

DRAFT Acton 2020 Report Outline

VOLUME I: Comprehensive Community Plan: Acton 2020

Executive Summary (Includes vision/themes, goals/objectives, top key issues, top 20 key recommendations, and plan concept map)

1. **Introduction, Purpose & Process** (purpose (what is a comprehensive plan), process: incl. process diagram, list of venues, etc.)
2. **Guiding Principles:**
 - a. Vision, Key Underlying Themes, and Planning Goals (with photos)
 - b. Definition of Acton's Town Character/ What Makes Acton Unique?
3. **Outreach: Acton Voices**
 - a. Summary of Phase I (see summary sheets)
 - b. Summary of Phase II input
4. **Research Results**
 - a. Identification of Key Opportunities and Challenges
 - b. Vital Statistics
5. **Plan Concept (Map & Summary of Recommendations)**
6. **Key Recommendations** (list & discussion of top 15-20 recommendations)
7. **Implementation Plan**
 - a. Introduction to implementation plan
 - b. List of "Ripe Apples"
 - c. 2020 Plan Concept vs. 1990s Village Focus (previous master plan)
 - d. Implementation Table organized by Goal/Objective
 - e. Cost Profile (identification of significant capital & operating expenses associated with recommendations)
 - f. Summary of Recommendations by Master Plan Topic (Housing, Econ)
8. **Description of Existing Conditions by Topic (this way can also have key issues and perhaps some explanation of ways to address them by topic (element))?** (Summary Sheets ++, max 2-3 page layout per topic)
 - a. Land Use
 - b. Housing
 - c. Economic Development
 - d. Natural Resources
 - e. Historic and Cultural Resources
 - f. Open Space and Recreation
 - g. Circulation and Transportation
 - h. Facilities and Services
 - i. Sustainability

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APPENDICES

1. Precedent Pages
 - a. Urban Planning and Design Best Practice
 - b. Transfer of Development Rights
 - c. Affordable Housing

VOLUME II: APPENDICES

1. Introduction
2. Inventory of Existing Conditions
 - Land Use
 - Housing
 - Economic Development
 - Natural Resources
 - Historic and Cultural Resources
 - Open Space and Recreation
 - Circulation and Transportation
 - Facilities and Services
 - Sustainability
3. Summary of Public Input (**Volume III -???**)
 - Revisit, Refine Vision and Goals: October 20, 2010
 - Burning Issues
 - Economic Development: March 3, 2011
 - Transportation: March 9, 2011
 - Housing: March 12, 2011
 - Choose Your Own Acton: Alternatives: June 23, 2011
 - Fall Meetings: Input from Committees, Boards, etc.
 - Kelley's Corner: September 14, 2011
 - Sustainability, Financial Well-being: Sept. 21, 2011
 - Affordable Housing, Inclusion/Diversity: Sept. 28, 2011
 - Connections, Community Gathering: Oct. 12, 2011
 - Town Character, Town-owned Assets: Oct. 26, 2011
 - Proposed Implementation Plan/Prioritization: November 9, 2011
4. Materials used in the public meetings (Informational Handouts)
5. Evaluation Summary Matrix (similar to what was used to evaluate the three alternatives, but now with only the proposed plan evaluated against the goals).