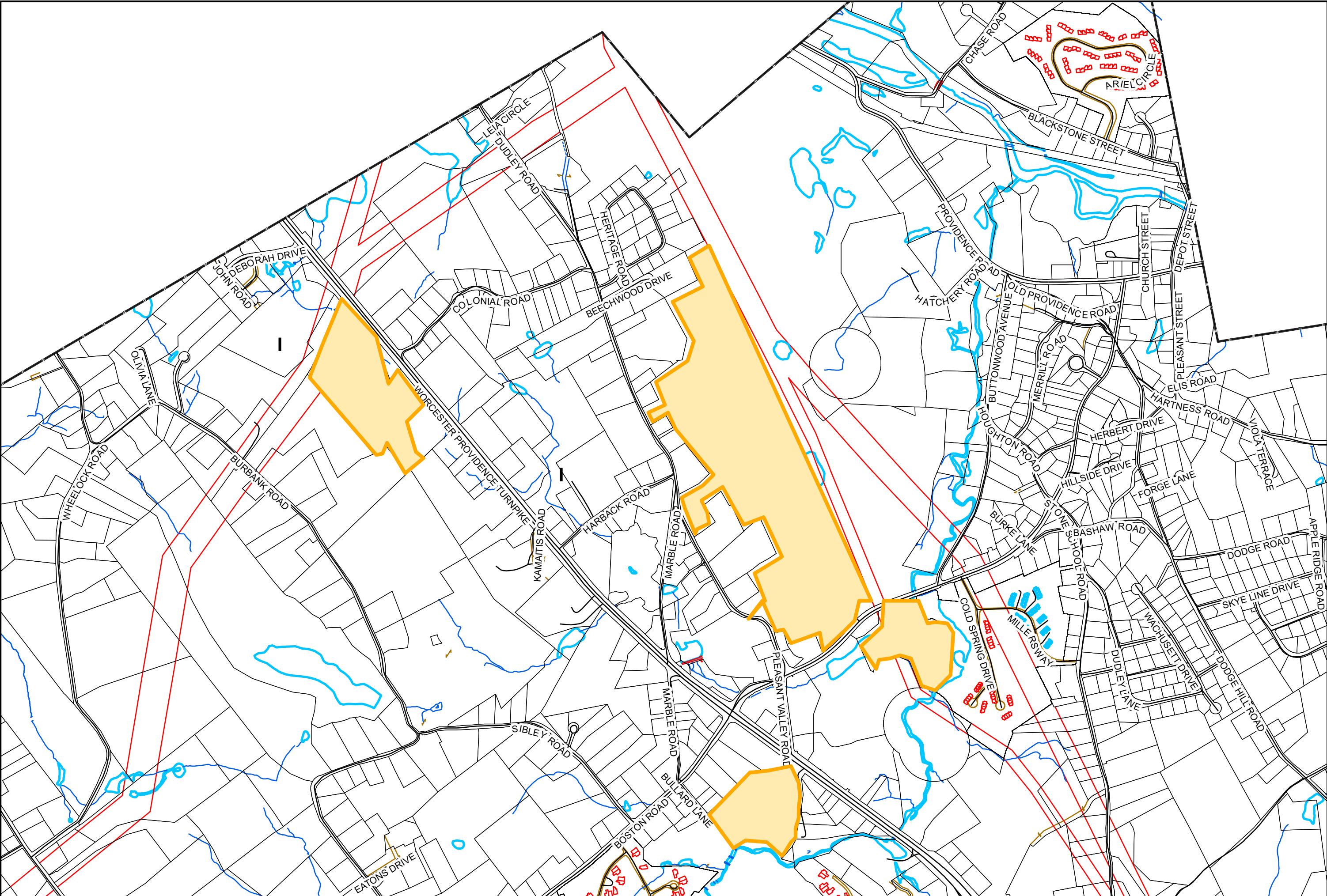
3.1d. Please briefly describe the potential district and location. Optional: Attach any supporting documents that show planning work this community has already done for this district.	All potential district locations currently identified are noted and shown in response to the above question.
3.2. What non-housing characteristics are important for this community to consider in its 3A zoning district?	Non-housing characteristics important to consider include availability and capacity of public water and sewer infrastructure as well as power supply. Location in relation to main transportation corridors. Pedestrian/bike connections to nearby local services and amenities where appropriate. Roadway capacity and safety issues.

Section 4: Action Plan Timeline

Description Area	This section creates a framework to input preliminary plans for a zoning adoption process. On the table below, please use Column 1 (from the left) to describe a task, Column 2 to input a start date, and Column 3 to input a finish date. Every community must provide a timeline for the below-listed tasks. Additional space is provided for any other tasks that a community wishes to list. DHCD will review proposed timelines for feasibility before approving an Action Plan. Public outreachDeveloping zoning Applying DHCD's compliance model to test for density and unit capacityHolding planning board hearings Holding legislative sessions and adopt compliant zoning Submit District Compliance application to DHCD
Description Area	Task
Description Area	Start
Description Area	Finish
Short Answer	Develop Zoning
	Jul 01, 2023
	Jul 01, 2025
Short Answer	Public Outreach
	Jul 01, 2023
	Sep 01, 2025
Short Answer	Apply DHCH Compliance model to test for density and unit capacity
	Oct 01, 2023
	Jul 01, 2025

Short Answer	Hold Planning Board hearings
	Sep 01, 2024
	Sep 01, 2025
Short Answer	Hold legislative session and adopt Compliant zoning
	Oct 01, 2024
	Oct 01, 2025
Short Answer	Submit district compliance to DHCD
	Nov 01, 2024
	Nov 01, 2025
If there is any other feedback you would like to share about the compliance process, please use this space to provide it.	The broad time frames allow for multiple tries at Spring and/or Fall town meetings if necessary. However, the initial intent is to have a bylaw ready for July of 2024 and make an attempt at the October 2024 Fall Town Meeting to approve a complaint bylaw.

POTENTIAL Section 3A Zoning Locations



SUTTON HOUSING STRATEGIES IMPLEMENTATION MATRIX

		Short-Term Actions (0-12 Mo.)	Medium-Term Actions (1-5 yrs.)	Long-Term Actions (5-10 yrs.)	Ongoing Actions	Responsible Party
1.0.0	Capacity Building Strategies					
1.1.0	Secure additional funding to support long-term housing planning					
1.1.1	Promote adoption of Community Preservation Act (CPA)		X			BOS, PB, PD
1.1.2	Explore the creation of a Municipal Affordable Housing Trust Fund		X		X	BOS, PB, PD
1.2.0	Continue to conduct ongoing community outreach and education on housing					
1.2.1	Secure a dedicated Affordable Housing Coordinator		X			BOS, PD
1.2.2	Form a standing Housing Coordinating Committee and/or Municipal Affordable Housing Trust board of trustees	X				BOS, PB, PD
1.2.3	Hold regular, informal meetings with developers, real-estate brokers, and other stakeholders to help assess the state of the housing market and identify potential issues proactively	X			X	AHC, SHC or delegate(s)
2.0.0	Zoning Strategies					
2.1.0	Explore Inclusionary Zoning					
2.1.1	Strengthen inclusionary language in Open Space Residential Design and other bylaws to require affordable units or payment-in-lieu of additional affordable units		X			PD, PB, BOS
2.2.0	Promote new options for lowering the cost to develop new housing through zoning reforms					
2.2.1	Adopt a Cottage Housing Bylaw	X				PD, PB
2.2.2	Amend zoning to expand uses for Multi-Family Housing and Mixed-Use Development regulations in order to allow greater density		X			PD, PB
3.0.0	Housing Development Strategies					
3.1.0	Make suitable public property available for affordable housing					
3.1.1	Create inventory of Town-owned land suitable for new housing development		X			PD, SHC, CMRPC
3.1.2	Work with relevant Town boards and committees to make suitable parcels development-ready		X		X	PD, SHC, CMRPC
3.2.0	Pursue partnership opportunities for Multi-Family Housing and Mixed-Use Development					
3.2.1	Work with CMRPC and/or other technical assistance provider(s) to assess the potential for 40R or other higher intensity Smart Growth district			X		PD, HWG, CMRPC
3.2.2	Work with CMRPC and/or other technical assistance provider(s) to assess the potential for implementation of a TIF, DIF, WH-STA, or other tax benefit district to promote new housing development			X		PD, HWG, CMRPC

BOS = Board of Selectmen
PB = Planning Board
CMRPC = Central Massachusetts Regional Planning Commission
HA = Housing Authority
COA = Council on Aging
HWG = Housing Working Group
HC = Historical Commission
PD = Planning Director
AHC = Affordable Housing Coordinator
SHC = Standing Housing Committee