



CDP Implementation Task Force

FAQ's and Checklist for Town Boards and Commissions

Which town boards and commissions should be mindful of the spirit and recommendations of the 2003 Ipswich Community Development plan (CDP)?

*Members of **ALL** boards and commissions are encouraged to be familiar with this excellent plan. The CDP is the result of a lengthy public participation process and was adopted by vote of Town Meeting in September, 2003, as the planning strategy for the Town of Ipswich. Subsequent updates are also shown on the checklist.*

Why should our board or commission evaluate our actions in light of the CDP?

*Town meeting voted to amend the General Bylaws to include the following provision: "When taking actions and/or making decisions relative to land use or other subjects addressed by the 2003 Community Development Plan, Town boards and commissions **shall indicate** in their decisions and/or minutes whether or not said action or decision was, in their opinion, consistent with the CDP."*

When should a Town board or commission make note of whether its actions are consistent with the 2003 Ipswich Community Development Plan?

In general, if your board or commission is taking action on matters which are tied to housing creation, economic development, or transportation infrastructure, a consistency evaluation should be completed. Additionally, actions or recommendations which relate to broader issues, such as open space preservation and environmental protection, should also be considered in light of their consistency with the CDP.

Some examples of actions or decisions warranting consistency evaluation include:

- *A recommendation to the ZBA by your board regarding a 40B project*
- *Decisions related to changing or extending utility infrastructure*
- *Adoption or change in major policies*

How do we determine if a decision or action is consistent with the CDP?

The attached checklist serves as a quick reference and can easily be incorporated in, or appended to, your decision or minutes. This checklist is available on the Town website under "Forms" and can be downloaded and completed electronically.

What if our decision or action is inconsistent with the CDP?

The Bylaw allows for such an instance: "If a board or commission indicates that its action or decision is not consistent with the CDP, then it shall explain its rationale for taking such action in its decision and/or minutes." See the checklist for more guidance.

How do we show we have considered the issue of consistency with the CDP?

Include a consistency statement in your decision or minutes:

"This (action/decision/recommendation) is (consistent with/inconsistent with/does not relate) to the principles, policies and action items recommendations in the 2003 Ipswich Community Development Plan. See attached checklist for further detail."

Please note that the Open Space Plan is incorporated by reference in the CDP and should be referenced as appropriate.



CDP Implementation Checklist

Ipswich Community Development Plan

Board or Commission: _____

Action or decision: _____

Date: _____

How does your decision relate to the following principles: (C= Consistent) (I=Inconsistent) (Neutral) (N/A= Does not apply)	C, I, N , N/A (indicate one)
Ipswich's Guiding Principles for Smart Growth	
1. Provide a range of housing opportunities for residents of all income levels and abilities.	
2. Reduce sprawl by limiting excess roadways and by evaluating and controlling the growth impacts associated with sewer extensions.	
3. Provide a variety of transportation choices. Develop and enhance non-motorized travel options by developing new paths and trails, connecting existing paths and trails, and making roadways and intersections more pedestrian-friendly.	
4. Protect the village character and strong "sense of place" of downtown Ipswich, with its locally-owned businesses, mix of uses, healthy economy, pedestrian-friendly environment, historic resources, multi-modal transportation, and prominent role in community life.	
5. Enforce the highest standards when reviewing development projects that affect the Town's critical natural resources, such as the Great Marsh, the Parker River-Essex Bay ACEC, the threatened Ipswich River, sites of historical and archeological value, and other resources that are threatened or endangered, such as contiguous habitat.	
6. Increase the Town's ability to influence and direct development consistent with these smart growth principles by strengthening the planning and review processes, particularly through the use of incentives. Make development decisions predictable, fair, and cost-effective.	
7. Support the survival of resource-based businesses, as they are critical to the character of the town, the conservation of open space, and the livelihood of local residents.	
8. Ensure that the Town's population does not exceed the carrying capacity of its environment, infrastructure, and services by anticipating future growth and working actively to reduce future growth potential while at the same time planning for increased services as feasible.	
9. Work toward making Ipswich a more ecologically sustainable community through policy, education and incentives to: a) reduce water and energy consumption, solid waste disposal and greenhouse gas emissions; b) better manage the Town's septic systems and wastewater, and c) encourage waste reduction, recycling and the development and use of renewable energy sources.	
Ipswich's Housing Policies	
1. Promote both ownership and rental housing development in areas in and near the downtown that are already affected by development and have infrastructure in place to meet the needs of new residents.	
2. Expand the areas throughout the Town where multi-family residential development and senior housing is allowed by special permit.	
3. Ensure that new residential development is environmentally and aesthetically compatible with the Town's existing landscape.	
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 Ipswich Community Development Plan
 (continued)

<i>How does your decision relate to the following principles: (C= Consistent) (I=Inconsistent) (N=Neutral) (N/A= Does not apply)</i>	C, I, N, N/A (indicate one)
Ipswich's Housing Policies (continued)	
4. Increase the availability of affordable housing in the Town, and the amount of housing that counts toward the Town's 10% requirement under Chapter 40B.	
5. Encourage the reduction of resource consumption in new and existing residential developments.	
Ipswich's Economic Development Policies	
1. Through appropriate business zoning and targeted marketing and recruitment efforts, seek to attract the types of businesses that Ipswich wishes to have in the Town.	
2. Allow for and encourage an appropriate mix of uses in and near the town center.	
3. Ensure that business development and redevelopment is compatible with and enhances the Town's visual character and residential uses	
4. Sustain Ipswich's agriculture and fisheries industries.	
5. Make the best use of the Town's limited water supply.	
6. Provide a framework for consideration of resource efficiency within economic development decisions.	
Ipswich's Transportation Policies	
1. Provide for safe and efficient roadways through limited infrastructure improvement projects and by adopting traffic regulations for new developments	
2. Continue to develop the Town's transportation systems in a way that is compatible with the Town's character.	
3. Support non-automotive transportation modes including cycling and walking.	
4. Make the best use of existing parking downtown and provide additional parking, if necessary, to support downtown activities. Ensure that the Town's parking requirements are adequate for and consistent with the types of development that the Town would like to attract.	
5. Consider transportation factors when making local decisions related to issues such as planning, zoning, open space protection, and the siting of public facilities.	
6. Reduce resource consumption by transportation systems.	
Ipswich's Open Space Policies	
1. Protect land that is currently listed for possible protection consistent with its evaluation under the Open Space Bond Program.	
2. Protect land in Chapter 61, 61A, or 61B uses; on the state Biomap or Natural Heritage Map; within the River Protection Zone; within the ACEC or its buffer zone; in Zone II of water supply wells and Zone A and B of surface water supplies, or currently has a conservation restriction (CR) on all or a portion of the parcel.	
3. Protect scenic vistas, scenic roads, and cultural features such as historic walls, ways, trees, and archaeological sites.	
4. Protect wetlands and their buffer zones, including vernal pools.	
5. Protect and/or minimally affect open space by minimizing clearing and fragmentation of woodland and other natural features.	
6. Provide space for ball fields, trails, and other recreational facilities, especially those accessible to the physically handicapped.	



CDP Implementation Checklist
 Ipswich Community Development Plan
 (continued)

ADDITIONAL ITEMS TO EVALUATE:	
Implementation Plan Consistency	Yes or No
Is this action or decision identified as an Implementation Item in the CDP?	
If yes, please note which item(s) you are addressing and how your action or decision relates to this item:	
Policy:_____ Item No: _____ Notes:_____	
Policy:_____ Item No: _____ Notes:_____	
Policy:_____ Item No: _____ Notes:_____	
Consistency with Goals and Objectives	
Is this action or decision consistent with the housing, economic development and transportation goals and objectives identified in the CDP? Is this action or decision consistent with the open space goals and objectives identified in the OSP?	
If no, please note how your decision or action is inconsistent with specific goals and/or objectives:	
Goal:_____ Objective: _____ Notes:_____	
Goal:_____ Objective: _____ Notes:_____	
Goal:_____ Objective: _____ Notes:_____	

Additional comments:

Signature, Chair

Date

Board or Commission

ATTACH COMPLETED FORM TO YOUR DECISION

PLEASE PROVIDE A COPY OF THIS CHECKLIST AND YOUR DECISION

to:

The Department of Planning & Development

(note: electronic copies can be sent to kated@town.ipswich.ma.us; alternatively, a hard copy can be dropped off or mailed to the Planning Department. Thank you for your cooperation in helping us keep our files current and complete)