

**Exhibit A**  
**1/3/08**

**The Scope is comprised of two separate tasks: the development of an economic development plan, and local land use permitting improvements. Both tasks will result in recommendations to enhance the Chapter 43D Expedited Permitting work currently underway in Littleton.**

**Task #1: Strategic Economic Vision Statement and Action Plan**

The Town of Littleton will hire a planning consultant/facilitator to work with a Steering Committee of Town board/staff representatives to develop a consensus Strategic Vision Statement and Action Plan for Economic Development. Participants in this Steering Committee shall include, but may not be limited to, town boards and commissions such as the Board of Selectmen, Finance Committee, Planning Board, Board of Health, Conservation Commission, Zoning Board of Appeals, and the Historical Commission, as well as town employees such as the Town Administrator, Town Planner and Town Department Heads (e.g., Fire, Police, Water). The Steering Committee shall be appointed by the Town Administrator based upon recommendations from the said Boards or Departments., and may include such other members as the Administrator determines.

The Strategic Economic Vision Statement and Action Plan shall be based upon the “Selecting Preferred Sites for Commercial or Industrial Development” section of “A Best Practices Guide: A Model for Local Permitting of Land Use Projects” prepared by the Massachusetts Association of Regional Planning Agencies, November 2007. The Action Plan analysis shall be based upon previous plans prepared by the town, input from the boards and the public, and physical (land development constraints and access) and economic (market) conditions. Since the analysis is to be undertaken town-wide, a base map of the Town shall be prepared which shall illustrate the zoning, physical elements of the potential sites, access and other appropriate features, so that discussions with the Steering Committee and at the Public Forums shall be based upon best-available information.

The Strategic Economic Vision Statement and Action Plan would identify what type of economic development Littleton wants, and what locations are the preferred sites for this development. The Action Plan outlines implementation steps to achieve the Economic Vision. It is anticipated that the results of this process will identify future locations for additional C.43D Priority Development Sites. The consultant shall also identify areas for which zoning amendments are appropriate to allow for uses proposed in the Strategy. Finally, the consultant shall also make recommendations for changes to local regulations to better address business requirements while maintaining community character.

A maximum of \$25,000 will be available for this task, to be paid by the Town of Littleton.

**Task #2: Expedited Permitting Process Improvements**

The Town has established two Priority Development Sites under the Expedited Permitting procedures of Chapter 43D. Using funds from the 43D Technical Assistance Grant, the Town will hire a planning consultant with expertise in permitting processes to work with the Town to

make permitting more predictable, equitable, cost effective and efficient while reinforcing local jurisdiction, encouraging community supported projects, preserving local resources and maintaining the standard of review.

The consultant will work with the Steering Committee established by the Town under Task #1 above to create a local regulatory process that will address all affected permits within the required 180 day timeframe for Priority Development Sites (PDS). Anticipated results of this process are:

- Town designation of a Single Point of Contact for applicants for commercial or industrial permits.
- Town establishment of a permanent Permit Advisory Committee or some similar method of coordinating review of commercial and industrial permits between departments (see Best Practices Guide referenced above).
- Preparation (by the consultant) of a Development Guidebook, which will outline for potential applicants the development processes of the Town for various types of commercial or industrial development.
- The Steering Committee and the Consultant shall review “A Best Practices Guide: A Model for Local Permitting of Land Use Projects” prepared by the Massachusetts Association of Regional Planning Agencies, November 2007 for additional methods of expediting permitting that are appropriate for the specific conditions in Littleton.
- The planning consultant shall propose revisions to local rules and regulations of Town boards and commissions to expedite permitting.
- Additional work products may include a uniform permit application for use among various departments/boards, predevelopment checklists, and other products suggested in the Best Practices Guide referenced above.
- As noted in Task #1, the professional consultant will also make recommendations for additional Priority Development Site locations.

A total of \$20,000 is available for Task # 2, to be paid by the Town of Littleton using a Technical Assistance Grant from the Executive Office of Housing and Economic Development. The work in Task # 2 will be coordinated with Task # 1.

### **Meetings**

Outreach to Town Board and Commission members, staff and the public is critical to the success of both Tasks. The consultant will attend meetings, information sessions, and/or workshops for staff and board and commission members. Some of these sessions may include the Steering Committee members. In addition there will be a minimum of 4 Steering Committee meetings and 2 public forums.