



# Metropolitan Area Planning Council

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April 14, 2009

Keith A. Bergman, Town Administrator  
Town of Littleton  
37 Shattuck Street  
Littleton, MA 01460

Subject: Agreement for use of Technical Assistance Funds

Dear Mr. Bergman,

On behalf of the Metropolitan Area Planning Council (MAPC), we are excited to work with you on the Littleton Common Overlay District planning project as outlined in the attached 4/14/09 scope of work that was prepared by MAPC staff based upon discussions with the Board of Selectmen and Planning Board of Littleton.

Please sign two copies of this letter of agreement, keep one for your files, and return the other to MAPC. We will begin work upon receipt of this document.

The MAPC staff looks forward to working with you to implement this program.

Marc D. Draisen  
Executive Director

Project Approved:

\_\_\_\_\_  
Keith A. Bergman, Town Administrator

\_\_\_\_\_  
Date

## **Town of Littleton: Updated District Local Technical Assistance Scope**

Final Scope 4/14/09

Using District Local Technical Assistance Funds, MAPC will assist the Town of Littleton to prepare an Overlay District bylaw for the Littleton Common area. The future development of the Littleton Common was a major focus of the residents participating in a previous economic development forum held by the town (and facilitated by MAPC).

The DLTA assistance to Littleton will begin with the hosting a visioning session to determine the residents' goals for the "Littleton Common" downtown area of Littleton, roughly defined as the properties bordering both sides of the Great Road (Route 2A/119) and bounded on the west by Beaver Brook Road and on the East by Powers Road, and including such major areas as the Cisco Systems site, IBM site, Littleton Common business district and the farmland east of the business district. .

This visioning session will include a discussion of goals of the community regarding the mix of uses that will be allowed, and also a "Visual Preference" discussion to determine the types of structures, heights, bulk, density, setback, public amenities etc that would be associated with any development in the downtown. For purposes of this discussion, the potential Overlay District will be divided into 3 sections.

Based upon the input from the first session, MAPC will undertake (in consultation with the Planning Board) preparation of PowerPoint slide images of at least two streetscapes that illustrate how structure styles and pedestrian amenities preferred during the Visual Preference program could be incorporated into the study area. MAPC will undertake an analysis of the zoning and other regulations to determine if changes would be necessary to incorporate the types, locations and density of developments "preferred" by the participating public.

MAPC will then work with the Planning Board to prepare an Overlay District bylaw that will be designed to meet the community goals outlined during the community Visioning session, for the portion or the entirety of the study area that the Board feels is ready to be brought to Town Meeting in Fall 2009.

### **Detailed Scope Budget and timeline:**

#### **Task #1: Visioning and Visual Preference Session:**

Coordination with Town Planner and preparation of flyers and other announcement materials: 6 Planner hours x \$90 = \$540

Preparation of Visual Preference slide program:

20 Planner hours x \$90 = \$1,800

Visioning and Visual Preference Session hosted by Planning Board or committee of town boards: to solicit input from town residents relating to the types of uses that they would like to see allowed within the Littleton Common (including possible overlay subareas for

IBM/Cisco sites), and to solicit input relating to the details of structures (height, bulk, design, placement on the site, streetscape improvements, etc.) that they would like to enable for future development/redevelopment within the town center.

20 Planner hours x \$90 = \$1,800

Write up results of program for review by Town Committee:

6 Planner hours x \$90 = \$540

Total Task #1 hours = 52 hours Costs = \$4,680

Task 2: Zoning Analysis and desired development pattern:

Initial photography of selected streetscapes 10 GIS hours x \$75 = \$750

Selection of images from Visual Preference Program, preparation (using Photoshop) of up to 2 future streetscape images incorporating potential new development that meets parameters expressed by participants in the Visual Preference Program:

40 GIS hours x \$75 = \$3000

Review of existing zoning and other regulations to determine potential for development on 2 selected sites in study area according to the goals set in the Visual Preference Program, to determine regulatory changes needed to meet stated goals .

20 Planner hours x \$90 = \$1,800

Meeting with Town Committee to:

- present findings and Photoshop imagery of potential for future development town center:,
- review templates for zoning overlay district bylaws, to determine option that best fits for Littleton (e.g., does the town want to have minimum as well as maximum numbers of stories?, Does the town prefer a maximum number of residential units per acre within the overlay or would it prefer to allow flexibility regarding unit numbers within strict design guidelines?).

5 Planner hours x \$90 = \$450

Total task #2 hours = 75 hours Costs = \$6,000

Task #3 Draft Updated Zoning (Overlay District)

Prepare initial draft of zoning bylaw

25 Planner hours = \$2,250

LELWD to prepare map of Overlay District including sub-districts for use in Zoning Warrant article

0 Planner Hours, In Kind contribution by Town

Meet with committee to obtain input

5 Planner Hours = \$450

Prepare 2<sup>nd</sup> draft of bylaw based on meeting input  
6 Planner hours = \$540

Town counsel review of 2<sup>nd</sup> draft of bylaw  
0 Planner hours, Town Counsel cost paid by Town

Meet with Committee to review committee and Town Counsel input regarding 2<sup>nd</sup> draft  
of bylaw  
5 Planner hours = \$450

Prepare final draft of Zoning Overlay bylaw  
6 Planner hours = \$540

Planning Board holds hearing and presents draft bylaw to Town Meeting  
0 Planner Hours

Total Task #3 Planner hours relating to drafting of bylaw = 47 hours x \$90/ hour =  
\$4,230

**Total estimated project = 174 hours      Costs = \$ 14,910**