

Subprogram: 7200 Planning Department**Program: Community Development
Town of Lexington FY 2004 Program Budget**

The Planning Department encompasses the five member elected Planning Board and the Planning Department staff that serves it. The purview of Planning involves both the short-term perspective, in the form of *land development regulation*, and the long-range view, in the form of *comprehensive planning* and growth management. In between, Planning is involved with the conception, review and/or implementation of large-scale *intertown and intratown development projects*, involving old public institutional sites, such as the Metropolitan State Hospital parcel, as well as private land. Planning also acts as the conduit and authority for *proposed zoning amendments and rezoning proposals*, prior to moving on to town meeting.

On a daily basis, the department staff also provides a broad array of *technical support services* to individuals, groups, town departments and boards and committees. In addition, the Board and/or staff continue to participate from time-to-time in the dialogue around regional *issues*, of transportation, development and environmental impact. Most often, this involves the Hanscom/Massport civil airport, but sometimes Hanscom Air Force and other regional development nodes along the Route 2A-2 corridor as well.

Since late fall of the year 2000, the Board and staff have been intensively involved in the preparation of a new Comprehensive Plan for Lexington, the first in more than 35 years. With a broad-based participation process, and the work of the planning consultant and the staff, this large effort will culminate in a real action agenda in at least the following planning areas: land use, economic development, housing, natural and cultural resources, and transportation. The Comprehensive Plan is the logical extension of the Vision 2020 process that the Selectmen began in 1999, and will provide the first detailed, across-the-board blueprint for the Town's future in decades.

Even as the Comprehensive Plan continues, the Planning Board has moved forward aggressively with initiatives from the ComPlan in FY03 and FY04 to come, and anticipates further implementation actions for years to come. Initial efforts involve community character preservation and affordable housing incentives, but in the years to follow, initiatives from every part of the ComPlan are anticipated.

At the beginning of the 21st century, the challenges of the mature suburb are as great as the issues that faced the Town during past eras of suburban development in Lexington. To mention just a few: erosion/preservation of community character; affordability of housing; finding new ways to protect dwindling open space; establishing a philosophy of economic development and balanced community growth; defining the future of Lexington Center; finding ways to reduce automobile trips; and addressing Hanscom/Massport issues. The Planning Board and departmental staff play an integral role in these and other dialogues and initiatives.

See the Planning Department Mission Statement, Goals and Objectives on the next page.

Elements within Subprogram 7200	FY2002 Expended	FY2003 Appropriated	FY 2004 Dept Request	FY 2004 Recommended	FY 2004 Appropriated
7210 Planning	\$226,470	\$213,584	\$228,038	\$192,038	\$177,184
Program Totals					
Compensation	\$176,528	\$175,134	\$189,588	\$183,588	\$168,734
Benefits	0	0	0	0	0
Expenses	49,942	38,450	38,450	8,450	8,450
Town Funded Expenses	\$226,470	\$213,584	\$228,038	\$192,038	\$177,184
General Fund	\$237,243	\$213,584	\$228,038	\$192,038	\$177,184
Enterprise Funds	0	0	0	0	0
Directed Funding	0	0	0	0	0
Appropriated Resources	\$237,243	\$213,584	\$228,038	\$192,038	\$177,184

MISSION STATEMENT:

To engage in both short and long term planning in regard to all growth and development issues and proposals in Lexington. Specific duties include the following: To prepare the Comprehensive Plan; administer Subdivision Regulations in accordance with the state subdivision control law; review residential special permit applications; participate in specific intertown land use projects, such as the Metropolitan State Hospital, the former Middlesex hospital, the Raytheon site and other proposals; review and make recommendations required in regard to zoning amendments and rezoning petitions, and to prepare the Planning Board's proposed zoning changes. The Planning Department staff also analyzes economic, demographic and development trends occurring in Lexington and the region to assist the Planning Board, the Town Manager and various town departments and committees, and provides numerous responses on a daily basis to unanticipated individual requests for help and information from a wide variety of parties.

GOAL: Continue to bring comprehensive plan follow-through implementation measures from the 2001-2002 Comprehensive Plan efforts to Town Meeting and other venues, as applicable.

OBJECTIVES

- ▶ Prepare implementation action measures, according to latest Board priorities in the areas of land use, economic development and natural and cultural resources, with the intent of going to Town Meeting and other venues in 2004, as applicable. (02)

Performance Measure	Type of Measure	FY2001	FY2002	FY2003	FY2004
Number of meetings/workshops conducted in relation to preparing implementation measures	Workload		3	6	5
Number of zoning by-law amendments prepared for Town Meeting	Outcome		2	3	4
Number of general by-laws prepared for Town Meeting	Outcome		NA	0	0
Number of non-regulatory tools prepared	Outcome		NA	1	1

- ▶ Prepare coordinating and technical support to Housing Action Forum, a project to coalesce housing advocacy groups and individuals townwide into a unified entity, for the purposes of promoting a more affordable and diverse housing stock and putting forth specific proposals to Town Meeting and other venues in 2004 and beyond. (02)

Performance Measure	Type of Measure	FY2001	FY2002	FY2003	FY2004
Number of meetings held in support of these efforts	Workload		NA	1	11
Number of major regulatory measures from Housing Element of ComPlan put forth	Outcome		0	1	1
Number of non-regulatory measures put forth to promote housing programs	Outcome		NA	0	2

- ▶ Publicize and promote the implementation measures in the 2003 Transportation Element of the ComPlan, with an eye to action in future years, and provide technical support to efforts to restore and enhance key transportation programs in Lexington. (02)

Performance Measure	Type of Measure	FY2001	FY2002	FY2003	FY2004
Number of meetings and work sessions promoting Transportation Element	Workload		0	1	7

FY2003 statistics indicate the best data for the current year.

FY2004 statistics indicate projected goals for the upcoming year.

GOAL: Continue Metropolitan State Hospital Housing Implementation, FY2004

OBJECTIVE

- ▶ Work closely with selected developer Avalon Bay and Lexington Met state Task Force, to refine development plan for Met State main campus, in accordance with the adopted Reuse Plan and Second Amendment, and bring it to Town Meeting 2004 for planed development rezoning.

Performance Measure	Type of Measure	FY2001	FY2002	FY2003	FY2004
Number of public meetings held or attended, post-RFP	Workload		6	12	9
Begin to craft a viable project concept and formulate a rezoning strategy/introduce into Town Meeting pipeline.	Outcome		28%	60%	100%

GOAL: Continue to provide technical support for subdivision control, special permits, unaccepted streets and other regulatory functions.

OBJECTIVE

- ▶ Continue to provide high level technical support to the Planning Board for the subdivision control, residential special permit, street construction plans, and other regulatory functions.

Performance Measure	Type of Measure	FY2001	FY2002	FY2003	FY2004
Total number of new regulatory case filings at any stage of Board review, and resubmissions requiring staff analysis and additional Board consideration	Workload		34	11	17
Number of Public Hearings/Meetings held/scheduled for regulatory purposes	Workload/Outcome		34	11	2
Number of Properties/Sites involved (all types of review)	Workload		27, plus 7 ANR's*	9, plus 1 ANR*	14 plus 2 ANR's
Number of Residential Units involved	Workload/Outcome		94	50	63
Number of applications attaining Definitive Plan Approval	Outcome		6	2	7

*ANR means approval not required lotting plans

GOAL: Provide Town Meeting with required support services for process and technical analysis.

OBJECTIVE

- ▶ Provide detailed analysis, hearing(s) and written reports to Town Meeting, both in regard to citizen petitions and rezonings and Planning Board-instituted items.

Performance Measure	Type of Measure	FY2001	FY2002	FY2003	FY2004
Number of meetings attended linked to Town Meeting support services (Town Meeting sessions and related meetings preceding TM)	Workload		21	Unknown	10-21 in recent years
Number of zoning articles produced or reviewed/heard by the Board	Outcome		4	5	9
Number of other articles or TM items for which significant services were provided	Outcome		2	4	1-4 in recent years

FY2003 statistics indicate the best data for the current year.

FY2004 statistics indicate projected goals for the upcoming year.

GOAL: Provide technical support services to the organization.

OBJECTIVE

- ▶ Provide technical support to other boards, departments, committees & organizations for special projects and studies, as staff time allows.

Performance Measure	Type of Measure	FY2001	FY2002	FY2003	FY2004
Number of special projects emanating from or managed by other parties, for which technical support was provided by planning staff (examples include Public Works Facility Committee, Capital Budget Committee, and Town Manager's Office).	Workload		5	3	Unknown
Number of projects involving special committees for which department provided technical assistance.	Workload		21	19	Unknown

GOAL: Execute other project assignments.

- ▶ Provide management and/or technical support for major projects not included anywhere above.

Performance Measure	Type of Measure	FY2001	FY2002	FY2003	FY2004
Number of major projects not otherwise included above, in which Planning was extensively involved (examples of unanticipated projects include Raytheon site redevelopment and proposed Lexington electric utility and power plant zoning).	Workload		1	2	Unknown

