

CHARGE TO THE

COMPREHENSIVE PLAN ADVISORY COMMITTEE

The *Comprehensive Plan Advisory Committee* (CPAC) is charged with advising and aiding a major update to the Town’s Comprehensive Plan to be submitted to the Planning Board for approval. The CPAC Committee is a temporary committee working under the primary direction of the Director of Planning & Building (or designee). The charge expires on the earlier of November 30th, 2026 or upon approval of the updated Comprehensive Plan by the Planning Board.

Background

Planning Boards are required to prepare a Comprehensive Plan to provide a basis for decision making regarding the long-term physical development of the municipality ([M.G.L. c. 41, §81D](#)). Belmont’s existing Plan, [A Vision for Belmont: Mapping a Sustainable Future](#) ([full PDF](#)), was approved in 2010 and designed to last through 2020. The [Vision 21 Implementation Committee](#) was established to help Belmont achieve the vision laid out in that Plan. The Comprehensive Plan is a living document and will be revised as conditions and circumstances change within and around Belmont. Updating the Comprehensive Plan requires approval by majority vote from the Planning Board.

Composition

The committee will be composed of eleven (11) members. The Director of Planning & Building (or designee) with the remaining ten (10) members appointed by the Select Board for the duration of the committee’s charge.

#	Role / Expertise	Sources of Recommendations (with open applications)
1	Director of Planning & Building--ex-officio (non-voting)	Director of Planning & Building, Town Administrator
1	Community outreach experience.	Vision 21 Implementation Committee, Youth Commission, Age Friendly Action Plan Committee, former Members of Structural Change Impact Group, Structural Change Impact Committee
1	Experience studying and improving local transportation, connectivity, and circulation with safety, access and efficiency in mind.	Transportation Advisory Committee, Belmont Community Path Committee, Town Engineer, Director of Public Works, Disability Access Commission, Council on Aging, Age Friendly Action Plan Committee
1	Experience successfully stimulating commercial growth, working in the commercial real estate or development, and/or success establishing and growing a local business in/around Belmont.	Planning Board (PB), Economic Development Committee (EDC), Director of Planning & Building

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#	Role / Expertise	Sources of Recommendations (with open applications)
1	Land use and/or urban planning experience.	Planning Board (PB), Zoning Board of Appeals (ZBA), Community Preservation Committee (CPC)
1	Experience creating housing in Belmont, working with Belmont’s Housing Production Plan, and/or Affordable Housing development	Belmont Housing Trust, Belmont Housing Authority (BHA), Board of Assessors, Director of Planning & Building, Planning Board, Zoning Board of Appeals
1	Green development, environmental impact analysis, and historical preservation.	Conservation Commission, Energy Committee, Board of Health, Historic District Commission, Community Preservation Committee
1	Open Space and Recreation	Recreation Commission, School Committee, Shade Tree Committee, Youth Commission, Community Preservation Committee
1	Experience building community cohesion, inclusivity and accessibility	Diversity, Equity and Inclusion Implementation Committee, Human Rights Commission, Disability Access Commission, Age Friendly Action Plan Committee
1	Belmont Arts and Culture	Cultural Council, Library Trustees, Historic District Commission
1	Experience managing and projecting Belmont’s capital assets and needs, and/or with Belmont’s municipal building committees	Comprehensive Capital Budget Committee, Permanent Building Committee, or any of the current or former temporary building committees, Director of Facilities

Comprehensive Plan Update Advisory Committee members may be removed prior the completion of his/her term by formal written request from the ex-officio staff member to the Select Board, and a unanimous vote by the Select Board to support the request for removal, after a duly noticed hearing in which such member has an opportunity to hear and respond before the Select Board to said written request.

Responsibilities

- 1) Aid in the creation and success of a public engagement group (“Engagement Envoys”) to boost community engagement, ensure the representativeness of that engagement, and draw participation from all segments of the Belmont community. Communicate broadly to the community about the development and implementation of the plan throughout the entire process.
- 2) Support and consult with town staff and volunteers in creating a significant update to Belmont’s Comprehensive Plan. The updated Plan will have the following elements:

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- Goals and policies: help manage change, growth and development of Belmont, using an engaging, interactive, public process, existing plans, and prior committee work.
- Economic development: support and expand Belmont’s commercial economic base and local employment
- Financial stability: to the extent feasible within the Plan process, promote robust funding of municipal services and education
- Public facilities and services: current and forecasted needs of the community
- Transportation: inventory of existing and proposed transit in and through Belmont
- Land use: identify present land use and designates the proposed distribution, location and inter-relationship of public and private land uses.
- Housing plans: identify and analyze existing and forecasted needs and objectives, with policies and strategies to provide a balance of housing opportunities for all.
- Natural, cultural and historic characteristics: highlight, protect and manage Belmont’s unique features.
- Open space and recreation: sustainably manage open and recreation space to support access for all of Belmont to our shared resources.
- Implementation: specific actions by the Town necessary to achieve the Plan objectives

The updated Plan shall include an Economic Development Supplement, and may include additional elements such as Fiscal Impact, Sustainability, Climate Change, and Hazard Mitigation. Elements should also consider the impact of land being removed from the tax roll, and when relevant, the effect an element may have upon the fiscal stability of the Town.

- 3) Help identify, update and incorporate existing Town plans and prior work.
- 4) Aid and consult with Town staff and fellow committee members with subject matter expertise on Plan elements
- 5) Undertake other work in creating the updated Plan as requested by the Director of Planning & Building
- 6) Reporting – The Committee shall provide to both the Select Board and Planning Board a quarterly report in written form, indicating the progress of the Committee and Consultant over the prior quarter. Additionally, the Committee Chair or their designee shall provide a verbal report of this progress in a joint meeting of the Select Board and Planning Board.

References

- A Vision for Belmont: Mapping a Sustainable Future ([PDF](#))
- Planning Board [Comprehensive Plan page](#) and [Economic Development studies](#), and previous [studies and reports](#)
- Massachusetts State Law: [M.G.L. c. 41, §81D](#)
- Metropolitan Area Planning Council (MAPC) [Community Planning page](#) and [Creating a Master Plan for Your Community presentation \(2015\)](#)
- MAPC [MetroCommon 2050 long-range plan](#) for greater Boston

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