

## **Infill Development Projects – KA – 1-13-09**

**Definition** *(select an appropriate name; determine the goals/objectives/justification)*

- Potential New Work Group Name: "Development Projects and Problems"
- Review development applications submitted to the Town in a timely fashion. Meet with persons who seek EDC assistance with existing or proposed business issues and provide guidance. Try to ensure development proposals meet the economic development goals of the Town (1998 Master Plan Update and Economic Development Committee (EDC) goals). Keep a log of non-residential development applications received by the EDC. Generally monitor non-residential and residential development activity in town and their economic impacts.

**Tasks** *(identify the types of tasks the group will undertake to address the responsibility)*

- Consult with the EDC as necessary but at least once per year to review the economic development goals of the Town (1998 Master Plan Update and EDC goals).
- Meet with persons who seek EDC assistance with existing or proposed business issues. Determine what kind of information is needed to completely understand the issue and ask that the person to submit it to the Work Group if possible. Review the information submitted and provide guidance to the person. If it is determined that the next step for the person is to address the EDC, send the EDC a written recommendation (copying the person) and request the EDC schedule with the person to be placed on the next available meeting agenda.
- For the EDC, review development applications submitted to the Town by the comments deadline. Try to ensure development proposals meet the economic development goals of the Town. Written comments shall be sent to the person/department requesting comments and copied to all EDC members and the Selectmen.
- Keep a log of all persons seeking assistance with existing or proposed business issues. The log should be accessible to the public and include the date the person first approached the Work Group, person's name and contact information, existing or proposed business location (including tax map and parcel number), and either a very brief summary of the guidance provided or a copy of the written recommendation to the EDC.
- Keep a log of all development applications received by the EDC for review. The log should be accessible to the public and include the date the application was received, project name (if applicable), applicant name, property owner name, address, tax map and parcel number, a very brief summary of the application, the date the EDC (Work Group) commented (if applicable), and any other pertinent information.
- Retain a hard copy of all development application comments from the EDC (Work Group) and file them in one, organized, easy to access, public location.
- Generally monitor all development activity in town to understand the implications infill development projects have on the overall economy of the town. Determine whether problems exist or possibly unexpected or unwanted consequences that

the Town might want to address with a change in policy, bylaws, or regulations. If problems/issues are identified, bring them to the Issues Management / Policy Work Group to investigate further.

**Deliverables** *(time/results desired; due date)*

**Note:** This Work Group should meet “as needed” as long as the EDC exists.

- **Guidance to persons who seek EDC assistance with existing or proposed business issues.** Guidance shall be in writing to the person and EDC if the Work Group recommends the person meet with the EDC (deadline: one month after the Work Group receives all information necessary to provide guidance).
- **Written comments on development applications.** Comments shall be sent to the person/department requesting comments and copied to all EDC members and the Selectmen (deadline: due date on the departmental memo requesting comments).
- **A log of all persons seeking assistance with existing or proposed business issues.** The log shall be accessible to the public (deadline: no deadline – ongoing).
- **A log of all development applications received by the EDC for review.** The log shall be accessible to the public (deadline: no deadline – ongoing).
- **Hard copies of all EDC application comments.** Copies shall be filed in one, organized, easy to access, public location (deadline: no deadline – ongoing).
- **Notify the Issues Management / Policy EDC Work Group of Town-wide issues/problems that might require a change in policy, bylaws, or regulations** (deadline: as needed).

**Resources** *(available or identified to complete the work)*

- EDC
- 1998 Master Plan Update (located in the Acton Planning Department)
- 2004 To Live in Acton Plan (located in the Acton Planning Department)
- Other (to be determined as business issues/problems are presented)