

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	Upton
1.2. Community Category	Adjacent small town
1.3. Multifamily Unit Capacity Requirement	150
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	Michael Antonellis
1.7a. Title	Director of Land Use & Inspectional Services (Town Planner)
1.7b. Email Address	mantonellis@uptonma.gov
1.7c. Phone Number	(508) 603-0219
1.8 Please provide the name of the municipal CEO	Brett Simas

1.8b Mailing address of municipal CEO	1 Main Street Upton, MA 01568
1.8c Email address of municipal CEO	bsimas@uptonma.gov
1.9. Please briefly describe other members of the core team developing the multi-family zoning district.	The core team will consist of all Planning Board members, Town Planner, Town Manager, the Board of Selectmen liaison to the Planning Board, and technical support from CMRPC as needed. The Core Team will engage the help and expertise of all available, applicable staff, boards and committees, as well as State staff and resources.

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.	<p>2005 Master Plan, Housing Objective:</p> <p>3. Provide housing options that will allow residents to remain in town as they age and allow children of residents to establish families in Upton.</p> <p>6. Recommend enacting bylaws to ensure that future housing development maintains the town's compliance with the 10% affordable housing requirement.</p> <p>Housing Goal:</p> <p>Preserve Upton's rural, small-town character and open space; ensure that housing development is slow, deliberate, and planned; and provide a diversity of housing affordability while maintaining a largely single-family character.</p> <p>2012 Housing Production Plan (currently being updated) strategies:</p> <p>f. Promote greater diversity and density of permitted housing type;</p> <p>g. Promote mixed-use development;</p> <p>j. create inventory for properties potentially suitable for affordable housing development.</p>
2.2. Is this municipality currently working on any other planning for housing?	Yes
2.2a. Please briefly describe the housing work underway.	Updates to the 2012 Housing Production Plan

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 town has yet to identify specific locations for the district but would likely be limited to Upton Town Center, West Upton and the immediate surrounding areas due to access to public water, public sewer, and walkable access to schools, work, community centers, churches and other accessible destinations as required by Chapter 40R. Any proposed district will likely include a lower than 20 units per acre density as permitted for towns under a population of 10,000, MGL 40R Section 6 (f), while still complying with the density requirements of MGL 40A, 3a.

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.

The town has yet to identify specific locations for the district but would likely be limited to Upton Town Center and the immediate surrounding areas due to access to public water and sewer. Other potential locations could include northern sections of town given the proximity to neighboring stations in Grafton and Westborough. Any proposed district will likely include restrictions to the height and size of structures, layout, design, and streetscape to conform to the town's established aesthetic as much as possible without being prohibitive.

3.2. What non-housing characteristics are important for this community to consider in its 3A zoning district?

In order to support the density that is proposed, one of the more important considerations is access to public water and public sewer. If access to this infrastructure cannot be achieved after substantial study of the proposed districts, then the ability for such development to be able to create appropriate infrastructure while still complying with the requirements of 3a.

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	Public Outreach
	May 01, 2023
	Sep 01, 2023
Short Answer	Developing Zoning
	Oct 01, 2023
	Mar 01, 2024
Short Answer	Applying DHCD's compliance model
	Apr 01, 2024
	May 01, 2024
Short Answer	Hold Legislative session and adoption
	May 01, 2024
	Jun 01, 2025
Short Answer	Submit district compliance application
	Jul 01, 2025
	Dec 31, 2025
Short Answer	Hold Planning Board meetings & hearings
	Jan 24, 2023
	Dec 31, 2025
If there is any other feedback you would like to share about the compliance process, please use this space to provide it.	The schedule provided is a general framework for a proposed timeline and is not intended to be comprehensive in its scope. Legislative hearings are estimated to span from May 2024 to May 2025 in the case that zoning is not prepared in time for the May 2024 Town Meeting. Also, if a 3a zoning article were to fail at Town Meeting 2024 requiring a restart to the process with the intention of meeting the final deadline for compliance in December 2025. "Hold Planning Board meetings & hearings" is noted as taking place throughout the duration of the process. While formal Zoning change hearings will be conducted prior to Town meeting before May 2024, it is anticipated that the Board will have several meetings on the topic in addition to several hearings leading up to the May 2024 TM and the May 2025 TM if necessary.