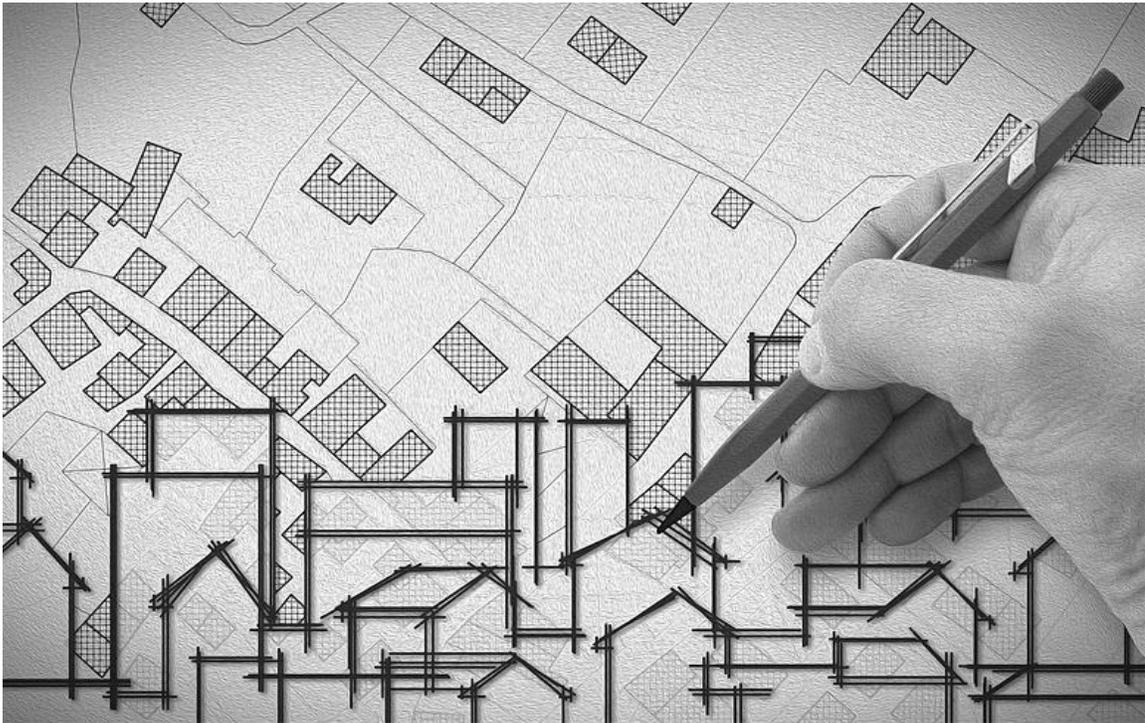


Brookline Re-Envisioned

A Proposal to Transform our Planning and Zoning for the Age of COVID and Beyond



Submitted for ARPA Funding by

BROOKLINE
By Design

September 2021

www.BrooklineByDesign.com

1. Summary

COVID has changed the way we live, learn, work, play, and interact. COVID has revealed a critical relationship between our public and private spaces and the health and well-being of our community. These impacts will continue to evolve and should be reflected in Town plans and strategies going forward.

Our current planning and zoning process is done in a piecemeal fashion, takes considerable time, and does not comprehensively address today's key concerns.

We have seen demonstrated support for comprehensive planning and zoning reform as evidenced by the widespread endorsement of a letter¹ from Brookline By Design, which has been signed by over 500 residents and presented to the Select Board on May 11th 2021.

The Town's Comprehensive Plan was completed 16 years ago with assumptions relevant to those times. In addition to traditional elements of a comprehensive plan, today's planning must take into account COVID impacts as well as current national and regional trends and economic conditions. Today's planning must also incorporate modern urban planning concepts such as equity, climate change resilience and sustainability, multimodal infrastructure and form-based zoning. The time is right to consider a progressive new planning process to meet these challenges.

This project proposal aims to deliver a comprehensive, broadly-supported plan which will inform a transformation of our zoning bylaw to one that will give us more predictable development. One benefit of this transformation will be a streamlined permitting process for most building department applications. This project will help to create more equitable economic growth and promote a healthier, more resilient environment for the Town for the long term.

We need to change the way planning is done in Brookline to make it proactive, rather than reactive to a specific development.

An emphasis on effective community engagement is essential.

The combination of active "grassroots" resident and broad stakeholder involvement in collaboration with an engaged Town planning effort from its Boards and Departments will enable the Town to balance, streamline, and simplify development requirements.

This simplification will improve outcomes for both developers and the Town generally, thereby reducing or even eliminating the current piecemeal, parcel-by-parcel zoning approach that the Town has struggled with for the past few years in Town Meeting.

¹ Appendix M: BBD Letter Text - www.brooklinebydesign.com/sign-the-letter

This proposal aims to engage Brookline in a re-envisioning process that will produce a land use strategic plan and a revised zoning bylaw. The process would be done in phases with the outcomes being:

1. Strategic expression of Town-wide goals, including numeric targets.
2. Detailed parcel map of the entire town reflecting community wide consensus identifying parcels as falling into one of three categories: conserve, enhance or transform.
3. Initiate neighborhood specific plans.
4. Statement identifying necessary public infrastructure investments needed to support goals, and
5. Revised zoning bylaw incorporating form-based elements to implement the resulting goals and plans.

As it relates to the American Rescue Plan Act (ARPA) funding categories, this proposal will help restore revenues to the Town which were lost due to decreased economic activity, such as parking meter and building permit fees. Covid has reduced construction activity throughout the town: the number of building permits issued by the Building department declined by over 8%².

All efforts underway for mixed-use corridor planning on Upper and Lower Boylston St. should continue on their current schedule but be integrated into the overall Brookline Re-Envisioned effort. Indeed, some of the engagement strategies employed by the Boylston Street Study Committee can serve as a model for elements of this project. Evaluation of potential development opportunities along our remaining commercial corridors would continue on an on-going basis, within the context of this proposed town-wide planning effort. The recently initiated update to the Town's Housing Production Plan (HPP) will provide useful analyses and recommendations that can offer valuable inputs into this planning effort.

Brookline Re-Envisioned is a transformative, inclusive planning process that will result in a healthier and more harmonious and resilient built environment. This project would implement the Select Board's FY 2022 stated objective #11, "To pursue re-codification and an update to the zoning by-laws that meets Town needs and objectives", as published in the FY-2022 Financial Plan³

Undertaking this initiative will enable the Town to more effectively meet the demand for services, infrastructure, school facilities, open space, and recreation and generally improve the quality of life for all residents, while also supporting new growth where appropriate, now and well into the future.

² Appendix A: Building Department Budget Performance Indicators (FY2022)

³ Town of Brookline FY-2022 Financial Plan, Section IV, Departmental Budget Recommendations, Administration and Finance, Select Board, FY22 Objectives, #11, Economic Development, Planning and Regulation

2. The Problem

Brookline is at a crossroads.

The overarching framework of the current zoning bylaw is based on 1960's land use concepts, which encouraged the separation of uses and automobile dependency. Decades of incremental one-off zoning changes to accommodate isolated commercial development projects have allowed for targeted new growth. This approach has not allowed for any real land use planning on a town-wide scale. Since the last Comprehensive Plan, published in 2005⁴, the Town has not engaged in a systematic process to ascertain the values and goals of the residents, business community, non-profits or other stakeholders when it comes to making the difficult trade-offs that need to be made between competing land use needs.

The Town, its residents, businesses and non-profits and potential property developers struggle with an antiquated zoning bylaw that is difficult to understand, does not reflect modern community goals, and does not produce expected, context-appropriate outcomes⁵. This results in a more complex, ad-hoc, and slower permitting process. Additionally, our zoning bylaw does not address the impact of COVID and the resulting evolving new trends in commuting, housing, and the growing awareness that our health and wellbeing depends on access to the outdoors and recreation.

Creative thinking and experimentation taught us that re-allocating our public spaces can have profound effects on our personal and community-wide health, vibrancy, and well-being. Other pressing concerns around affordable and workforce housing, climate resiliency, commercial district vibrancy, access and mobility, equitable land use decisions, historic preservation, and other issues must also be addressed.

As an example of how our current processes and zoning bylaw limits the Town's ability to execute identified goals, the Brookline Fiscal Advisory Committee (BFAC) Moderator's Committee report expresses similar concerns about the inadequacy of our current planning and zoning capacities. The current Moderator's Committee process of assessing impediments to implementation of the BFAC recommendations reveals important insights in its discussion of recommendation #12, which calls on the Town to aggressively pursue economic development. During that process and follow-up discussions, an EDAB member identified these points:

- Slow execution of the 2005 Master Plan: Of the three preliminary study areas identified, Coolidge Corner ended with recommendations not adopted by the Planning Board, the Brookline Village area along Boylston Street is still underway, and Chestnut Hill along Boylston Street has not begun.

⁴ www.brooklinema.gov/DocumentCenter/View/244/Brookline-Comprehensive-Plan

⁵ Appendix C: Example: The recent mixed-use proposal for 14 Green St.

- Outdated zoning: Many commercial developers stay away from Brookline because present zoning is inadequate for financially feasible redevelopment. Seeking one-off zoning changes is expensive, time consuming, and risky.
- Reactive versus proactive political support: A more aggressive review and commitment to economic development efforts that a majority can support and be more engaged in driving them to realization.
- Unsettled politics: The lack of consensus around high-density mixed-use development (including residential) along the mixed-use corridors will delay and/or prevent implementing a long-term economic development strategy for organic new tax growth development.
- Understaffing: The Planning Department is significantly understaffed to carry out the work necessary to support accelerated economic development. As a result, the Town remains in a reactive posture, unable to generate significant economic development beyond one-off projects.

We have seen a rise in single-issue advocacy at Town Meeting, focusing mainly on increasing density and housing units. This has resulted in additional one-off zoning bylaw amendment proposals. This single-issue approach hinders our understanding of the:

- cumulative impacts of sequential changes;
- ability and need to set priorities;
- necessity to make difficult trade-offs town-wide;
- way that proposals relate to strategic goals.

This patchwork approach prevents the Town from engaging in meaningful goal setting or comprehensive planning.

3. COVID Impact

The COVID pandemic has caused an incalculable amount of damage to our community's social fabric, learning environment, and interpersonal relationships, as well as severe across-the-board limitations on all activities, including economic activity.

The relationships between public and private spaces, commercial and residential development, transportation and mobility need to be re-examined to provide a more balanced, healthier environment, which includes more walkability and open space. It is especially important to create more hospitable landscapes at property edges where streets meet private and public property.

Additionally, there were significant downturns in Town revenues, especially business-related revenues such as parking meter fees and hotel-related meals and rooms taxes. When it comes to the built environment, the Town's Building Department saw an approximate \$2.4m decline in building construction related revenue between FY2019

and CY2020⁶. This is but the tip of the iceberg when it comes to measuring overall economic and emotional losses.

We need to design our built landscape to mitigate the physical and financial effects of this pandemic and others that may follow.

4. Solution

It is not just the tactical response that is required. We need a strategic approach that will repair not only the immediate damage done by COVID in this area, but any longer term continuing damage from this or future pandemics that might affect us.

The Town needs to start the necessary work, as outlined in this proposal, to develop a fact-based, future land use scenario for Brookline 2030 and beyond, and in so doing, involve *all* stakeholders in determining the future of our community.

To achieve this goal, we propose a town-wide, neighborhood-based, re-architected planning process with two phases:

1. Phase 1 - Brookline Re-Envisioned:
 - a. Establish a town-wide land use, infrastructure, and demographic fact-base.
 - b. Determine town-wide goals with community engagement.
 - c. Create a detailed parcel map of the entire town reflecting community-wide consensus identifying parcels as falling into one of three categories: preserve, enhance or transform—including the integration of existing mixed-use corridor plans.
 - d. Write a statement identifying necessary public infrastructure investments needed to support these goals.
2. Phase 2 - Complete a revised zoning bylaw that incorporates form-based zoning to implement the resulting goals and plans.

Ongoing efforts in mixed-use corridor planning (namely upper and lower Boylston St.) should continue on their current schedule. These plans need to be integrated into the overall Brookline Re-Envisioned effort. Indeed, some of the engagement strategies used by the Boylston Street Corridor Study Committee can serve as a model for this project. Analysis of the potential for mixed-use re-development of targeted sites within our remaining transit-accessible commercial corridors would be included as part of this proposed planning process. The recently initiated Housing Production Plan should also be utilized as a source of analysis and recommendations for incorporation in Town-wide goal setting and neighborhood planning efforts.

This project, at its core, involves a community-based planning process combined with Town planning expertise supplemented by outside consultants and a community

⁶ Appendix B: Building Related Revenue Lost

oversight and governance model that will generate sustainable community support for long-term zoning reform. This project will provide a streamlined permitting process that will enable more as-of-right construction by virtue of the clear definition of zoning parameters, and the inclusion of requirements for public realm improvements. Developer risks will be mitigated due to the fact that the new zoning bylaw will be based on our Town-wide goals and neighborhood involvement.

4.1 Outside Planning Consultants

In order to provide relief for the already overstretched Planning Department, and to take advantage of specific topic-related expertise, outside planning consultants will need to be hired to support the project. Outside consultants⁷ will bring the Town an objective perspective, knowledge of state-of-the-art planning tools and techniques, and best practices drawn from experience working with multiple municipalities, including strategies for increasing public engagement.

These Consultant(s) should report to the Project Governance Committee (see below) and be responsible for:

- Project management
- A robust and creative community engagement process designed to achieve community consensus
- Coordination with Town Department heads
- Assembling a publicly available documentation library
- Data collection as appropriate

4.2 Project Governance

A Select Board-appointed Project Governance Committee will be tasked with overall project oversight. The Committee will be drawn from a diverse group of community stakeholders who will collaborate with Town officials, Town staff, and an outside project consulting team that would be hired by the Planning Department for the duration of the project and would facilitate the re-envisioning and transformative planning and zoning reform process.

The Planning Board has a unique role in the process of planning for future growth and the capital improvements necessary to support that growth, and as such, the Planning Board will play a key role in conjunction with the Project Governance Committee in developing and guiding Brookline's planning effort.

M.G.L. Chapter 41, Section 81D⁸ is the State enabling legislation that establishes the Planning Board's authority to draft and adopt a Master or Comprehensive Plan. The

⁷ Appendix L: Examples of FBC, Planning and Community Engagement Consultants

⁸ Appendix J: MGL Title VII Chapter 41 Section 81D: Master plan; economic development supplement

legislation goes on to define the process required for developing the plan and details the required plan elements.

Because of its diverse representation from a broad cross-section of stakeholders, the Project Governance Committee will have a central role in ensuring that the public process is sufficiently accessible and creative to go beyond typical “public input” but instead will strive to listen and learn and glean meaningful input from all stakeholder groups.

Neighborhood planning efforts should include the designation of neighborhood liaisons who will be invaluable conduits between the Governance Committee, Town staff, and consultants to allow for robust engagement and honest dialogue.

4.3 Zoning Bylaw Reform

Brookline needs to consider moving away from its use of our antiquated “Euclidean”⁹ based zoning bylaw and examine the use of Form-Based Coding for some or all of the zoning bylaw.

A form-based code (FBC) is a land development regulation that fosters predictable built results and a high-quality public realm by using physical form (rather than separation of uses) as the organizing principle. FBC is a regulation, not a mere guideline, adopted into law by cities, towns, and counties that offers a powerful alternative to conventional zoning regulation. An example of FBC based code compared with its Euclidean predecessor (used by the city of Hartford, CT since 2016), can be seen in Appendix E.

This newer, progressive methodology places an emphasis on the relationship between the street, buildings, pedestrians and vehicles, public and private spaces, and the relationship between multiple buildings, a block, a neighborhood, and transitions in scale. It promotes affordable housing, helps small businesses, promotes walkability, preserves or recaptures a sense of place, and helps stop regulating the wrong things¹⁰.

On January 28, 2021 the Advisory Committee hosted an interview¹¹ with Dan Bartman, Senior Zoning and Policy Planner, from Somerville. Several slides from the presentation illustrate some features of how form-based zoning regulates land development. These images are taken directly from the Somerville Zoning Ordinance.

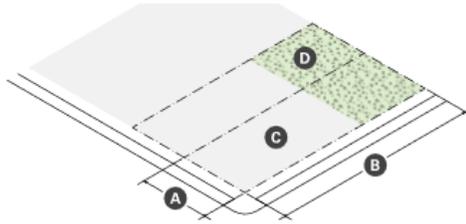
⁹ Appendix D: Comparison of Euclidean zoning code vs. Form Based Coding zoning code

¹⁰ www.strongtowns.org/journal/2020/6/8/6-reasons-your-city-needs-a-form-based-code

¹¹ youtu.be/cO9UUAZgKq0

3.2.7. Semi-Detached Triple Decker (continued)

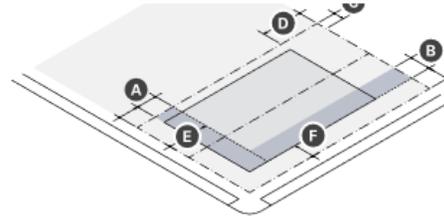
a. Lot Standards



Lot Dimensions	
A LOT WIDTH (min)	–
No Driveway ACCESS	29 ft
Side or Rear Driveway ACCESS	29 ft
Front Driveway ACCESS	32 ft
B LOT DEPTH (min)	80 ft

Lot Development	
C LOT COVERAGE (max)	65%
D GREEN SCORE	–
Minimum	0.35
Ideal	0.40

b. BUILDING Placement



Building Setbacks	
A Primary Front SETBACK ¹ (min/max)	10 ft 20 ft
B Secondary Front SETBACK ¹ (min/max)	10 ft 20 ft
C Side SETBACK (min)	
PARTY LOT LINE	0 ft
SIDE LOT LINE	5 ft
D Rear SETBACK (min)	20 ft

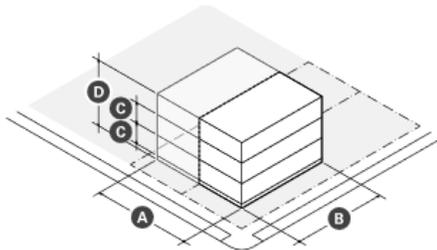
Parking Setbacks	
E Primary Front SETBACK (min)	20 ft
F Secondary Front SETBACK (min)	10 ft

¹ See §3.2.13.a Contextual Front SETBACKS

In this example, we see very clearly defined parameters governing the placement of a structure on a lot, including a maximum percentage lot coverage, required setbacks, minimum lot depth, minimum building separation and a “green score” requirement, which incentivizes sustainable landscape features.

3.2.7. Semi-Detached Triple Decker (continued)

c. Massing & Height



Main Mass	
FACADE Build Out (min)	60%
A Width (min/max)	24 ft 30 ft
B Depth (min/max)	36 ft 50 ft
GROUND STORY Elevation (min)	2 ft
C STORY Height (min/max)	10 ft 12 ft
D Number of Stories (max)	3 stories
Roof Type	Flat

d. Uses & Features



Facade Composition	
A GROUND STORY FENESTRATION (min/max)	15% 50%
B UPPER STORY FENESTRATION (min/max)	15% 50%

Use & Occupancy	
DWELLING UNITS (max)	3
Outdoor AMENITY SPACE (min)	1/ DU

In this example, we see the zoning parameters for triple-deckers. A form-based bylaw outlines different “building typologies” and designates which building types are allowed in which zoning districts. By including clear standards, such as the minimum percent

buildout of the facade, number of stories, number of units, a range of the required percent of the facade that must be windows (fenestration), and the story height, etc. the community achieves a consistent and compatible streetscape and will actually get triple deckers built where they want them.

A hypothetical example of what can be done with FBC is illustrated¹² as follows:



Before



After

In the example illustrated above we can see the contrast between a “Euclidean” zoning result that regulates for building height and setbacks but does not regulate how the building relates to the sidewalk or the street, leaving the public realm unaccounted for.

In the photo on the right, developed under form-based zoning, the bylaw specifies features of the building facade, such as picture window placement and optional awnings, while also regulating height and setback. The form-based zoning example also specifies features of the public realm, such as wider sidewalks, street trees, pedestrian friendly lighting, and street furniture.

Clearly the form-based result better supports walkability, small businesses, and healthy lifestyles, features that will directly help Brookline become more resilient and better able to weather future pandemics.

More than 728 other cities and towns in the US¹³, including Hartford, CT¹⁴; Somerville, MA¹⁵; Miami, FL¹⁶; and Denver, CO¹⁷ have implemented or begun to implement FBC.

We strongly believe that there are important benefits to both the Town and real estate development interests in adopting a form-based approach. Urban design considerations including an important focus on the public realm, support for mixed-use projects, flexibility in the way business properties are utilized, additional environmental

¹² formbasedcodes.org

¹³ Appendix F: <http://www.placemakers.com/how-we-teach/codes-study/>

¹⁴ ctbythenumbers.news/ctnews/hartford-wins-2020-richard-h-driehaus-form-based-codes-award-recognizing-comprehensive-zoning-code-rewrite

¹⁵ www.somervillezoning.com

¹⁶ www.miami21.org/

¹⁷ www.denvergov.org/content/denvergov/en/community-planning-and-development/zoning/neighborhood-context.html

performance requirements for greater climate resiliency, and predictable building forms are some of the regulatory benefits to be had by adopting a form-based zoning bylaw.

5. Timeframe and Cost

The project is expected to take three years in two phases to complete, which is feasible with a concentrated effort and adequate staffing. While some aspects of the re-envisioning work may occur simultaneously, there is a clear and logical sequence to the steps necessary to 1) achieve community consensus goals, including numeric goals; 2) develop a detailed parcel map, with substantial neighborhood-specific inputs, identifying which parcels are targeted for conservation, enhancement, or transformation; 3) documentation of infrastructure and performance targets for Town services; and 4) execute a transformative re-write of our zoning bylaw.

Phase 1, Year 1 will encompass base data gathering, land-use scenario testing and analysis, identification of properties to be preserved, and broad-based public involvement focused on articulating goals and objectives for Brookline's future. It is anticipated that there will be a numerical expression associated with each identified goal, such as stating a goal of adding X number of affordable housing units or X number of additional acres of open space. By identifying a metric associated with each goal, it will be possible to track progress towards reaching our town-wide goals.

Beginning in Year 1 and continuing through Year 2 the project will focus on neighborhood-specific planning efforts, especially as they relate to urban design, enhancing the public realm, and determining potential sites for enhancement or transformation.

Phase 2, Year 3 will entail the codification of Town goals, parcel designations and neighborhood plans into a newly drafted zoning bylaw which will leverage progressive planning tools, such as environmental performance requirements for both landscapes and buildings, form-based zoning, etc. External consulting/staffing costs are expected to drop in the third year, as the effort transitions to the technical work of drafting a new zoning bylaw.

The estimated budget¹⁸ cost to completion is estimated to be approximately \$1,213,000 for the 3-year period. It is anticipated that 1-2 FTEs will be added to the Planning Department for the project duration as well as some topic area specific contractors.

Our estimated budget has been generated from budget estimates provided by the Planning Department, a Des Moines RFP response, and an RFP response from Addison, TX¹⁹.

¹⁸ Appendix G: Proposed Project Draft Budget

¹⁹ Appendix H: Project Budget Supporting Documents

The project funds will be fully committed, and the project completed by the end of December 2024, as required by ARPA. After that time and before December 31, 2026. ARPA provides for a “Performance Period.” During this period the project metrics and indicators (see below) would be tracked to measure the success of the project.

6. Project Indicators and Metrics

The project will establish both numerical and process metrics to facilitate measures of success which will be tracked in the Performance Period:

- The effectiveness of the streamlined permitting process can be measured by the increased growth of Building Department building-related revenue, the number of permits issued, as well as the decline in variance and special permit applications.
- Greater growth in the tax base than normally expected can be measured, which would indicate that the streamlined project permitting and predictable development outcomes were increasing economic development.
- Housing Production Plan metrics, such as progress towards increased housing affordability will be tracked.
- Adoption by the Select Board and Town Meeting of the Plan’s statement of Community-wide goals would show progress towards agreement on priorities, and a shared vision for the Town.
- The number of neighborhood plans covering the entire town that need to be completed will be ascertained and tracked for their completion during the project period.
- Revised Town zoning bylaw that incorporates form-based elements to be approved by the Planning Board, Select Board and Town Meeting
- Creation of a documentation Library for all the underpinnings of this planning process.

7. Benefits Summary

The benefits of proceeding with this project are summarized as follows:

- Community cohesion around a shared vision
- More predictable development processes and outcomes
- Improved quality of life and well-being
- Increased equity of access to opportunities, services, and resources
- Greater equity in development outcomes
- More diverse range of housing opportunities, including affordable and workforce housing
- Benefit to commercial enterprises due to greater flexibility in how they can utilize built spaces
- Maintenance of culturally and historically significant landscapes and structures

- Context-appropriate growth and development
- Better accommodation of mixed-use projects
- Greater environmental performance and climate resiliency from buildings and landscapes
- Consistent and appropriate building forms that complement and enhance shared public spaces
- Greater economic vibrancy
- Improved integration between the built environment and natural elements

8. Conclusion

This planning project is a critical investment for the Town and completing it will set Brookline on a positive course for the rest of this century. By identifying shared goals and values and translating those outcomes into a zoning bylaw that is proactive rather than reactive, Brookline will have made a statement about where we as a community want to go and will have begun to regulate our land use in accord with that vision. This level of predictability and clarity will greatly benefit real estate interests, commercial enterprises, as well as current and future residents.

Streamlining and simplifying the zoning bylaw will likely result in greater economic activity, because the Town will have clarified what it wants, thereby removing some of the risk currently present in our negotiated development permitting process. We anticipate that achieving this clarity will help advance the goals of the Economic Development Advisory Board in their mission to increase the Town's tax revenues.

A recently released study by Smart Growth America looking at the long-term effects of adopting form-based zoning vs. traditional Euclidian zoning, documented that the FBC communities saw increased economic productivity, improved quality of life, walkability and access to services and amenities and more equitable development.²⁰

By engaging in the necessary community conversations, we will see an increased harmony and balance between competing interests and will ultimately produce a more livable built environment to the benefit of all residents and visitors.

This project also supports Warrant Article 34 (Resolution regarding an increase in housing and inclusive and climate friendly zoning strategies in Brookline)²¹ that passed by a wide margin in the November 2020 Town Meeting, amended in Town Meeting to call for an assessment of all of the potential impacts of population growth before adopting the goal of additional housing as a policy objective.

²⁰ Zoned In: Economic Benefits & Shared Prosperity with Form-Based Codes, Smart Growth America and the Form Based Code Institute, September, 2021

²¹ Appendix I: Article 34 November 2020 Town Meeting

We believe this project fits within the guidelines for ARPA projects, as per planning funding examples from Newton MA and Syracuse NY²², and therefore recommend that this be the first line of funding to be considered.

As noted earlier, this project would also fulfill the Select Board's FY 2022 objective #11, "To pursue re-codification and an update to the zoning by-laws that meets Town needs and objectives", as published in the FY-2022 Financial Plan²³

It is not the cost of doing this project that is the barrier. The barrier is focusing on short-term needs, quick fixes, and failing to take a long-term view.

We urge the Town to make the commitment to work on a strategic project involving residents, governing bodies and planners, and to stay the three-year course to allow us to reap the rewards of a much-improved planning process—one that enhances health and well-being not only for ourselves and the environment, but for future generations as well.

²² Appendix K: ARPA Planning Funding Examples

²³ Town of Brookline FY-2022 Financial Plan, Section IV, Departmental Budget Recommendations, Administration and Finance, Select Board, FY22 Objectives, #11, Economic Development, Planning and Regulation

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Appendix A: Building Permits Issued

Actuals FY19 and FY20

PERFORMANCE / WORKLOAD INDICATORS

	ACTUAL FY2019	ESTIMATE FY2020	ACTUAL FY2020	ESTIMATE FY2021	ESTIMATE FY2022
Permits Issued:	6,271	6,500	5,698	6,500	6,500
Building Permits	2,130	2,030	1,950	2,030	2,030
Electrical Permits	1,439	1,380	1,382	1,380	1,380
Plumbing Permits	1,190	1,330	985	1,330	1,330
Gas Fitting Permits	883	955	703	955	955
Mechanical Permits	414	410	440	410	410
Sprinkler Permits	45	30	45	30	30
Occupancy Permits	170	160	184	160	160
% of Permit Applications Online	84%	85%	87%	85%	85%
% of Transactions Paid with Credit Card	61%	70%	73%	70%	70%
Certificates Issued	563	375	465	375	375
Builders Licenses	0	5	0	5	5
Inspections:					
Common Victualler	150	150	150	150	150
Lodging House Insp.	51	51	51	51	51
Violation Notices Issued	58	35	58	35	35
Complaints Filed	177	175	177	185	185
Board of Appeals Cases - Denial Ltrs	90-91	80-120	75-86	80-120	80-120

Source: Town Financial Plan FY 2022

Appendix B: Building Related Revenue Lost

Revenue lost due to COVID is calculated as per US Treasury formula, using FY19 as a base and tracking Calendar Year totals starting December 31st 2020. Data supplied by Town FY21 Financial Plan and Town Administrator's Office.

	Actual FY2019*	Actual CY2020**	Loss			
Plan Design review Fees	\$ 14,700	\$ 8,700	\$ (6,000)			
Subdivision Plan Fees	\$ 4,000	\$ 1,750	\$ (2,250)			
Board Of Appeals Fees	\$ 52,010	\$ 28,000	\$ (24,010)			
Certificate of Occupancy Fees	\$ 20,250	\$ 12,425	\$ (7,825)			
Building Dept Plans and Specs	\$ 91,280	\$ 4,600	\$ (86,680)			
Buiding Dept Fees	\$ 1,120	\$ 82	\$ (1,038)			
Building Permits	\$ 3,470,830	\$ 1,577,830	\$ (1,893,000)			
Building Permits - new constr	\$ 137,920	\$ 280,240	\$ 142,320			
Electrical Permits	\$ 403,230	\$ 267,240	\$ (135,990)			
Gas Permits	\$ 60,880	\$ 40,530	\$ (20,350)			
Plumbing Permits	\$ 255,271	\$ 135,940	\$ (119,331)			
House Inspection Permits	\$ 31,595	\$ 11,263	\$ (20,332)			
Bldg Permits Mechanical	\$ 271,754	\$ 157,530	\$ (114,224)			
Bldg Permits Cert Occupancy	\$ 54,293	\$ 19,575	\$ (34,718)			
Bldg Permits Condo Conversion	\$ 6,100	\$ 1,800	\$ (4,300)			
Road way Permits	\$ 74,438	\$ 41,786	\$ (32,652)			
Building Related	\$ 4,949,671	\$ 2,589,291	\$ (2,360,380)			
Source:						
	* Town Financial Plan FY21					
	** Deputy Town Administrator "Lost Revenue By Fund Calendar Years 20-24 GF"					

Appendix C: 14 Green Street

BROOKLINE-TAB

Plans for a mixed-use building raise concerns at Brookline Planning Board meeting

Zoe Zheng and Vivian Myron / brookline@wickedlocal.com

Published 11:41 a.m. ET Mar. 25, 2021



Tensions simmered during a discussion about a proposal for a new mixed-use building near Coolidge Corner at a recent Planning Board meeting.

The March 11 meeting focused on the proposal to demolish 14 Green St. – currently Osaka Japanese Sushi & Steak House – and reconstruct it into a mixed-use building with commercial space and residential housing.

The discussion concluded without a vote to approve the project. Instead, the board sent it back to Brookline-based developer City Realty for further changes.

In many ways, the 14 Green St. project illustrates many of the impediments and limitations inherent in our current zoning bylaw.

The parcel at 14 Green St. is 6,201 s.f. and is presently occupied by a 7,700 s.f. Japanese Restaurant and comedy club that was a successful part of the Coolidge Corner business district. The site is located within the Coolidge Corner General Business District - G-1.75, meaning the site is zoned for General Business use with a maximum Floor Area Ratio of 1.75, (residential uses within a G-1.75 district may round up to an allowable FAR of 2.0 see 5.07 - Dwellings in Business and Industrial Districts) and also within this district, parking located at or above grade within the main or accessory building must be included within the allowable FAR for the site. This regulation was meant to assure active uses and viable commercial spaces on the ground floor, an attribute essential for vibrant, pedestrian friendly business districts.

In terms of this proposal, the applicants at first proposed a narrow strip of commercial space along the front facade of the building, totalling less than 500 sf of commercial space. This met the letter of the law in terms of the facade being at least 60% commercial, but the resulting space was basically unusable. This configuration was proposed because almost all of the ground floor space is devoted to parking. The intent of the bylaw, to assure viable ground floor spaces was not realized.

Our current zoning bylaw lacks specificity when it comes to building form, building mass, scale and siting, floor to ceiling heights, set backs, etc. are all up to the project proponent and therefore will yield wildly inconsistent building designs. While members of our Planning Board saw the proposed mixed-use development at this site as a “test case” of the concept of developing our commercial areas with businesses on the ground floor and residential use above, the reality is that this project falls far short of the ideal mixed-use vision.

The “fitting a square peg in a round hole” nature of trying to achieve a viable mixed-use project under our currently ill-fitting zoning parameters illustrate the potential benefits of tailoring a more prescriptive and appropriate zoning envelope to achieve the results we seek.

Appendix D: Current Zoning Code Compared with Form-Based Code

Euclidean Zoning Codes	Form-Based Zoning Codes
	
<p>A type of zoning named for the Village of Euclid, Ohio where zoning was upheld in 1926 as a legitimate governmental power. These codes are characterized by establishing and regulating land based on use. Typical types of land-use districts in Euclidean zoning are: residential, commercial, institutional, and industrial. Euclidean Zoning is also referred to as "Traditional Zoning" or "Building Block Zoning."</p> <p>Elements of a Euclidean Code:</p> <ul style="list-style-type: none"> ■ Regulations and Atlas. A plan and map of the regulated area indicating the type of allowed activities and regulations. ■ Special district regulations that address each problem individually ■ Special Exceptions, Class II permits, MUSP permits Overlay districts ■ Administration. Application and lengthy project review process ■ Definitions. 	<p>Form-Based Zoning Codes are a method of regulating development to achieve a specific urban form. Form-based codes place an emphasis on the relationship between the street and buildings, pedestrian and vehicles, public and private spaces, and the relationship between multiple buildings, a block, a neighborhood and transitions in scale. They create a predictable public realm by controlling physical form of private developments, with a secondary focus on land use regulations.</p> <p>Elements of a Form-Based Code:</p> <ul style="list-style-type: none"> ■ Regulations and Atlas. A plan and map of the regulated area indicating the type of allowed activities and regulations. ■ Building Form Standards. Regulations controlling the configuration, features, and functions of buildings that define an interaction between the public and private realm. Illustrations of technical aspects. ■ Public Space/Street Standards. Specifications for the elements within the public realm ■ Administration. A clearly defined application and project review process. ■ Definitions.
<p>Goals of Euclidean Zoning:</p> <ul style="list-style-type: none"> ■ Prevention of illegal overcrowding (goal was a reaction to historical conditions of cities) ■ Separation of uses based on size, height, noise, pollution, parking requirements as only urban goals. 	<p>Goals of Form-Based Zoning:</p> <ul style="list-style-type: none"> ■ Mixed-use activities within buildings and blocks of the city—that are walk-able distances of offices and residences ■ Promote walk-ability through a greater emphasis on the pedestrian spaces ■ Promote transit by establishing nodes of greater intensity concentrations
<p>Outcomes:</p> <ul style="list-style-type: none"> ■ Suburban sprawl with segregated land uses ■ Bedroom communities with long commutes ■ Automobile-dependent, unsustainable development patterns ■ Excess parking and streets built only for cars ■ Necessary Special Districts to address areas which require mixed uses or other configurations outside the standard "uses" 	<p>Outcomes:</p> <ul style="list-style-type: none"> ■ Zoning areas with greater intensity ■ Mixed-use zones ■ More transitional zones created by emphasis placed on form rather than use ■ A more predictable physical result based on prescriptive standards (state what you want) rather than proscriptive standards (state what you don't want) ■ A zoning code that is pro-active rather than re-active ■ Codes and regulations that are easier to read for citizens and more predictable

Source: miami21.org

Appendix E: Example of FBC zoning compared with its “Euclidean” predecessor from Hartford, CT

Current FBC Zoning Regulations for Hartford, CT



CITY OF HARTFORD ZONING REGULATIONS

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Zoning Regulations prior to 2016 for Hartford, CT

CITY OF HARTFORD
PLANNING AND ZONING COMMISSION

ZONING REGULATIONS

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CITY OF HARTFORD PLANNING & ZONING COMMISSION
ZONING REGULATIONS

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Current Zoning Regulations:

<https://www.hartfordct.gov/files/assets/public/development-services/planning-zoning/pz-documents/zoning-regulations/zoning-regulations-06052020.pdf>

Zoning Regulations prior to 2016:

[https://www.hartfordct.gov/files/assets/public/development-services/planning-zoning/pz-documents/prior zoning regulations 041515.pdf](https://www.hartfordct.gov/files/assets/public/development-services/planning-zoning/pz-documents/prior_zoning_regulations_041515.pdf)

Appendix F: Form-Based Codes

Form-Based Codes? You're not alone.

The Codes Study is a collaborative effort led by Hazel Borys, Emily Talen, and Matthew Lambert, and contributed to by many public and private planners, tracking the prevalence of form-based codes worldwide. As of June 2019, we've tracked 728 codes that meet criteria established by the Form-Based Codes Institute (FBCI), as well as an additional 17 form-based guidelines. 439 of these are adopted, with others in progress. Even though form-based codes are 38 years old, 91% have been adopted since 2001.



Why form-based codes? Because our current laws tend to separate where we live from where we work, learn, and shop, and insist on big, fast roads to connect them all. Roads that are unfriendly to pedestrians, cyclists, and transit. As a result, North Americans spend more hours in their cars than anyone on earth, and a growing number of communities are working to do something about it.

Cities and towns are using form-based codes to reverse these trends. Big city adopters include Miami, Nashville, Buffalo, Dallas, Ft. Worth, Denver, Albuquerque, El Paso, Memphis, Baltimore, Tulsa, Portland, Cincinnati, Philadelphia, Los Angeles, San Diego, Austin, Chattanooga, Atlanta, Jacksonville, Calgary, Abu Dhabi, Dammam. And because the unit of urban design is the neighborhood, form-based codes have also been applied to as small as 100-person populations and 35 acres. Check out Code Score to see their return on investment.

Source: <http://www.placemakers.com/how-we-teach/codes-study/>

Sample screen shot of FBC database of 728 codes tracked by placemakers.com:

Title	St / Prov / Co	Largest Scale	Implementation Strategy	Type	Adopt Year	Adopt Date	Acres	Population at time of Adoption	Smart Code Adopted	Smart Code in Process	Transect FBCs	Other FBCs	SC & FBC Discussion	FB Guides
Abbeville	LA	City		SmartCode	2006	Jun-19	3,648	11,836	1					
Addison	TX	City	District plan with a form-based code to implement the vision and design concepts, and ensure Addison's revitalization and transition from "aging first ring suburb" to "urban mixed use destination".	Other FBC	1995	Jan-95	2,784	14,964				1		
Airdrie	Alberta	Neighborhood	Mixed Use Centres Design Guidelines	Transect-based	2005	Jan-19	8,179	42,564			1			
Akanda SmartCode	Gabon	Neighborhood	Applies to Akanda Commune	SmartCode	2017	Mar-19	(counted in national code)	(counted in national code)		1				
Alameda North Park Street Districts Regulating Code	CA	Neighborhood	Applies to North Park Street Districts	Other FBC	2012	Dec-19						1		
Albemarle County	VA	Neighborhood	Implementing plan of Renaissance Planning Group at intersection of U.S. 29 and Rio Road.	Other FBC								1		
Alberta Efficient Use of Land Implementation Tools Compendium	Alberta	Region	Toolbox	Other FBC	n/a									1
Albuquerque	NM	City	Optional overlay; Form Based Zones legislation (0-09-08) was passed by City Council with a 7-2 vote	Other FBC	2005	Apr-19	115,584	521,999					1	
Alexandria	VA	Neighborhood	Various FBC urban design guidelines, mandatory by neighborhood	Other FBC	1993	Dec-93	9,728	143,885				1		
Alexandria Mark Center	VA	Neighborhood	Mark Center	SmartCode			150			1				
Allegan	MI	City		Transect-based			2,432	4,816			1			
Alpine	UT	Neighborhood		Other FBC	2016	Nov-19						1		
Alpine Village Core Form Based Code	CA	Neighborhood	Mandatory for Alpine Village Core	SmartCode	2014	Jul-19	17,139	14,236		1				
Alys Reach	FL	City		Transect-based	2003	Jun-19	158				1			
Amherst	MA	Neighborhood	Failed to pass with required supermajority on November 16, 2011. Under consideration. For two small rural centers.	Other FBC									1	
Amsterdam	NY	Neighborhood	Consideration for downtown	SC & FBC Discussion										1
Antioch	IL	City		Other FBC			4,723	14,430				1		

Source: http://www.placemakers.com/wp-content/uploads/2019/06/Codes-Study_June-2019.htm

Appendix G: Proposed Project Estimated Budget

Budget estimates have been triangulated from the Planning Department’s Director of Economic Development, Kara Brewton; Des Moines, IA RFP; and Addison, TX RFP (see Appendix H below).

Estimated timeframe: 3 years—2 years for comprehensive plan, including town-wide goals and neighborhood plans; and 1 year for rewriting Zoning Bylaw:

Year 1	Personnel/Expense	Tasks/Products
\$225,000	2 FTE in Planning Dept/ or Consulting Services	Shared Fact-Base/Scenario Testing/Goals
\$150,000	Consultant	Community Engagement
Year 2		
\$225,000	2 FTE in Planning Dept./ or Consulting Services	Continued Refinement of Goals/Metrics
\$150,000	Consultant	Neighborhood Engagement/Parcel Map/Infrastructure Needs Statement
Year 3		
\$250,000	Consultant	Draft Updated Zoning By-law
\$113,000	1 FTE in Planning Dept.	Staff support for updated Zoning By-law
All Years		
\$100,000	Services/Misc.	Printing, Mailing, Graphics, Contingency, etc.
\$1,213,000		Completed Comprehensive Plan Update & Zoning By-law

Appendix H: Project Budget Supporting Documents

1. Email from Kara Brewton, Director Economic Planning:

Hi, folks –

I was able to get some feedback from two ends of the cost (and creativity) spectrum: Fred Merrill, Principal Planner at Sasaki and Ralph Wilmer, Principal Planner at the Metropolitan Area Planning Council.

Both strongly recommended separating the policy project (land use strategic plan) from the implementation project (revised zoning bylaw) and concentrating on the policy/ shared vision part.

For the land use strategic plan, Sasaki estimates \$500,000 plus 2 full time staff in house (per Sasaki). MAPC estimated about \$250,000, but that was based on their work of completing typical Comprehensive Plans.

MAPC estimated \$250,000 for the form-based zoning piece; I did not get an estimate from Sasaki. Note that Sasaki started out with a goal of doing a form-based zoning bylaw for Newton, which was a contract for \$300,000, that ended up as a \$300,000 “Pattern Book” and draft form-based zoning because there was too much political discord when it came to defining exactly how tall buildings should be in each neighborhood.

I look forward to more conversation with your two groups.

Regards,

Kara

2. **Des Moines Population 250,000; area 91 sq miles**

Acceptance of RFP to do a comprehensive rewrite of the Des Moines zoning ordinance (<https://councildocs.dsm.city/Resolutions/20160321/30.pdf>) to approve an 18-month contract valued at \$224,500 with Duncan Associates/Codametrics/Lakota Group.:

ACCEPTING PROPOSAL OF DUNCAN ASSOCIATES/CODAMETRICS/THE LAKOTA GROUP TO

PREPARE A COMPREHENSIVE REWRITE OF THE ZONING ORDINANCE AND AUTHORIZING THE

CITY MANAGER TO NEGOTIATE AND EXECUTE CONTRACTS FOR THE PROVISION OF SAME

WHEREAS, the Community Development Department desires to update the Zoning Ordinance immediately following adoption of the new Comprehensive Plan; and

WHEREAS, the Procurement Division issued Request For Proposals VI 6-040 on December 2, 2015 for preparation of a comprehensive rewrite of the Zoning Ordinance (RFP) to 32 potential proposers with 6 proposals received; and

WHEREAS, an evaluation and selection committee reviewed the proposals and recommends the selection of Duncan Associates/CodaMetrics/The Lakota Group as the highest scorer based on the weighting criteria described in the RFP; and

WHEREAS, the City has received a grant in the amount of \$50,000, with required \$15,000 local match, from the Des Moines Area Metropolitan Planning Organization (MPO) for use toward creating Transit Oriented Development (TOD) zone district regulations as part of the Zoning Ordinance update process, which grant shall be used to fund a portion of the Duncan Associates/CodaMetrics/The Lakota Group services.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Moines, Iowa, that the proposal submitted by Duncan Associates/CodaMetrics/The Lakota Group, for a total amount not to exceed \$224,500, is approved.

BE IT FURTHER RESOLVED, that the City Manager or his designee is authorized and directed to negotiate agreements with Duncan Associates/CodaMetrics/The Lakota Group for the above described services for an initial period of up to 18 months, in compliance with the RFP and the proposal, subject to approval as to form by the Legal Department, and the City Manager is authorized and directed to execute said agreements for and on behalf of the City of Des Moines, and the City Clerk is authorized to attest to his signature.

3. **Addison, TX Population 18,000; area 4 sq. miles**

Acceptance of RFP to do a comprehensive rewrite of Addison, TX zoning ordinances to approve an 24-month contract with Clarion valued at \$350,000:

https://agendas.addisontx.gov/agenda_publish.cfm?id=&mt=ALL&get_month=4&get_year=2019&dsp=agm&seq=2447&rev=0&ag=4443&ln=15138&nseq=2697&nrev=0&pseq=2753&prev=0#ReturnTo15138

The City Council's Strategic Plan for Fiscal Year (FY) 2018 includes a milestone to review Town ordinances and regulations with a focus on modernization in order to facilitate redevelopment. It was estimated that \$350,000 would be needed over two years to complete such a project. Accordingly, \$175,000 was budgeted in the current fiscal year with the same amount contemplated to be budgeted for FY2019.

Appendix I: Warrant Article 34 November 2020 Town Meeting

VOTED that the Town adopt the following resolution:

WHEREAS Brookline’s housing unaffordability negatively impacts low-, middle-, and upper-middle income residents, particularly renters;

WHEREAS Brookline’s housing shortage may add to the unaffordable nature of the market;

WHEREAS an estimated 47% of renters in Brookline are cost-burdened (spending more than 30% on housing), and 23% of renters pay more than 50% of income on housing;³⁷

WHEREAS the 2016 Housing Production Plan identified 18 strategies to enhance Brookline’s housing supply;

WHEREAS The Brookline Fiscal Advisory Committee recommends changes to zoning to promote economic growth and prosperity;

WHEREAS decreasing car trips by increasing access to walkable, transit-oriented communities via more housing can significantly reduce per capita carbon impact for the Boston region, which is a significant town priority as expressed by Town Meeting during November 2019’s Special Town Meeting;

WHEREAS building more housing in Brookline may allow new residents to live closer to job centers and decrease the amount of time spent driving and idling in traffic;

WHEREAS Brookline is a generally transit connected community via the Green Line and multiple major bus routes traversing the majority of town, and more housing near transit allows current car commuters to shift to greener transportation methods;

WHEREAS a study has shown that “anti-density zoning increases black residential segregation in U.S. metropolitan areas by reducing the quantity of affordable housing in white jurisdictions”³⁸;

WHEREAS Boston area businesses struggle to recruit and retain employees due to high housing costs;

WHEREAS more people living near Brookline business districts could increase local businesses’ customer base;

WHEREAS housing instability and un-affordability have negative impacts on health outcomes;³⁹

WHEREAS today’s market rate housing may become more affordable as long as additional housing is being built over time;

³⁷ According to the United States Department of Housing and Urban Development: “Families who pay more than 30 percent of their income for housing are considered cost burdened.” “Affordable Housing,” HUD.GOV, https://www.hud.gov/program_offices/comm_planning/affordablehousing/

³⁸ Rothwell, Jonathan, and Douglas S Massey. “THE EFFECT OF DENSITY ZONING ON RACIAL SEGREGATION IN U.S. URBAN AREAS.” Urban affairs review (Thousand Oaks, Calif.) vol. 44,6 (2009): 779-806. doi:10.1177/1078087409334163

³⁹ University of Wisconsin Population Health Institute. County Health Rankings Key Findings 2019. <https://www.countyhealthrankings.org/reports/2019-county-health-rankings-key-findings-report>

WHEREAS the dramatic rise in housing costs have created financial challenges for seniors and other longtime residents. Addressing affordability will help increase the likelihood of seniors aging in place and downsizing within the community;

WHEREAS creating the zoning and regulatory space for new market rate housing may increase the possibility that Brookline's current stock of moderately priced housing may be maintained, preserving the limited naturally occurring affordable housing that does exist in town;

WHEREAS Brookline has a moral and ethical responsibility to contribute its fair share toward the vital goal of housing development;

NOW, THEREFORE, BE IT RESOLVED that Town Meeting urges the Select Board, and any other board or committee that might consider the built environment of Brookline:

6. To engage in a planning process to expand on the specific analyses and recommendations of 2016 Housing Production Plan and determine whether making changes in our Zoning Bylaw to encourage and incentivize additional housing units, including where and at what levels, would be beneficial to the Town, after considering the impact costs, including the additional costs in public works, parks and open space, education and other infrastructure, that such additional housing would necessitate, as well as its impact on open space and the historic streetscape.

7. To develop and propose concrete zoning and regulatory changes to implement the strategies arising from and subsequent to the aforementioned planning process, and to the extent that the strategies permit higher density and the building of additional housing units, that there should be a focus on ensuring a mix of housing at different income levels: subsidized low-income housing, workforce housing developed through various means including developer incentives and Inclusionary Zoning⁴⁰, and market rate housing.

8. To consider strategies that acknowledge and address racial and economic equity throughout the Town.

9. To support Brookline's Zero Emissions goal by developing zoning strategies that maximize Brookline's public transportation usage and minimize the need for car trips.

10. To consider providing the necessary budget allocation to execute the studies recommended by this Resolution.

⁴⁰ The Inclusionary Zoning by-law in Brookline currently requires projects with 6 to 15 units to contribute a cash contribution to the Affordable Housing Trust and projects with more than 15 units to allocate 15% of onsite units as affordable.

Appendix J: MGL Title VII Chapter 41 Section 81D: Master plan; economic development supplement

A planning board established in any city or town under section eighty-one A shall make a master plan of such city or town or such part or parts thereof as said board may deem advisable and from time to time may extend or perfect such plan.

Such plan shall be a statement, through text, maps, illustrations or other forms of communication, that is designed to provide a basis for decision making regarding the long-term physical development of the municipality. The comprehensive plan shall be internally consistent in its policies, forecasts and standards, and shall include the following elements:

- (1) Goals and policies statement which identifies the goals and policies of the municipality for its future growth and development. Each community shall conduct an interactive public process, to determine community values, goals and to identify patterns of development that will be consistent with these goals.
- (2) Land use plan element which identifies present land use and designates the proposed distribution, location and inter-relationship of public and private land uses. This element shall relate the proposed standards of population density and building intensity to the capacity of land available or planned facilities and services. A land use plan map illustrating the land use policies of the municipality shall be included.
- (3) Housing element which identifies and analyzes existing and forecasted housing needs and objectives including programs for the preservation, improvement and development of housing. This element shall identify policies and strategies to provide a balance of local housing opportunities for all citizens.
- (4) Economic development element which identifies policies and strategies for the expansion or stabilization of the local economic base and the promotion of employment opportunities.
- (5) Natural and cultural resources element which provides an inventory of the significant natural, cultural and historic resource areas of the municipality, and policies and strategies for the protection and management of such areas.
- (6) Open space and recreation element which provides an inventory of recreational and resources and open space areas of the municipality, and policies and strategies for the management and protection of such resources and areas.

(7) Services and facilities element which identifies and analyzes existing and forecasted needs for facilities and services used by the public.

(8) Circulation element which provides an inventory of existing and proposed circulation and transportation systems.

(9) Implementation program element which defines and schedules the specific municipal actions necessary to achieve the objectives of each element of the master or study plan. Scheduled expansion or replacement of public facilities or circulation system components and the anticipated costs and revenues associated with accomplishment of such activities shall be detailed in this element. This element shall specify the process by which the municipality's regulatory structures shall be amended so as to be consistent with the master plan.

Such plan shall be made, and may be added to or changed from time to time, by a majority vote of such planning board and shall be public record. The planning board shall, upon completion of any plan or report, or any change or amendment to a plan or report produced under this section, furnish a copy of such plan or report or amendment thereto, to the department of housing and community development.

A city or town which has an established master or study plan under section eighty-one A and applies for a state grant from the commonwealth shall prepare and keep on file within such city or town an economic development supplement; provided, however, that such city or town shall not be required to prepare such supplement if such city or town has a supplement on file. Such supplement shall be at least one page in length and shall contain the goals of the city or town with respect to industrial or commercial development, affordable housing, and preservation of parks and open space.

Source: malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter41/Section81D

Appendix K: ARPA Planning Funding Examples

1. Newton MA \$80,000 for Citywide Bicycle/Pedestrian Master Plan



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

Telephone
(617) 796-1100
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rfuller@newtonma.gov

Citywide Bicycle/Pedestrian Master Plan (\$80,000)

We have made real progress on improving our streets and sidewalks for people who walk and bike. Groups including Safe Routes to School, Bike Newton, the Council on Aging, the Commission on Disability, and the Transportation Advisory Group have worked closely with staff in our Planning and Public Works Departments (with special thanks to Nicole Freedman, our Director of Transportation Planning and Juni Fairley, our ADA/Disability Coordinator) to help us design and build better.

It's time to take the next significant step forward by developing a comprehensive, long-term bicycle and pedestrian master plan. Providing a high-quality bicycle and pedestrian network will enhance the quality of life for our residents and visitors of all ages, help reduce greenhouse gas emissions, increase public health, and support community and economic development.

I have approved \$80,000 in American Rescue Plan Act funds to develop this master plan over a nine-month period starting this winter. The goal is a transportation system that is safe, smart, accessible, livable and sustainable. The plan will be developed with a lot of participation from our residents and the business community, with our transportation-focused groups, our City Councilors, and the relevant departments, boards and commissions. The Commission on Disability will be an important partner. We will support our staff with an experienced consultant as we create it.

The network plan will include a number of key elements:

- The plan will identify locations on roads, corridors, intersections, and at spot locations that collectively comprise the network. The network plan will ensure safe and accessible all ages bicycling and walking for people of all ability levels to both neighborhood and citywide destinations.
- The plan will identify infrastructure improvements for projects, including facility type, dimensions, limits, sidewalk improvements, crossing enhancements, and more.
- The plan will prioritize projects for implementation based on criteria such as benefit, feasibility, demand, connectivity, road repaving schedule, cost, and City and utility projects. It will include a sequence, timeline and costs for implementation in the Capital Improvement Plan and the Operating Budget, in both the short-term and long-term.

Source: www.newtonma.gov/home/showpublisheddocument/74074/637668853585176525

2. Syracuse NY \$200,000 for Housing Market Study

Housing Market Study

\$ 200,000

The City of Syracuse will conduct a city-wide market analysis of current housing inclusive of vacant structures and market conditions across each of the city's neighborhoods. In addition to identifying neighborhood- and block-level housing conditions and trends, this report will aim to identify key principles to guide future housing strategy and decision-making around neighborhood interventions, in order to ensure that future development and investments are best aligned to each neighborhood's specific market conditions and needs.

Source: ourcity.syr.gov.net/wp-content/uploads/2021/06/2021-06-11-OVERVIEW-Syracuse-American-Rescue-Plan-Strategy_Revised_.pdf

Appendix L: Examples of FBC, Planning and Community Engagement Consultants

Clarion - www.clarionassociates.com Chapel Hill, NC

Codametrics - www.duncanassociates.com Chicago, IL

Duncan Associates - www.duncanassociates.com Chicago, IL

Kimley-Horn and Associates - www.kimley-horn.com Concord, MA

Lakota Group - www.thelakotagroup.com Chicago IL

OpticosDesign - www.opticosdesign.com Berkeley, CA

Placemakers - www.placemakers.com Atlanta, GA

Sasaki - www.sasaki.com Boston, MA

Stantec Consulting Services - www.stantec.com Boston, MA

Utile Design - www.utiledesign.com Boston, MA

The Principal Group - www.principle.us/ Boston, MA

Toole Design - <https://tooledesign.com/> Boston, MA

Appendix M: Text of letter to the Select Board from Brookline By Design

Dear Members of the Brookline Select Board,

We are a group of Brookline residents seeking greater community oversight of Brookline's most significant asset – its built environment. We are calling on the Town to improve its land use planning process and its approach to regulation of growth and development, to ensure the future well-being of the Town and its inhabitants.

We are advocating for a comprehensive and inclusive community planning process that takes into account the long-range impacts of possible land-use scenarios on the Town's character, infrastructure, quality of life, commercial vitality, sustainability, housing affordability and historic assets. This planning process is an inherently necessary first step to charting a thoughtful and informed course for our future.

We seek to encourage robust civic engagement of all stakeholders in neighborhood-based planning to implement the shared goals and values articulated through the community planning process. It's at the neighborhood level where context and compatibility can best be identified.

We also support modernizing Brookline's antiquated land-use regulations to incorporate progressive regulatory tools and techniques that promote new growth and development that is both predictable and appropriate.

Sincerely,

Over 500 town resident signatories

Source: www.brooklinebydesign.com/sign-the-letter