



Attachment A - Scope of Service and Cost Proposal

Date: January 13, 2023
Prepared For: Massachusetts Housing Partnership
Purpose: Technical Assistance to the Town of Grafton to accomplish compliance with requirements of Chapter 40 A Section 3A (MBTA Communities)
Term: Approximately 6 -9 months

Purpose and Background

The Central Massachusetts Regional Planning Commission (CMRPC) is the Regional Planning Agency for the Town of Grafton. CMRPC is currently engaged with the Town of Grafton in several planning projects including but not limited to a Phased Master Plan Update, Green Communities Administration, and Complete Streets. CMRPC is pleased to present the following proposed scope of services to Massachusetts Housing Partnership (MHP) to provide technical assistance to the Town of Grafton to accomplish compliance with requirements of Chapter 40 A Section 3A (MBTA Communities).

The Town is categorized as an “Adjacent Community” as defined and described in the regulations and guidelines articulated in October 2022. The 2020 Census stated that the Town had 7,760 housing units. The new regulations require the Town of Grafton to create multi-family zoning by-right that would allow a minimum capacity of 776 units of housing on a minimum land area of 50 acres. Eighty-two (82) acres exist in the developable station area. Zero percent (0%) of the district must be in the station area. As an “Adjacent Community” the Town has until December 31, 2024 to achieve full compliance.

The Town of Grafton has requested Technical Assistance from Massachusetts Housing Partnership (MHP). CMRPC is an eligible Technical Assistance provider. The Municipality is actively engaged in planning for compliance. The municipality has limited capacity to pursue compliance. The Town requests assistance with the following:

- Locating/Delineating Districts
- Developing Use and Intensity Requirements
- Calculating Capacity and Gross Density Requirements
- Drafting Zoning Amendment

The Town of Grafton is seeking assistance in delineating and drafting zoning for compliance with the MBTA mandate. The local Planning Board has had consistent discussion at meetings and attendance at the MHP and DHCD webinars to remain in tune with the roll out of the legislation and available resources. The Planning Board has discussed a number of concept level strategies to meet compliance that could likely be implemented quickly with additional investigation and refinement. A more robust Local Action Plan is desired.

Of note, the Town of Grafton currently has two 40R Districts (North Grafton Transit Village and Fisherville Mill) which may be suitable as compliance model zoning with minor modification and has produced an amenable mixed-use development (8 Pine Street). Expansion of the existing zones, or similar zoning located elsewhere may provide a path to compliance as early as Spring Town Meeting (May 8, 2023).

The Grafton Town Planner has recently resigned, taking a position in another community (last day Nov. 4th). Although well positioned, the Town of Grafton has limited staff support for analysis and implementation of compliance zoning. This Town Planner position has recently been filled. CMRPC is assisting the new planner in her understanding of the requirements as related to the Town of Grafton.

Municipal Boards and staff are well educated on the MBTA Community zoning mandate, however additional resident outreach and education would be helpful in advance of any zoning proposal. Density and development have been issues raised by the public and similar projects have met with significant resistance in the past.

Process.

CMRPC Planners will meet with the Town's 3A Core Team to propose suitable areas for consideration for modification or amendment of current zoning or development of new zoning districts or suitable overlays districts. The CMRPC Planner and GIS analyst will work closely with the Town Planner to run a variety of compliance scenarios that may affect the changes needed for compliance. The 3A Core Team will meet to discuss and review scenarios that meet the goals of the Town and are likely to be met with confirmation and successful adoption at Town Meeting in a timely manner.

Working together CMRPC will assist the town in Developing Use and Intensity Requirements. Based on the proposed Use and Intensity Requirements, CMRPC will use the compliance model to Calculate Capacity and Gross Density Requirements. CMRPC will work with the 3A core Team to draft suggested Zoning Bylaw Amendments. CMRPC will stay in close contact with staff from the Department of Housing and Community Development (DHCD), MHP and others peer communities to learn from their experiences.

Roles and Responsibilities

The Town of Grafton Planning Board and the Town Planner will be the Core Team to whom CMRPC will provide Technical Assistance. The Planning Board and the Town Planner will be responsible for hosting, posting, and coordinating meetings as necessary to facilitate an effective process. Members of the Core Team should be available to meet at a minimum of once per month, be it virtually or in-person. CMRPC staff will attend the meetings to seek input, provide guidance, share information on regulations and guidelines, best practices, and compliance modeling.

Deliverables

- Map(s) of the proposed district(s)
- Compliance model summaries with capacity and gross density of proposed districts
- Suggested amendments to bylaws for discussion at public hearings in anticipation of Town meeting consideration

Timeline

On execution of a signed contract, CMRPC will set up a 3A Core Team Kickoff Meeting (likely at a Planning Board meeting) to discuss this scope of service, develop an acceptable working timeline of meetings, shared expectations, discuss of responsibilities and goals.

- District Identification - January 2023
- Compliance Modeling - February to March 2023
- Development of Use and Intensity Requirements stemming from Compliance modeling - April to May 2023

- Calculation of Unit Capacity and Gross Density Requirements - May 2023
- Drafting Zoning Amendment June – August 2023
- Public Hearing on Proposed Zoning Amendments September 2023

The anticipated project duration is six (6) to nine (9) months taking the 3A Core team through the first public hearing. Further assistance may be requested with additional resources.

Cost Proposal

Estimated Personnel Costs

District Delineation, Compliance Modeling	\$2,000
Developing Use and Intensity Requirements	\$5,000
Calculating Capacity and Gross Density Requirements	\$3,000
Drafting Zoning Amendment	\$4,000
Regular meetings with the Committee (6-8)	\$4,000
Printing and misc. expenses	\$200
Travel	\$400
PROJECT TOTAL	\$18,600