

## Exhibit B

### **SCOPE OF SERVICES**

#### ***I. Scope of Work***

##### Task 1. Project Initiation

- **Initiate project.** September/October 2022: Meet with town staff to discuss the process, confirm dates for meetings and deliverables, and identify stakeholders for interviews. The town will provide any hard-copy documents and access to GIS data.
- **Policy workshop.** By November 15, 2022: Meet with Planning Board, Select Board, and town staff in an informal workshop to identify issues of importance to policy-makers.
- **Finalize public outreach workplan.** By December 1, 2022: Provide a final plan of public outreach work, including detailed calendar, based on the kick-off meeting and policy workshop.

##### Task 2: Initial Analysis

- **Review existing and draft zoning.** Review the existing zoning for the relevant districts, including the King Street Common, the draft 40R district, and the Rail Transit Overlay District.
- **Review the guidelines.** Review DHCD's final guidelines for the MBTA Multi-family Zoning Requirements.
- **Review prior planning work.** Review goals of the 2017 Littleton Master Plan, 2020 Littleton Station Village Vision Plan, and 2021 Draft Littleton Station 40R District Design Standards.
- **Prepare Analysis.** Compare the existing and draft zoning to the final guidelines. Provide an evaluation of compliance with the guidelines and identify any areas of non-compliance. Document zoning components that must be modified for compliance by January 15, 2023.

##### Task 3: Community Outreach and Engagement

- **Prepare outreach materials.** These materials will include print and online media to invite people to the meetings and provide information about the planning process.
- **Prepare 2- and 3-D fit studies.** By March 1, 2023 create scenario-based 2- and 3-D fit studies to show options for different dimensional standards, building placement and massing, and residential densities to explore options for zoning changes and educate residents about the impact of varying density levels. Evaluate the assumptions on which the fit studies are based for compliance with the guidelines before showing them in a public workshop.
- **Facilitate public workshops.** Between April 1, 2023 and July 1, 2023 facilitate up to three workshops (a combination of online, virtual, or hybrid) to engage the community

on the results of the analysis and potential changes to Littleton's zoning to address the requirements for the final DHCD guidance documents.

- **Summarize results of workshops for use in draft zoning.** Prepare a summary of preferences from the workshops and identify those that may have the most community interest and support by July 1, 2023.
- **Recommendations.** Include recommendations on how Littleton can best meet the compliance guidelines, building on prior planning work of the Town.

#### Task 4: Draft Zoning

- **Prepare draft zoning text.** Use the preferences from the public meeting and the Town's existing zoning format to develop an initial draft of a zoning bylaw. Test the initial draft for compliance with the DHCD guidance documents. Due by July 15, 2023.
- **Discuss the draft with Town planning staff and others.** After discussions with Town Planning Department staff, facilitate focus groups with people from the following: officials from the Town's land use boards, Select Board members, lawyers and engineers who regularly appear before those boards, local developers, and state agencies to discuss the draft zoning language.

#### Task 5: Final Zoning

- **Revise the draft zoning text.** Based on comments from Task 4, revise the draft zoning text into the final format for presentation to the Planning Board and Select Board at a joint meeting in August 2023.
- **Apply DHCD's Compliance Model to Final Zoning:** Prove final zoning developed in Task 5 meets DHCD's compliance guidelines by applying DHCD's Compliance Model.

#### Task 6: Approvals

- **Present final draft zoning bylaw.** Present the final draft to the Planning Board and Select Board at a joint meeting, as outlined in Task 5 above.
- **Attend the Planning Board's Public Hearing:** Attend the Planning Board's Public Hearing on the proposed zoning bylaw.
- **Materials for Town Meeting.** By September 15, 2023 provide a FAQ summary and hand-out for Town Meeting. The summary should explain the proposed zoning language and include appropriate illustrations.