

LITTLETON STATION VILLAGE VISION PLAN



APPENDIX ONLY



JANUARY 2020



DODSON & FLINKER
Landscape Architecture and Planning

RKG
ASSOCIATES INC

This project was funded by MassHousing and the Town of Littleton

APPENDIX

- A. Cost of Community Services Analysis
- B. Draft Chapter 40R Zoning and Application to DHCD
- C. Mixed-Use Character Examples
- D. Community Engagement Documentation
- E. Case Studies
- F. Community Survey Summary
- G. Interim Report (July 2019)

APPENDIX A

APPENDIX A

Cost of Nonresidential and Single-Family Residential Development Development (Existing Conditions)

GENERAL FUND BUDGET	\$46,988,500
Less Education	\$21,589,000
Less Education Debt	\$3,094,500
Less Education Fixed Costs	\$6,824,700
Total Municipal	\$15,480,200
Non-Residential Real Property Value	\$395,547,600
Total Real Property Assessed Value	\$2,002,193,300
Ratio	0.1976 (19.8% Assessed Value)
Non-Residential Parcels (Real Property Only)	106
Total Parcels	4,232
Average Value: Non-Residential Parcel	\$3,731,600
Average Value: All Parcels	\$473,100
Ratio	7.89
Refinement Coefficient	0.74
Non-Residential Expenditures	\$2,263,100 (14.6% Municipal Costs)
Residential Expenditures	\$44,725,400

NOTES:

Source of budget data: Town of Littleton. Education Debt and Fixed Costs are estimates. Assessed Value is based on real property only; does not include Personal Property Taxes. Source of Refinement Coefficients: Rutgers University, Center for Urban Policy Research.

APPENDIX B

ARTICLE XXX. LITTLETON SMART GROWTH OVERLAY DISTRICTS

§ 173-213. Purposes

A. The purposes of this Section are:

- (1) To provide for the establishment of Smart Growth Overlay Districts that promote the goals and policies of the Littleton Master Plan in the manner set forth in G.L. c. 40R;
- (2) To encourage residential and mixed-use development in close proximity to public transportation facilities and services in order to reduce auto dependence and increase access to regional employment centers;
- (3) To increase housing choices in Littleton, including affordable housing and a variety of housing types;
- (4) To provide goods and services within villages and neighborhoods.

§ 173-214. Definitions

As used in this Article XXX and in sections associated with any district created under this Article, the following terms shall have the meanings provided below. Additional terms and definitions in Article II of the Zoning Bylaw that apply to this Article and any sections associated with any district created under this Article shall have the meanings ascribed to them by the definitions below.

ACCESSORY USE – A use subordinate to a Principal Use in the District and serving a purpose customarily incidental to the Principal Use, and which does not, in effect, constitute conversion of the Principal Use of the Development Lot, site or structure to a use not otherwise permitted in the District.

AFFORDABLE UNIT – An Affordable Rental Unit or an Affordable Homeownership Unit that is affordable to and occupied by an Eligible Household and is approved by the Department of Housing and Community Development for inclusion in the Town of Littleton’s Chapter 40B Subsidized Housing Inventory.

AFFORDABLE HOUSING RESTRICTION – A deed restriction of one or more Affordable Units, in perpetuity or the maximum period allowed by law, meeting statutory requirements in G.L. c. 184 Section 31 and the requirements of Subsection X of this section.

APPLICANT – The individual or entity that submits a Project for Plan Approval.

APPLICATION – A petition for Plan Approval filed with the Approving Authority by an Applicant and inclusive of all required documentation as specified in administrative rules adopted pursuant to § 173-217, Plan Review.

APPROVING AUTHORITY – The Planning Board of the Town of Littleton.

AS-OF-RIGHT DEVELOPMENT – A Development Project allowable under this section without recourse to a special permit, variance, zoning amendment, or other form of zoning relief. A Development Project that is subject to the Plan Review requirement of this section shall be considered an As-of-Right Development.

DEPARTMENT or DHCD – The Massachusetts Department of Housing and Community Development or any successor agency.

DESIGN STANDARDS – Provisions of Subsection M of this section made applicable to Projects within a Smart Growth Overlay District that are subject to the Plan Approval process and comply with the limitations established for Design Standards in the statute and regulations.

DEVELOPABLE LAND - All land within the District that can be feasibly developed into Development Projects. Developable Land shall not include: the rights-of-way of existing public streets and ways; or areas that are: (1) protected wetland resources (including buffer zones) under federal, state, or local laws; (2) land unsuitable for development because of topographic features or for environmental reasons; or (3) rare species habitat designated under federal or state law. The foregoing definition shall be for purposes of calculating density under subsection D., Dimensional and Other Requirements, Paragraph 2, and shall not limit development activities in such excluded areas if otherwise allowed by applicable law.

DEVELOPMENT PROJECT – A development comprising any permitted uses provided for hereunder undertaken under this section. A Development Project shall be identified on a Plan which is submitted to the Approving Authority for Plan Review.

DISTRICT – A Smart Growth Overlay District, adopted under G.L. c. 40R in accordance with the procedures for zoning adoption and amendment under G.L. c. 40A and approved by the Department of Housing and Community Development under G.L. c. 40R and 760 CMR 59.00.

DWELLING UNIT – A room, group of rooms, or dwelling forming a habitable unit for living, sleeping, food storage and/or preparation and eating, and which is directly accessible from the outside or through a common hall without passing through any other dwelling unit. The term shall not include a hotel, motel, bed-and-breakfast, rooming house, hospital, or other accommodation used for transient lodging.

ELIGIBLE HOUSEHOLD – An individual or household whose annual income is at or below 80 percent of the area median income (AMI) as determined by the United States Department of Housing and Urban Development (HUD), adjusted for household size, with income computed using HUD's rules for attribution of income to assets.

GOVERNING LAWS - G.L. Chapter 40R and 760 CMR 59.00.

MONITORING AGENT – The entity designated to monitor and enforce the Affordable Housing Restriction.

MULTI-FAMILY DWELLING UNITS – A residential building containing four or more Dwelling Units.

PROJECT or **DEVELOPMENT PROJECT** – A development comprising any permitted uses

provided for in a Smart Growth Overlay District. The Project shall be identified on a Plan which is submitted to the Approving Authority for Plan Review.

PLAN APPROVAL – The Approving Authority’s authorization for a proposed Development Project based on a finding of compliance with this Article XXX and Design Standards after the conduct of Plan Review.

UNDERLYING ZONING – The zoning requirements adopted pursuant to G.L. 40A that otherwise apply to the geographic area in which the District is located.

UNDULY RESTRICT – A provision of the District or a Design Standards adopted pursuant to G.L. c. 40R and 760 CMR 59.00 that adds unreasonable costs or unreasonably impairs the economic feasibility of a proposed Development Project in the District.

UNRESTRICTED UNIT – A Dwelling Unit that is not restricted as to rent, price, or eligibility of occupants.

ZONING BYLAW or BYLAW – The Zoning Bylaw of the Town of Littleton.

§ 173-215. Establishment and Delineation of Districts

The districts established under this Article XXX shall be overlay districts superimposed over the underlying zoning districts. The boundaries of the districts are delineated on the Town of Littleton Zoning Map in accordance with Section 173-22.

The following are districts established under this Article:

- B. Littleton Station Smart Growth Overlay District, set forth in Article XXXI
- C. Taylor Street Smart Growth Overlay District, set forth in Article XXXII

§ 173-216. Authority and Applicability

The Smart Growth Overlay Districts established under this Article XXX are created and administered in accordance with G.L. c. 40R and 760 CMR 59.00. Development of land in a Smart Growth Overlay District may be undertaken subject to the zoning in this Article XXX or by meeting all applicable requirements of the underlying zoning.

Development Projects that proceed under this Article XXX shall be governed solely by the provisions of this Article. Neither the standards nor procedures of the underlying zoning shall apply. Except as otherwise specifically provided for in this Article XXX, Development Projects in a Smart Growth Overlay District shall not be subject to any other provisions of the Zoning Bylaw. Where other provisions of the Zoning Bylaw are specifically identified as applying to Development Projects in a Smart Growth Overlay District, they shall be administered as established as of the date of adoption of this Article XXX unless amendments are subsequently approved by DHCD.

§ 173-217. Plan Review Regulations

The Approving Authority shall adopt and file with the Town Clerk administrative rules (PAA

Regulations) for Plan Approval Application submission requirements. The administrative rules and any amendments thereto shall be approved by DHCD before they are applied to an Application for Plan Approval.

§ 173-218. Plan Approval Process

- A. The Approving Authority shall adopt and file with the Town Clerk administrative rules (PAA Regulations) for Plan Approval Application submission requirements. Such administrative rules and any amendment thereto must be approved by DHCD before they become effective and applicable to Plan Approval Applications. The Plan Approval process encompasses the following:
 - B. Pre-Application Review. The Applicant is encouraged to participate in a pre-Application review at a regular meeting of the Approving Authority. The purpose of the pre-Application review is to minimize the Applicant's cost of engineering and other technical experts, and to obtain the advice and direction of the Approving Authority prior to filing the Application. At the pre-Application review, the Applicant shall outline the proposal and seek preliminary feedback from the Approving Authority, other municipal review entities, and members of the public. The Applicant is also encouraged to request a site visit by the Approving Authority and/or its designee in order to facilitate pre-Application review.
 - C. Application Procedures:
 - (1) The Applicant shall file an original of the Application with the Town Clerk for certification of the date and time of filing. Said filing shall include any required forms provided by the Approving Authority. A copy of the Application, including the date and time of filing certified by the Town Clerk, as well as the required number of copies of the Application, shall be filed forthwith by the Applicant with the Approving Authority and Building Inspector. As part of any Application for Plan Approval for a Development Project, the Applicant must submit the following documents to the Approving Authority and, as applicable, the Monitoring Agent:
 - (a) evidence that the Development Project complies with the cost and eligibility requirements of Subsection F.
 - (b) Development Project plans that demonstrate compliance with the design and construction standards of this Article or the District in which the Development Project is located; and
 - (c) a form of Affordable Housing Restriction that satisfies the requirements of § 173-221.

These documents in combination, to be submitted with an Application for Plan Approval, shall include details about construction related to the provision, within the development, of units that are accessible to the disabled and appropriate for diverse populations, including households with children, other households, individuals, households including individuals with disabilities, and the elderly.

(2) Upon receipt by the Approving Authority, Applications shall be distributed to the Building Inspector, Fire Chief, Police Chief, Health Department, Conservation Committee, the Town Administrator, the Board of Selectmen, and the Department of Public Works. Any reports from these parties shall be submitted to the Approving Authority within thirty (30) days of filing of the Application; and

(3) Within thirty (30) days of filing of an Application with the Approving Authority, the Approving Authority or its designee shall evaluate the proposal with regard to its completeness and shall submit an advisory report in writing to the Applicant certifying the completeness of the Application. The Approving Authority or its designee shall forward to the Applicant, with its report, copies of all recommendations received to date from other boards, commissions or departments.

D. Public Hearing. The Approving Authority shall hold a public hearing for which notice has been given as provided in G.L. c. 40A, Section 11, and review all Applications in accordance with G.L. Ch. 40R, Section 11, and 760 CMR 59.00.

E. Plan Approval decision.

(1) The Approving Authority shall make a decision on the Plan Approval Application, and shall file said decision with the Town Clerk, within 120 days of the date the Application was received by the Town Clerk. The time limit for public hearings and taking of action by the Approving Authority may be extended by written agreement between the Applicant and the Approving Authority. A copy of such agreement shall be filed with the Town Clerk;

(2) Failure of the Approving Authority to take action within 120 days or extended time, if applicable, shall be deemed to be an approval of the Application;

(3) An Applicant who seeks approval because of the Approving Authority's failure to act on an Application within 120 days or extended time, if applicable, must notify the Town Clerk in writing of such approval, within 14 days from the expiration of said time limit for a decision, and that a copy of that notice has been sent by the Applicant to the parties in interest by mail and that each such notice specifies that appeals, if any, shall be made pursuant to G.L. c. 40R and shall be filed within 20 days after the date the Town Clerk received such written notice from the Applicant that the Approving Authority failed to act within the time prescribed;

(4) The Approving Authority's findings, including the basis of such findings, shall be stated in a written decision of approval, conditional approval or denial of the Application for Plan Approval. The written decision shall contain the name and address of the Applicant, identification of the land affected and its ownership, and reference by date and title to the plans that were the subject of the decision. The written decision shall certify that a copy of the decision has been filed with the Town Clerk and that all plans referred to in the decision are on file with the Approving Authority;

(5) The decision of the Approving Authority, together with detailed reasons for it, shall be filed with the Town Clerk, the Planning Board, and the Building Inspector. A certified

copy of the decision shall be mailed to the owner and to the Applicant, if other than the owner. A notice of the decision shall be sent to the parties in interest and to persons who requested a notice at the public hearing; and

(6) Effective date. If 20 days have elapsed after the decision has been filed in the office of the Town Clerk without an appeal having been filed or if such appeal, having been filed, is dismissed or denied, the Town Clerk shall so certify on a copy of the decision. If the Application is approved by reason of the failure of the Approving Authority to timely act, the Town Clerk shall make such certification on a copy of the notice of Application. A copy of the decision or notice of Application shall be recorded with the title of the land in question in the Middlesex County Registry of Deeds, and indexed in the grantor index under the name of the owner of record or recorded and noted on the owner's certificate of title. The responsibility and the cost of said recording and transmittal shall be borne by the owner of the land in question or the Applicant.

F. Criteria for approval. The Approving Authority shall approve the Development Project upon the following findings:

- (1) The Applicant has submitted the required fees and information as set forth in applicable regulations; and
- (2) The proposed Development Project as described in the Application meets all of the requirements and standards set forth in this Article XXX and applicable Design and Performance Standards.
- (3) For a Development Project subject to the Affordability requirements of Subsection F, compliance with condition (b) above shall include written confirmation by the Monitoring Agent that all requirements of that Section have been satisfied. Prior to the granting of Plan Approval for a Project, the Applicant must demonstrate, to the satisfaction of the Monitoring Agent, that the method by which such affordable rents or affordable purchase prices are computed shall be consistent with state or federal guidelines for affordability applicable to the Town of Sudbury.

G. Criteria for conditional approval. The Approving Authority may impose conditions on a Development Project as necessary to ensure compliance with the District requirements of this Section 4700B and applicable Design and Performance Standards, or to mitigate any extraordinary adverse impacts of the Development Project on nearby properties, insofar as such conditions are compliant with the provisions of G.L. Ch. 40R and applicable regulations and do not Unduly Restrict opportunities for development.

H. Criteria for denial. The Approving Authority may deny an Application for Plan Approval pursuant to this Section 4700B of the Bylaw only if the Approving Authority finds one or more of the following:

- (1) The Development Project does not meet the requirements and standards set forth in this Section 4700B and applicable Design and Performance Standards, or that a requested waiver therefrom has not been granted; or

(2) The Applicant failed to submit information and fees required by this Section 4700B and necessary for an adequate and timely review of the design of the Development Project or potential Development Project impacts.

- I. Time limit. A project approval shall remain valid and shall run with the land indefinitely provided that construction has commenced within two years after the decision issues, which time shall be extended by the time required to adjudicate any appeal from such approval. Said time shall also be extended if the project proponent is actively pursuing other required permits for the project or if there is good cause for the failure to commence construction, or as may be provided in an approval for a multi-phase Development Project.
- J. Appeals. Pursuant to G.L. c. 40R § 11, any person aggrieved by a decision of the Approving Authority may appeal to the Superior Court, the Land Court, or other court of competent jurisdiction within 20 days after the Plan Approval decision has been filed in the office of the Town Clerk.

If 20 days have elapsed after the decision has been filed in the office of the Town Clerk without an appeal having been filed or if such appeal, having been filed, is dismissed or denied, the Town Clerk shall so certify on a copy of the decision. A copy of the decision or notice of Application shall be recorded with the title of the land in question in the Middlesex County Registry of Deeds and indexed in the grantor index under the name of the owner of record or recorded and noted on the owner's certificate of title. The responsibility and the cost of said recording and transmittal shall be borne by the owner of the land in question or the Applicant.

- K. Waivers. The Approving Authority may waive the bulk and dimensional, parking, and other provisions required by any district created pursuant to this Section and may waive specific requirements or recommendations of applicable Design Guidelines upon a finding that such waiver will allow the Development Project to achieve the density, affordability, mix of uses, and/or physical character allowable under this Section or the specific district.
- L. Project Phasing. The Approving Authority, as a condition of Plan Approval, may allow a Development Project to be constructed in one or more phases.

§ 173-219. Change in Plans After Approval by the Approving Authority

- A. Minor Change. After Plan Approval, an Applicant may apply to make minor changes in a Development Project involving minor utility or building orientation adjustments, or minor adjustments to parking or other site details that do not affect the overall build out or building envelope (i.e., general massing, height and bulk) of the site, or provision of open space, number of housing units, or housing need or affordability features. A change of 5 percent or less in the number of housing units in a Development Project shall constitute a minor change. Such minor changes must be submitted to the Approving Authority on redlined prints of the approved plan, reflecting the proposed change, and on application forms provided by the Approving Authority. The Approving Authority may authorize such changes at any regularly scheduled meeting, without the need to hold a public hearing. The Approving Authority shall set forth any decision to approve or deny such minor change by motion and written decision, and provide a copy to the Applicant for filing with the Town

Clerk.

B. Major Change. Those changes deemed by the Approving Authority to constitute a major change in a Development Project because of the nature of the change in relation to the prior approved plan, or because such change cannot be appropriately characterized as a minor change as described above, shall be processed by the Approving Authority as a new Application for Site Plan Approval pursuant to this Section.

§ 173-220. Design Guidelines

To ensure that new development shall be of high quality and consistent with the Town's expectations in adopting this Article and any districts established under this Article, the Approving Authority shall adopt the Design Guidelines governing the issuance of Plan Approvals for Development Projects within the districts established under this Article and shall file a copy with the Town Clerk. Such Design Standards shall not extend beyond the scope of the elements explicitly permitted under 760 CMR 59.04(1)(f). Design Standards shall be limited to the scale and proportions of buildings, the alignment, width, and grade of streets and sidewalks, the type and location of infrastructure, the location of building and garage entrances, off-street parking, the protection of significant natural site features, the location and design of on-site open spaces, exterior signs, and buffering in relation to adjacent properties. In addition to the standards set forth in this Bylaw, the physical character of Development Projects within the districts shall comply with the Design Guidelines unless waived hereunder. In the event of any conflict between this Bylaw and the Design Guidelines, this Bylaw shall govern and prevail.

§ 173-221. Housing and Housing Affordability

A. All Development Projects within a Smart Growth Overlay District shall comply with applicable federal, state and local fair housing laws.

B. Number of Affordable Units. Twenty-five percent (25%) of all Dwelling Units constructed in a Development Project shall be maintained as Affordable Units. Fractions shall be rounded up to the next whole number.

C. General Requirements. Affordable Units shall comply with the following requirements:

- (1) The monthly rent payment for an Affordable Rental Unit, including utilities and parking, shall not exceed 30 percent of the maximum monthly income permissible for an Eligible Household, assuming a family size equal to the number of bedrooms in the unit plus one, unless other affordable program rent limits approved by DHCD shall apply;
- (2) For an Affordable Homeownership Unit, the monthly housing payment, including mortgage principal and interest, private mortgage insurance, property taxes, condominium and/or homeowner's association fees, insurance, and parking, shall not exceed thirty percent (30%) of the maximum monthly income permissible for an Eligible Household, assuming a Family size equal to the number of bedrooms in the unit plus one; and

(3) Affordable Units required to be offered for rent or sale shall be rented or sold to and occupied only by Eligible Households.

§ 173-222. Design and Construction

- A. Design. Affordable Units must be reasonably dispersed throughout any phase of a Development Project containing Dwelling Units and be comparable in initial construction quality and exterior design to the Unrestricted Units. However, nothing in this section is intended to limit a homebuyer's rights to renovate a Dwelling Unit under applicable law. The Affordable Units must have access to all on-site amenities available to Unrestricted Units. Affordable Units shall be finished housing units; and
- B. Timing. All Affordable Units must be constructed and occupied not later than concurrently with construction and occupancy of Unrestricted Units and, for Development Projects that are constructed in phases, Assisted Units must be constructed and occupied during the initial lease-up period, insofar as is practicable, in proportion to the number of Dwelling Units in each residential phase of the Development Project.
- C. Unit Mix

The total number of bedrooms in the Assisted Units shall, insofar as practicable, be in the same proportion to the total number of bedrooms in the Unrestricted Units.

- D. Affordable Housing Restriction

All Assisted Units shall be subject to an Affordable Housing Restriction which is recorded with the Middlesex County Registry of Deeds or the Land Court. The Affordable Housing Restriction shall provide for the implementation of the requirements of this Section. All Affordable Housing Restrictions must include, at minimum, the following:

- (1) Description of the Development Project, including whether the Assisted Unit will be rented or owner-occupied;
- (2) A description of the Affordable Homeownership Unit, if any, by address and number of bedrooms; and a description of the overall quantity and number of bedrooms and number of bedroom types of Affordable Rental Units in a Development Project containing Dwelling Units or portion of a Development Project containing Dwelling Units which are rental. Such restriction shall apply individually to the specifically identified Affordable Homeownership Unit and shall apply to a percentage of rental units of a rental Development Project containing Dwelling Units or the rental portion of a Development Project containing Dwelling Units without specific unit identification.
- (3) The term of the Affordable Housing Restriction shall be the longest period customarily allowed by law but shall be no less than thirty (30) years.
- (4) The name and address of an Administering Agency with a designation of its power to monitor and enforce the Affordable Housing Restriction;

- (5) Reference to a housing marketing and resident selection plan, to which the Assisted Unit is subject, and which includes an affirmative fair housing marketing program, including public notice and a fair resident selection process. The housing marketing and selection plan shall provide for local preferences in resident selection to the maximum extent permitted under applicable law. The plan shall designate the household size appropriate for a unit with respect to bedroom size and provide that preference for such unit shall be given to a household of the appropriate size;
- (6) A requirement that buyers or tenants will be selected at the initial sale or initial rental and upon all subsequent sales and rentals from a list of Eligible Households compiled in accordance with the housing marketing and selection plan;
- (7) Reference to the formula pursuant to which rent of a rental unit or the maximum resale price of a homeownership unit will be set;
- (8) A requirement that only an Eligible Household may reside in an Assisted Unit and that notice of any lease or sublease of any Assisted Unit to another Eligible Household shall be given to the Administering Agency;
- (9) Provision for effective monitoring and enforcement of the terms and provisions of the Affordable Housing Restriction by the Administering Agency;
- (10) Provision that the restriction on an Affordable Homeownership Unit shall run in favor of the Administering Agency and the Town of Littleton, in a form approved by town counsel, and shall limit initial sale and re-sale to and occupancy by an Eligible Household;
- (11) Provision that the restriction on Affordable Rental Units in a rental Project or rental portion of a Development Project containing Dwelling Units shall run with the rental Development Project containing Dwelling Units or rental portion of a Development Project containing Dwelling Units and shall run in favor of the Administering Agency and/or the municipality, in a form approved by municipal counsel, and shall limit rental and occupancy to an Eligible Household;
- (12) Provision that the owner(s) or manager(s) of Affordable Rental Unit(s) shall file an annual report to the Administering Agency, in a form specified by that agency, certifying compliance with the provisions of this Bylaw and containing such other information as may be reasonably requested in order to ensure affordability;
- (13) A requirement that residents in Assisted Units provide such information as the Administering Agency may reasonably request in order to ensure affordability; and
- (14) Designation of the priority of the Affordable Housing Restriction over other mortgages and restrictions.

C. Administration. The Administering Agency shall ensure the following:

- (1) Prices of Affordable Homeownership Units are properly computed; rental amounts of Affordable Rental Units are properly computed;

- (2) Income eligibility of households applying for Assisted Units is properly and reliably determined;
- (3) The housing marketing and resident selection plan conforms to all requirements and is properly administered;
- (4) Sales and rentals are made to Eligible Households chosen in accordance with the housing marketing and resident selection plan with appropriate unit size for each household being properly determined and proper preference being given; and
- (5) Affordable Housing Restrictions meeting the requirements of this section are recorded with the Norfolk County Registry of Deeds or the Land Court.
- (6) **Housing Marketing and Selection Plan.** The housing marketing and selection plan may make provision for payment by the Applicant of reasonable costs to the Administering Agency to develop, advertise, and maintain the list of Eligible Households and to monitor and enforce compliance with affordability requirements.
- (7) **Failure of the Administering Agency.** In the case where the Administering Agency cannot adequately carry out its administrative duties, upon certification of this fact by the Board of Selectmen or by the Department of Housing and Community Development, the administrative duties shall devolve to and thereafter be administered by a qualified housing entity designated by the Board of Selectmen or, in the absence of such designation, by an entity designated by the Department of Housing and Community Development.
- (8) **Annual Update.** On or before July 31 of each year, the Board of Selectmen shall cause to be filed an Annual Update with the DHCD in a form to be prescribed by DHCD. The Annual Update shall contain all information required in 760 CMR 59.07, as may be amended from time to time, and additional information as may be required pursuant to G.L. c. 40S and accompanying regulations. The Town Clerk of the Town of Littleton shall maintain a copy of all updates transmitted to DHCD pursuant to this Bylaw, with said copies to be made available upon request for public review.

D. Notification of Issuance of Building Permits

Upon issuance of a residential building permit within the districts established herein, the Building Inspector of the Town of Littleton shall cause to be filed an application to the DHCD, in a form to be prescribed by DHCD, for authorization of payment of a one-time density bonus payment for each residential building permit pursuant to Mass. Gen. Laws Ch. 40R. The application shall contain all information required in 760 CMR 59.06(2), as may be amended from time to time, and additional information as may be required pursuant to Mass. Gen. Laws Ch. 40S and accompanying regulations. The Town Clerk of the Town of Littleton shall maintain a copy of all such applications transmitted to DHCD pursuant to this Bylaw, with said copies to be made available upon request for public review.

E. Effective Date

The effective date of this Bylaw shall be the date on which such adoption is voted upon by Town Meeting pursuant to the requirements of G.L. c. 40A Section 5 and G.L. c. 40R; provided, however, that an Applicant may not proceed with construction pursuant to this Bylaw prior to the receipt of final approval of this Bylaw and accompanying Zoning Map by both the DHCD and the Office of the Massachusetts Attorney General.

F. Severability

If any provision of this Section and/or any provision associated with a specific district created under this Section is found to be invalid by a court of competent jurisdiction, the remaining provisions shall not be affected but shall remain in full force, and such invalidity shall not affect the validity of the remainder of the Zoning Bylaws of the Town of Littleton.

DRAFT

ARTICLE XXXI. LITTLETON STATION SMART GROWTH OVERLAY DISTRICT

§ 173-223. Purpose

The purposes of this Section are:

1. To establish a District pursuant to the provisions of Article XXX, Smart Growth Overlay Districts;
2. To establish the Littleton Station Smart Growth Overlay District to promote housing and accessory services within walking distance of the Littleton MBTA Station in a form that meets the objectives of “smart growth” within the purposes of G.L. c. 40R;
3. To provide for a range of housing types to meet the needs of Littleton’s existing and future residents of the Town, in concert with the Littleton Master Plan and the Littleton Station Village Vision Plan;
4. To benefit from the financial incentives provided by G.L. c. 40R, while providing for balanced growth.

§ 173-224. Establishment and Delineation of District

This District, to be known as the Littleton Station Smart Growth Overlay District is established pursuant to and subject to Article XXX, Smart Growth Overlay Districts. The Littleton Station Smart Growth Overlay District is an overlay district having a land area of approximately XXX acres¹ in size that is superimposed over the underlying zoning district. The boundaries of the Littleton Station Smart Growth Overlay District are delineated as the “Littleton Station Smart Growth Overlay District” on the Town of Littleton Zoning Map.

§ 173-225. Permitted Uses

- A. The following Principal Uses, either alone or in any combination thereof, as well as any Accessory Uses to the following Principal Uses, shall be permitted upon Site Plan Approval pursuant to the provisions of this Article XXXI and Article XXX, Littleton Smart Growth Overlay Districts. All uses not expressly allowed are prohibited.
 - (1) Townhouse Dwellings;
 - (2) Multifamily Dwellings;
 - (3) Retail Store

¹ The actual acreage of the district needs to be determined based on the amount of Chapter 40R density the Town wants to allow.

- (4) Restaurants, excluding drive-through windows or service;
- (5) Assisted Living Residence;
- (6) Offices;
- (7) Banks;
- (8) Conservation Uses;
- (9) Recreational Uses; and
- (10) Parking accessory to any of the above Principal Uses.

§ 173-226. Dimensional and Other Requirements. Development in the Littleton Station Overlay District shall be subject to the following requirements:

A. Density. Development of the following uses shall be limited, as follows:²

- (1) Townhouse Dwellings: no more than XXX total Dwelling Units or 12 units per acre based on the entire sub-area designated for Townhouse Dwellings, whichever is greater;
- (2) Multi-family dwellings: no more than XXX total Dwelling Units or 20 units per acre based on the entire sub-area designated for Multifamily Dwellings, whichever is greater;
- (3) Retail Store: not to exceed 1,500 gross square feet per retail tenant nor a total of 10,000 gross square feet for all retail uses;
- (4) Offices, Banks, and other Nonresidential Buildings: not to exceed a total of 15,000 gross square feet.

B. Minimum Area

There shall be no minimum area of a Development Lot within the Littleton Station Overlay District.

C. Setbacks

There shall be no minimum setback or yard requirements within the Littleton Station Overlay District, except for a minimum buffer of XXX feet³ from abutting residential properties located outside the District. No buildings or pavement shall be allowed within this minimum buffer except for pedestrian paths and sidewalks; landscaping, including plantings or fences; emergency access and egress if required by the Town of Littleton; drainage; utilities and associated easements; and signage and lighting approved by the

² The maximum gross floor area limits here are simply a guide. The Town will need to decide how many nonresidential uses it wants to allow in the district.

³ Policy decision.

Approving Authority.

D. Height

The maximum height of buildings and structures shall be four stories and 50 feet.⁴

B. Number of Buildings on a Development Lot

In the Littleton Station Overlay District, more than one principal building may be erected on a Development Lot. Buildings may also be erected across Development Lot lines.

C. Parking

Parking provided in the Littleton Station Overlay District, including structured parking, shall comply with these provisions and shall not be subject to any other parking provisions of this Bylaw. The following requirements shall apply:

- (1) Townhouse Dwellings: maximum of 2 spaces per unit
- (2) Multifamily Dwellings: maximum of 1.5 spaces per unit
- (3) Retail Store: maximum of 1 space per 300 square feet
- (4) Restaurants: maximum of 1 space per 3 seats
- (5) Assisted Living Residence: maximum of 1 space per 2 units
- (6) Offices: maximum of 1 space per 300 square feet
- (7) Banks: maximum of 1 space per 300 square feet

Parking shall be designed and constructed to comply with all applicable disability access requirements including, but not limited to, the Americans with Disabilities Act.

E. Signage

All new signage in the Littleton Station Overlay District shall be approved by the Approving Authority in conjunction with the Site Plan Approval of a Development Project. The Applicant shall submit, as part of its Site Plan Review filing, a master signage plan for approval by the Approving Authority. The master signage plan, as may be updated and revised with the approval of the Approving Authority, shall specify all applicable sign types, dimensions, materials, quantities and other standards for review by the Approving Authority in the course of Site Plan Approval. Upon approval by the Approving Authority, the master signage plan shall become the sole governing source of standards and requirements for all new signage within the Littleton Station Overlay District. Sign permits for any sign meeting these established standards may be issued by the Building Inspector of

⁴ Policy decision: how building height should be measured (e.g., average grade at the foundation or N feet from the structure?)

upon approval of the master signage plan.

§ 173-227. Design Guidelines

The Approving Authority shall adopt the Design Guidelines governing the issuance of Plan Approvals for Development Projects within Littleton Station Overlay District and shall file a copy with the Town Clerk. Such Design Standards shall not extend beyond the scope of the elements explicitly permitted under 760 CMR 59.04(1)(f). Design Standards shall be limited to the scale and proportions of buildings, the alignment, width, and grade of streets and sidewalks, the type and location of infrastructure, the location of building and garage entrances, off-street parking, the protection of significant natural site features, the location and design of on-site open spaces, exterior signs, and buffering in relation to adjacent properties. In addition to the standards set forth in this Bylaw, the physical character of Development Projects within the districts shall comply with the Design Guidelines unless waived hereunder. In the event of any conflict between this Bylaw and the Design Guidelines, this Bylaw shall govern and prevail.

ARTICLE XXXII. TAYLOR STREET SMART GROWTH OVERLAY DISTRICT

§ 173-228. Purpose

The purposes of this Section are:

1. To establish a District pursuant to the provisions of Article XXX, Smart Growth Overlay Districts;
2. To establish the Taylor Street Smart Growth Overlay District to promote housing and accessory services in the Littleton Station Village Area in a form that meets the objectives of “smart growth” within the purposes of G.L. c. 40R;
3. To provide for a range of housing types to meet the needs of Littleton’s existing and future residents of the Town, in concert with the Littleton Master Plan and the Littleton Station Village Vision Plan;
4. To benefit from the financial incentives provided by G.L. c. 40R, while providing for balanced growth.

§ 173-229. Establishment and Delineation of District

This District, to be known as the Taylor Street Smart Growth Overlay District is established pursuant to and subject to Article XXX, Smart Growth Overlay Districts. The Taylor Street Smart Growth Overlay District is an overlay district having a land area of approximately XXX acres⁵ in size that is superimposed over the underlying zoning district. The boundaries of the Taylor Street Smart Growth Overlay District are delineated as the “Taylor Street Smart Growth Overlay District” on the Town of Littleton Zoning Map.

§ 173-230. Permitted Uses

A. The following Principal Uses,⁶ either alone or in any combination thereof, as well as any Accessory Uses to the following Principal Uses, shall be permitted upon Site Plan Approval pursuant to the provisions of this Article XXXI and Article XXX, Taylor Street Growth Overlay Districts. All uses not expressly allowed are prohibited.

- (1) Townhouse Dwellings;
- (2) Multifamily Dwellings;
- (3) Offices;
- (4) Co-work Facility;

⁵ The actual acreage of the district needs to be determined based on the amount of Chapter 40R density the Town wants to allow.

⁶ Based on assumptions derived from the planning process. Town needs to confirm desired uses.

- (5) Coffee Shop or similar small-scale food establishment, not exceeding 1,000 gross square feet
- (6) Conservation Uses;
- (7) Recreational Uses; and
- (8) Parking accessory to any of the above Principal Uses.

§ 173-231. Dimensional and Other Requirements.

Development in the Taylor Street Overlay District shall be subject to the following requirements:

A. Density. Development of the following uses shall be limited, as follows:⁷

- (1) Townhouse Dwellings: no more than XXX total Dwelling Units or 12 units per acre based on the entire sub-area designated for Townhouse Dwellings, whichever is greater;
- (2) Multi-family dwellings: no more than XXX total Dwelling Units or 20 units per acre based on the entire sub-area designated for Multifamily Dwellings, whichever is greater;
- (3) Offices, Banks, and other Nonresidential Buildings: not to exceed a total of 15,000 gross square feet;
- (4) Co-work Facility: not to exceed 10,000 gross square feet

B. Minimum Area

There shall be no minimum area of a Development Lot within the Taylor Street Overlay District.

C. Setbacks

There shall be no minimum setback or yard requirements within the Taylor Street Overlay District, except for a minimum buffer of XXX feet⁸ from abutting residential properties located outside the District. No buildings or pavement shall be allowed within this minimum buffer except for pedestrian paths and sidewalks; landscaping, including plantings or fences; emergency access and egress if required by the Town of Littleton; drainage; utilities and associated easements; and signage and lighting approved by the Approving Authority.

D. Height

⁷ The maximum gross floor area limits here are simply a guide. The Town will need to decide how many nonresidential uses it wants to allow in the district.

⁸ Policy decision.

The maximum height of buildings and structures shall be five stories and 60 feet.⁹

E. Number of Buildings on a Development Lot

In the Taylor Street Overlay District, more than one principal building may be erected on a Development Lot. Buildings may also be erected across Development Lot lines.

F. Parking¹⁰

Parking provided in the Taylor Street Overlay District, including structured parking, shall comply with these provisions and shall not be subject to any other parking provisions of this Bylaw. The following requirements shall apply:

- (1) Townhouse Dwellings: maximum of 2 spaces per unit
- (2) Multifamily Dwellings: maximum of 1.5 spaces per unit
- (3) Offices: maximum of 1 space per 300 square feet
- (4) Banks: maximum of 1 space per 300 square feet
- (5) Co-Work Facility: maximum of 1 space per 300 square feet
- (6) Coffee Shop: maximum of 1 space per 200 square feet

Parking shall be designed and constructed to comply with all applicable disability access requirements including, but not limited to, the Americans with Disabilities Act.

G. Signage

All new signage in the Taylor Street Overlay District shall be approved by the Approving Authority in conjunction with the Site Plan Approval of a Development Project. The Applicant shall submit, as part of its Site Plan Review filing, a master signage plan for approval by the Approving Authority. The master signage plan, as may be updated and revised with the approval of the Approving Authority, shall specify all applicable sign types, dimensions, materials, quantities and other standards for review by the Approving Authority in the course of Site Plan Approval. Upon approval by the Approving Authority, the master signage plan shall become the sole governing source of standards and requirements for all new signage within the Taylor Street Overlay District. Sign permits for any sign meeting these established standards may be issued by the Building Inspector of upon approval of the master signage plan.

§ 173-232. Design Guidelines

The Approving Authority shall adopt the Design Guidelines governing the issuance of Plan

⁹ Policy decision: how building height should be measured (e.g., average grade at the foundation or N feet from the structure?)

¹⁰ You could consider placing all of the parking standards in Article XXX and have the same standards apply in all subdistricts.

Approvals for Development Projects within Taylor Street Overlay District and shall file a copy with the Town Clerk. Such Design Standards shall not extend beyond the scope of the elements explicitly permitted under 760 CMR 59.04(1)(f). Design Standards shall be limited to the scale and proportions of buildings, the alignment, width, and grade of streets and sidewalks, the type and location of infrastructure, the location of building and garage entrances, off-street parking, the protection of significant natural site features, the location and design of on-site open spaces, exterior signs, and buffering in relation to adjacent properties. In addition to the standards set forth in this Bylaw, the physical character of Development Projects within the districts shall comply with the Design Guidelines unless waived hereunder. In the event of any conflict between this Bylaw and the Design Guidelines, this Bylaw shall govern and prevail.

DRAFT

**MASSACHUSETTS DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT**

**40R DISTRICT / ZONING APPLICATION FORM
PRELIMINARY DETERMINATION OF ELIGIBILITY**

Municipality: **TOWN OF LITTLETON**
Name of District: **Littleton Station Smart Growth Overlay District**
 Smart Growth Zoning District (SGZD)

Municipal contact person:

Title & Department:

Address:

Phone:

Email:

The undersigned, chief executive of a Municipality or duly authorized designee of the Town of Littleton hereby certifies that all information in this application is accurate and complete as of the date hereof.

Signed: _____

Name, title:

Date:

Key Data from corresponding District Summary Information Spreadsheet

Complete the Smart Growth / Starter Home Residential Density Plan/Map and Density Data Spreadsheet prior to completing this application form and before completing the accompanying District Summary Information Spreadsheet, certain cells of which will automatically populate based on information from the Density Data Spreadsheet. It is highly recommended that the municipality submit a draft Smart Growth / Starter Home Residential Density Plan/Map to DHCD for informal review and feedback prior to submission of a formal application, particularly if the Developable Land within the proposed District includes land identified as Underutilized Land. Capitalized terms used but not defined in this document have the meaning set forth in the Density Data Spreadsheet and/or 760 CMR 59.02. Where other capitalized terms first appear, there is generally a corresponding hyperlink to the definitions section in the last portion of this document. Pressing the “Ctrl” key and clicking on the back arrow symbol [◀] that appears after the linked definition will bring you back to the corresponding reference in the application form.

Type of Eligible Location (1.B, 1C, 1E or 1F): **1B, Substantial Transit Area**

Estimated # of Incentive Units: **XXX¹**

Estimated Zoning Incentive Payment: **XXX²**

¹ To be determined by the Town.

² To be determined by the Town.

1. ELIGIBLE LOCATION

1.A Locator Map(s). Attach the **Locator Map(s)** of the proposed District, identifying the corresponding [Eligible Location](#), proposed District, and any other portions or features of the surrounding area or Municipality that may be relevant to the category of Eligible Location and type of 40R District. For applications seeking qualification as an Eligible Location under the [Area of Concentrated Development](#) (ACD) category, the Locator Map(s) should illustrate that at least 51% of the proposed ACD is Substantially Developed Land or Underutilized Land. See corresponding definitions at the end of this document or in the Density Data Spreadsheet and/or consult DHCD).

1.B Substantial Transit Access Area. [Littleton MBTA Station.](#)

1.C(i) City / Town Center or Existing Commercial District. N/A

1.C(ii) Existing Rural Village District. N/A

1.D Adjacent Areas. N/A

1.E Starter Homes (additional Eligible Location). N/A

1.F Other Highly Suitable Location (OHSL). Has the District been identified as an appropriate locus for high-density housing or mixed-use development in a state or regional plan document (yes Y no)?

2. UNDERLYING ZONING

2.A Underlying Zoning. Attach a copy of the text and map(s) as Attachments 2-1 and 2-2, respectively. The Underlying Zoning must be certified by the municipal clerk and the municipal clerk must also certify that such zoning was in effect one year prior to the application date. The Underlying Zoning provides the basis for determining the existing As-of-right residential densities and units that must be provided in the Density Data Spreadsheet.

See Attachments 2-1 and 2-2, Littleton Zoning Map.

3. SMART GROWTH RESIDENTIAL DENSITY PLAN/MAP(S) & DENSITY DATA SPREADSHEET

3.A **Smart Growth Residential Density Plan/Map(s).** Attach the Smart Growth Residential Density Plan/Map(s) of the District as Attachment 3-1. The purpose of the Plan is to provide a summary illustration of the number of Existing Zoned, Future Zoned and Incentive/estimated Bonus Units on a parcel-by-parcel basis on the Developable Land / Underutilized Land and, as applicable, Substantially Developed Land, throughout the proposed District. The land plan/map should distinguish between parcels (or portions thereof) qualifying as Developable/Underutilized Land and land that is considered Substantially Developed Land as defined in the regulations. If impractical, it is not necessary to include the corresponding unit numbers on the land plan/map, so long as individual parcels are uniquely identified and correspond to the parcel information provided in the Density Data Spreadsheet. Depending upon the scale and complexity of the proposed District, conveying this information clearly may involve more than one land plan/map. Attach the Smart Growth Residential Density Plan/Map(s) as Attachment 3-1.

See Attachment 3-1, Littleton Smart Growth Overlay Districts: Littleton Station, Taylor Street.

3.B **Density Data Spreadsheet.** Attach the Density Data and District Summary Information Spreadsheets as Attachments 3-2 and 3-3.³

4. SMART GROWTH/STARTER HOME ZONING, DESIGN STANDARDS & ADDITIONAL MUNICIPAL STANDARDS

4.A **Smart Growth / Starter Home Zoning.** Attach a copy of the text and map(s) for the Smart Growth Zoning applicable to the District as Attachments 4-1 and 4-2.

See Attachments 4-1 and 4-2, Proposed Melone Smart Growth Overlay District and Map

4.B **Mixed-use Development.** Does the Smart Growth / Starter Home Zoning allow Mixed-Use Development Projects As-of-right (yes Y no)?
If yes, what is the minimum portion of such Mixed-use Development Projects that must be devoted to residential uses: ?⁴

**Nonresidential uses are allowed as accessory uses.*

4.C **Substantially Developed Sub-districts.** Does the Smart Growth / Starter Home Zoning contain any Substantially Developed sub-district(s) within the District

³ Requires additional information from the Town and potentially the prospective Applicants.

⁴ Requires determination by the Town.

where maximum As-of-right residential densities differ from those applicable to the Developable Land sub-district(s) (yes no X)?

Identify the provisions of the Smart Growth / Starter Home Zoning that ensure the construction of infill housing on existing residential vacant lots: . N/A

For SGZDs, identify the provisions of the SGZ that permit additional housing units in existing residential buildings and permit additional housing units for additions or replacement of such buildings: . N/A

4.D Affordability - Project requirements For SGZDs only, does the SGZ establish a project-size threshold (e.g., 13 units) for Projects that are subject to the SGZ Affordability requirement (yes no X)?

For SGZD only, does the SGZ contain provisions to ensure that Projects are not segmented to evade the size threshold for Affordability (yes no X)?

If yes, identify the section of the SGZ containing such provision: .

4.E Affordability - District-wide Affordability target. For SGZDs only, identify the provisions of the SGZ that ensure the total number of Affordable units constructed in the District equals not less than twenty percent (20%) of the total number of all units constructed within Projects in the District:

See Attachment 4-1, Section 173-221.

The following questions refer to the SGZ/SHZ attached as Attachment 4-1, or the Design Standards attached as Attachment 4-3.

4.G Categories of Project; Plan Approval Authority. Does the SGZ/SHZ provide for Plan Review of Projects within the District (yes Y no)?

If yes, who is the Plan Approval Authority: Planning Board

4.H Design Standards. Does the SGZ/SHZ contain Design Standards (yes no)?⁵

If no, have separate Design Standards been promulgated or drafted (yes no)?

If yes, attach a copy as Attachment 4-3.

Have these Design Standards been previously applied to Affordable or mixed-income residential development in the community (for example, through the Underlying Zoning) (yes no)?

Describe how the Municipality will ensure that its Design Standards will not Unreasonably Impair the development of Projects in the District: . Standards

⁵ If the Town establishes design guidelines prior to submitting the 40R Application to DHCD, the answer to this section will need to be added.

will be developed in partnership with the proponent of the multifamily rental development. The Town understands that DHCD has final review authority over the standards and will submit them to DHCD when they are complete.

4.I Waivers. Does the SGZ/SHZ allow the Plan Approval Authority, through the Plan Review process, to waive specific dimensional and other standards (other than Affordability requirements) otherwise applicable to a Project (yes X no)?

4.J Phased Project Reviews. Does the SGZ/SHZ permit the Plan Review approvals of proposed Projects to be phased for the purpose of coordinating development with the construction of Planned Infrastructure upgrades that are identified in the application (yes no) or that are required to mitigate any extraordinary adverse Project impacts on neighboring properties (yes no)?

4.K Additional Municipal Standards. N/A

5. HOUSING PLAN REQUIREMENT

Subject to the requirements below, the housing plan requirement can generally be satisfied with a current Comprehensive Housing Plan (or acceptable equivalent) or current (i.e., approved by DHCD within the past 5 years) Housing Production Plan. DHCD has active Housing Production Plans on file, so there is no need to resubmit such plans. Comprehensive Housing Plans (or equivalent plans) should be attached as Attachment 5-1. Municipalities that do not have such plans can fulfill the housing plan application requirement by completing a Housing Production Summary. While any municipality can submit a Housing Production Summary, submission is only necessary and considered for the purposes of satisfying the housing plan requirement if the municipality does not have valid Comprehensive Housing Plan (or acceptable equivalent plan) or Housing Production Plan.

See Littleton Housing Production Plan (2016), pages **XXX⁶**

See Littleton Station Village Vision Plan (2020), funded in part by a grant from MassHousing.

If any these components are not covered in the submitted plan, please provide an addendum to the plan that addresses the missing component(s) and attach as Attachment 5-2.

M.G.L. c. 40R additionally requires that the plan that summarize the Existing Zoned Units, Future Zoned Units, and Incentive Units of the proposed Smart Growth Zoning District. Because many otherwise valid housing plans will not contain this level of specificity and because certain figures/information provided in the application may be revised in the course of DHCD preliminary determination of eligibility, as part of any Final or Conditional Approval of an adopted District, the

⁶ Needs information if relevant.

municipality will need to submit evidence that its housing plan has been amended to incorporate the preliminarily-approved SGZ/SHZ and the corresponding application for preliminary determination of eligibility, as ultimately accepted and approved by DHCD.

6. LOCAL PUBLIC NOTICE AND HEARING

6.A **Public Hearing.** Did the chief executive of the Municipality or designee hold a public hearing on the application as submitted to DHCD (including the draft SGZ/SHZ) for a preliminary determination of eligibility for the proposed Smart Growth District (yes ____ no ____)?

6.B **Public Comments.** Attach copies of any written comments received by the Municipality on the proposed SGZ/SHZ and the District, including any letters of support/concern issued by the planning board, board of health, conservation commission, or other interested parties, as Attachment 6-2. Attach any transcript or a summary of any oral comments received by the Municipality at the public hearing as Attachment 6-3.

7. INFRASTRUCTURE IMPACTS AND UPGRADES

In order for a proposed District to ultimately receive Final (vs. Conditional) Approval and qualify for all or a portion, as applicable, of any corresponding Zoning Incentive Payment, the Municipality must document and certify that the impacts of Future Zoned Units within the District will not over burden transportation, water, public and/or private wastewater systems, and other relevant Infrastructure, as it exists or may be practicably upgraded. The purpose of this requirement is both to ensure consistency with Smart Growth principles by supporting growth in areas with sufficient existing or Planned Infrastructure and to ensure that any required Infrastructure that does exist or is insufficient and cannot be practicably upgraded is identified and addressed before the Department issues any associated Zoning Incentive Payment(s).

The attachment must be certified by a municipal engineer or public works official.

Check List of Attachments

Identify documents submitted with the Smart Growth / Starter Home application in the following manner:

Submitted?	Attachment #	Description
<input type="checkbox"/>	1-1	Locator Map(s) of the Municipality, including, as applicable, a map showing the relationship of the proposed District to the applicable Area of Concentrated Development (required)
<input type="checkbox"/>	1-2	Copy of designation letter under M.G.L. c.40, § 60 (if applicable under I.D.)
<input type="checkbox"/>	1-3	Copy of relevant portions of plan document (if applicable under 1.G)
<input type="checkbox"/>	1-4	Copy of designation letter under M.G.L. c.40Q (if applicable under 1.G)
<input type="checkbox"/>	1-5	Evidence of District's consistency with statutory goals for smart growth (if applicable under 1.G)
<input type="checkbox"/>	2-1	Underlying Zoning Text (required)
<input type="checkbox"/>	2-2	Underlying Zoning Map(s) (required)
<input type="checkbox"/>	3-1	SG / SH Residential Density Plan/Map(s) of District (required)
<input type="checkbox"/>	3-2	Density Data Spreadsheet (required)
<input type="checkbox"/>	3-3	District Summary Information Spreadsheet (required)
<input type="checkbox"/>	4-1	Smart Growth Zoning / Starter Home Zoning
<input type="checkbox"/>	4-2	Smart Growth/Starter Home Zoning Map(s) (required)
<input type="checkbox"/>	4-3	Design Standards (if not contained within Smart Growth Zoning)
<input type="checkbox"/>	4-4 & 4-5	Additional Municipal Standards and associated documentation (SHZDs only)
<input type="checkbox"/>	5-1	Comprehensive Housing Plan, Housing Production Plan or Housing Production Summary (required)
<input type="checkbox"/>	5-2	Plan enhancements/ updates (if applicable)
<input type="checkbox"/>	6-1	Notice of public hearing (required)
<input type="checkbox"/>	6-2	Written comments on Smart Growth Zoning and District (required) No written comments received.
<input type="checkbox"/>	6-3	Summary or transcript of oral comments on Smart Growth Zoning and District (required)
<input type="checkbox"/>	7-1	Information on Infrastructure impacts and Planned Infrastructure upgrades, certified by municipal official (required)

APPENDIX C

Mixed-Use Village Character Examples



At Red Brook Village in Plymouth, MA, buildings with a rural farmstead theme host a restaurant and other uses around the village green.



A traditional "Main Street" mixed-use block in Holliston, MA, with shops on the ground floor and apartments or offices above.



Capitol Square, Providence. Tall peaked roofs reduce the apparent scale of these mixed-use blocks while accommodating a full third floor. Highly transparent windows and doors on the ground floor are critical to maintaining a lively pedestrian environment.



Another traditional mixed-use block at the Village Commons in South Hadley, MA - this one with a peaked roof and dormers.



4 Summer Street, Manchester, MA - the look of a historic house that grew over time into a mixed-use building. Note curb bump out to accommodate sidewalk cafe and crosswalk.



In West Acton, a combination of new buildings and renovations has been used to create a lively mixed use district. Smaller structures and building elements line the street, with larger buildings and parking to the rear.

Mixed-Use Village Character Examples: Streetscape and Pedestrian Amenities



Cherry Hill Village, Michigan. Village density allows for space to be set aside for generous sidewalks, parks, plazas and other shared pedestrian space. While there is less individual space around each home or business, the quality of these common spaces makes up for it -- and provides many other social, economic and environmental benefits. Without these amenities the density won't work.



South County Commons, RI. A compact center, with attractive buildings and many different uses close together, encourages visitors to walk around and see what's going on. It has become a fundamental design strategy for new mixed-use developments working to lure tenants away from boring suburban strip malls.

The Village Commons in South Hadley, MA (right) has a traditional shady streetscape on one side, with shopfronts opening up to the sidewalk and offices and apartments above. Within the complex is a network of passages and pedestrian spaces lined with shops and restaurants (above).



Before and After in West Acton: New sidewalks and on-street parking help create a more functional village center by slowing traffic and encouraging visitors to park and walk between uses. Keeping buildings relatively close to the road helps to reinforce the sense of entry into the center. It also makes the interesting parts of the buildings and pedestrian space more visible. Most of the cars are parked in the rear.

Townhouse Character Examples



Trinity Place, Providence, RI. Townhouses can help create an attractive pedestrian streetscape on one side, with parking typically on the back off of an alley or shared parking lot. A raised stoop provides a transition to the public street.

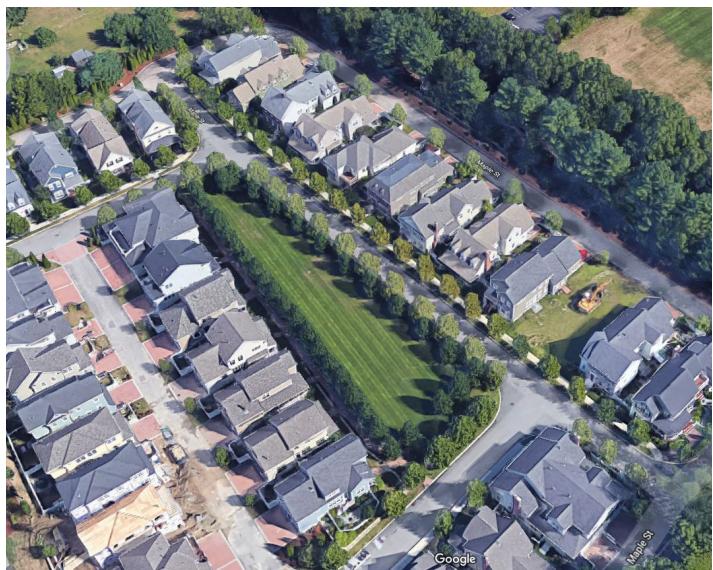


Avalon, Cohasset has garages integrated into the rear of each townhouse, typical for more upscale projects.

Small Single-Family/Duplex/Cottage Character Examples



Across the country, developers are experimenting with smaller housing units that can achieve a density of 8-12 units an acre - the same as a townhouse condos - while maintaining the feel of single-family homes. These range from cottages the size of a small apartment, to larger homes on narrow lots. Third Street Cottages, Langley, WA (left); Riverwalk, Concord, MA (right).



Olde Village Square in Medfield arranges relatively large houses close together facing a central village green. Each house has a two-car garage, accessed off of a rear alley, allowing the front yards and sidewalks to be entirely pedestrian. Each house was custom designed, with careful attention to window placement and design of side yards and patios to ensure privacy between adjacent units.



For a number of years the Devens Enterprise Commission has been fostering a “neo-traditional” village-style development called Emerson Green. The first phase of the project has a mix of single and two-family homes on narrow lots facing a traditional streetscape. Parking garages are in the rear off of an alley.

Apartment Character Examples



West Concord (left) and Avalon, Acton (right). By breaking up building masses into intersecting wings with bump outs and dormers, it's possible to give an apartment building more of the character of a traditional neighborhood.



Concord Commons, near West Concord Center and its train station, is another apartment complex where the apparent size of the building was reduced with variation in massing, rooflines and materials.

Chelmsford Wood represents a common suburban apartment type. A large simple box is less expensive to build and allows for lower rents. The mass can still be broken up by a peaked roof, bump outs and changes in color and texture on the facade.



For another student housing project in Middlebury, VT., Union Studio designed these apartments with references to the massing and details of traditional barns in the area.

For apartments at Kettle Point in East Providence, Union Studio broke up the mass of the building with tall roofs, dormers, bump out in the facade and changes in materials. Underneath, the basic structure is simple enough to keep costs under control.

Senior Living Character Examples



Seabury, in Bloomfield, CT. A Continuing Care Retirement Community, it has a typical mix of one-story, "independent living" units, apartments, assisted living and nursing facilities on a single campus in a rural setting.



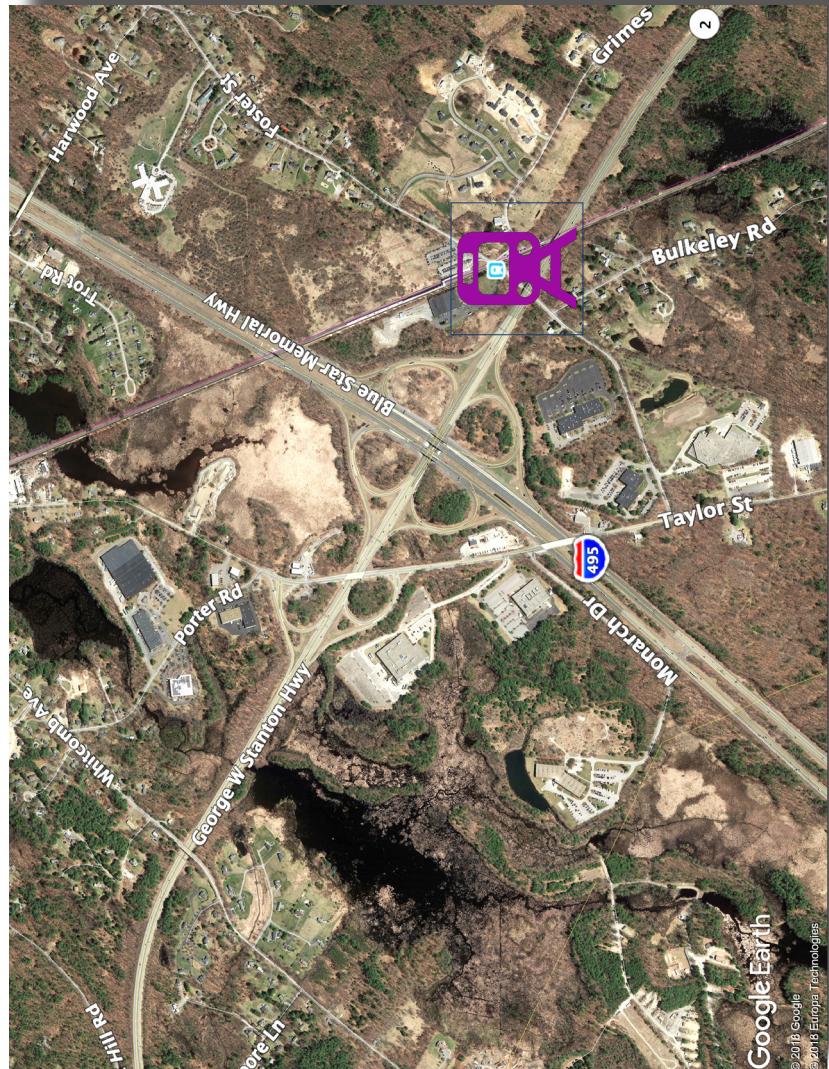
Treehouse Village, In Easthampton, MA. A mix of one and two-story duplex dwellings in a rural setting. This is a unique project that combines homes for seniors with homes for families in the process of adopting children from the foster care system.

APPENDIX D

Town of Littleton

COME PLAN WITH US!

Share your opinions and help us envision a great future for the Foster Street-Taylor Street area!



Join us to discuss:

- Housing
- Business development
- Commuter rail parking
- Creation of a true Littleton Station Village

Littleton Middle School

55 Russell Street

Friday, April 5: 6:30-8:30 pm
Saturday, April 6: 9 to Noon



DODSON & FLINKER
Landscape Architecture and Planning

RKG
ASSOCIATES INC



For more information contact the Planning Office, MToohill@littletonma.org or 978-540-2425



Planning for Littleton Station

Save the Date!

April 5-6, 2019

Littleton Middle School

Friday, April 5: Afternoon/Evening

- 4:30: Site Walk (weather permitting)
- 7-8:30: Listening Session (talk to us!)

Saturday, April 6

- 9-Noon: Visioning!



DODSON & FLINKER
Landscape Architecture and Planning



For more information, call the Littleton Planning Department, 978-540-2425

Littleton Station Area Plan

Visioning Workshop

Friday, April 5, 6:30-8:30PM

Meeting Objectives

- Develop a shared understanding of Littleton's Station Area
- Identify strengths and weaknesses of the study area
- Begin to develop ideas about what residents would like to see in the study area

Friday Night Small Group Discussions (1 hour)

Materials

(Six groups)

Orthophoto base maps

markers

colored post it notes (green, yellow, red, 1" wide)

pens

note pad for each group

Instructions for Small Group Discussions

- Each group will have a facilitator who will help keep the discussion on track
- Select one person to take notes during the session
- Use post its on the maps to record your comments, suggestions, ideas
- Make sure everyone has a chance to speak. Critique ideas not people. Work toward shared understanding. Focus on identifying needs instead of debating solutions.

Map Exercise and Discussion

Icebreaker (5 minutes)

Say your name and one word you would use to describe the Station Area

Facilitator's Introduction

Facilitator: review major features of the map: 495/Route 2 interchange, MBTA station, Taylor St, Foster Street, office parks, vacant parcels, recent development across from MBTA station, open spaces, point out wetland hatch, and what contour lines mean.

Facilitator give instructions: During the discussion we are going to use post-it notes to make comments on specific features of the Station Area. As we talk, please write your ideas on post-its and stick them on the map.
Use:

Green post-its notes for strengths

Red post-its notes for weaknesses

Yellow post-its for opportunities

Discussion Questions

- Where do you live? Are you familiar with the Station Area? How do you get there? Where do you go when you are there?
- What is it like to **move through** The Station Area—by car, on foot, by bike?
 - Which **streets, intersections, or sidewalks** feel **difficult or dangerous**? Which feel **enjoyable or comfortable**?
- What is it like to **be in** the Station Area?
 - Strengths
 - What's **working well** and needs to be kept the way it is?
 - What features are important to the Station Area's character and “**sense of place**”?
 - **What would you miss** if it were gone?
 - Weaknesses
 - What **don't you like** about the Station Area; what's broken and needs to be fixed?
 - What features **damage** the Station Area's character and “sense of place”?
 - What would you like to **get rid of**?
- What makes the station area **unique** compared to other parts of Littleton or the region? What opportunities or constraints does that create?
- What local **issues**, regional **trends** or larger economic trends create **opportunities** for the Station Area? Which create **challenges**?
- How does the station area relate to **adjacent neighborhoods**? What needs to be preserved or protected about that relationship? What needs to change?
- What **potential impacts** on adjacent neighborhoods do you fear or hope for?
- How can the Station Area fit into the **Town's needs and priorities**?
- What are the **barriers** that get in the way of improvements in the Station Area?
- What are the **opportunities** that make improvements possible?

Littleton Station Area Plan

Visioning Workshop

Saturday, April 6, 9AM-12PM

Meeting Objectives

- Identify improvement opportunities for the Station Area related to traffic, parking, streetscape, open space, recreation, conservation, public spaces
- Identify desired uses, building types, architectural styles Identify additional information that needs to be gathered to inform planning for the Station Area
- Begin developing ideas for a vision plan for the area

Saturday Morning Station Exercises (1 hour and 15 minutes. 3 rotations of 25 minutes each)

A facilitator at each station will guide participants through an exercise or discussion designed to verify key problems and opportunities (building on the Friday night session) and brainstorming potential solutions. Participants will visit three stations, spending 25 minutes at each station.

1. Design Strategies for Traffic, Parking & Streetscapes, focusing on enhancing the safety and efficiency of roadways and parking areas, improving the appearance of streets, evaluating Complete Streets strategies, and exploring ideas for enhancing connectivity for both vehicles and pedestrians.

Materials

Base map

Board with relevant goals from Master Plan

Board and map showing Complete Streets proposal for area (F&O to bring)

Map with context, traffic volumes, crash info (F&O to bring)

Trace paper

Markers

Street type stickers

Introduction presentation by Facilitator (2-5 minutes)

- *Introduce the map. Point out 495 and Route 2. Trace the path from Route 2 to the MBTA station. Talk about where roads in the area lead to: Taylor north to 2A; Taylor south to Boxborough and West Acton; Foster north to 2A to Littleton Common, etc.*
- *Talk about how town and MassDOT are in process of major investment in the area. Goals: connect station to office parks and adjacent areas; make it easier to walk or bike to station and around neighborhood; improve traffic flow.*
- *Describe phases of project and where you are now.*
- *Briefly show plan. Try to limit discussion of it while getting the input that can help you.*
- *Move onto discussion questions below. Draw up ideas on trace paper. Try not to be constrained by the dollar signs you see adding up!*

Discussion Questions

- What would make it safer or enjoyable to walk or bike in the area? [Draw in locations for improved or new sidewalks, bike facilities with **blue** marker]

- What would make it safer or more pleasant to drive through or park in the area? Are there logical areas for street improvements, new streets, connections across lot lines, shared parking lots, etc.? [Draw in with **black** marker]
- Are there particular streets or areas that would benefit from better lighting, benches, trees, landscaping, drainage improvements, and other streetscape improvements? [Draw in with **green** marker]
- If new streets are established as part of development or redevelopment, what should they be like?

2. Design Strategies for Architecture and Public Spaces

including a visual preference survey designed to elicit input on preferred building types and architectural styles and public amenities.

Materials

Visual Preference Survey for buildings showing a range of housing types and commercial building types. Focus on scale and uses more than styles

Visual Preference Survey for public spaces showing a range of options for mixed-use areas, rural areas, and office park type settings

Discussion Questions

- What **patterns** do you all see in the results of the Visual Preference Survey so far?
- **Which images** did you particularly **like** and why?
- **Which images** did you particularly **not like** and why?
- Are there any **design principles** we can identify for future development?

3. Natural Resources, Open Space and Recreation

including protection of wetlands and other natural areas, establishment of greenways to protect important corridors, and the provision of trails and other recreational amenities.

Materials

Base map

Open Space and Recreation maps from Master Plan

Ecological Resources and Biodiversity Map from Master Plan

Board with relevant goals from Master Plan

Trace paper

Markers

Open space stickers

Introduction presentation (2-5 minutes)

Point out wetlands, streams, NHESP areas, conservation areas. Explain what is shown on the base map

Discussion Questions (mark up results of each question on trace overlays, can also use Open Space stickers)

- Do you use any of the **existing conservation areas, or trails in the Station Area**? Which ones?
- How can **existing conservation areas or trails be improved**?
- What are the **most important natural areas**? [Look at Ecological Resources map]
- How could these areas be **connected together** into larger preserves or greenways?
- Are there any **key pedestrian connections** missing?
- Do you use any of the **parks in the vicinity**?

- **How can existing parks be improved?**
- What **additional parks** or recreation facilities are needed?
- Are there any opportunities to make improvements to “**privately owned public spaces?**” [privately owned public spaces are the places that function as public space but are really private: examples could be a walking path around an office buildings, a publicly accessible tot lot within a housing development, café seating in the private frontage of a restaurant along a walkable street]

4. Economic Development, Marketing & Branding, evaluating future use of existing office buildings, identifying community goals for new commercial or industrial uses, and thinking about how the area could be marketed as a Station Village with its own identity.

Introduction presentation (2-5 minutes)

Review info gathered to date

Review market trends

Introduce the different types of housing and commercial spaces

Materials

Base map

Housing type stickers

Commercial stickers

Introduction

Review info gathered to date

Introduce the different types of housing and commercial spaces

Discussion Questions

- What is your **economy** like? Where do you shop? Where do you work? What are the **trends** impacting the local economy and how can the Station Area fit into that?
- What is the **economic role** of the Station Area compared to other parts of Littleton, like the Common or the Point? What **commercial uses** are best suited to this area?
- Which **commercial building types** are appropriate for the station area? (Examples, office buildings, mixed use buildings, attached or free standing retail or restaurants, industrial spaces). Write on post it notes or use stickers and put them on the map.
- Does the **housing** in Littleton meet your needs? Does it meet the needs of everyone in town?
- What role can the Station Area play in meeting housing needs in town?
- Which **housing types** are appropriate for the station area? (Examples, single-family houses, cottage neighborhoods, townhouses, apartments over commercial, small apartment buildings, large apartment buildings). Write on post it notes or use stickers and put them on map.
- If you were going to market this area, what selling points would you promote? What improvements would you want to make to make it more marketable?

5. Social Issues & Quality of Life, discussing the future role of the area in the life of the town, addressing questions of affordable housing and social equity, and desirable community uses and amenities that would enhance life for the neighborhood and the town at large.

Materials

Flip chart and markers

Base map

Introduction (2-5 minutes)

This station is about planning for people and what they need to have a good quality of life. Not all people are the same and their needs aren't the same. How can the study area meet the needs of different people? How do we prioritize which people's needs it will meet?

Discussion Questions

- What are the **different groups** of people in Littleton? What are **their needs**? [Brainstorm list of groups. Then brainstorm the needs of each group. Can categorize needs to help people: housing, transportation, places to play, good and services needed, workplace needs. Try to be specific. For example, older adults need small housing units, preferably accessible, level "safe" places to walk with places to rest, transportation options, opportunities to see others, etc.]
- Are there **overlaps** between the needs of different groups? Are there conflicts?
- Which groups of people should the station area be for? Are we trying to create an environment for just **some people, or all people?**
- Which groups and needs should **be prioritized**? Why?
- Are **different parts of the station area** better for meeting the needs of some groups than others? Which ones? Why?

6. Masterplan Alternatives

where participants work with a designer to draw up quick sketches to explore overall design concepts for the study area.

Materials

Base map

Trace

Markers

Housing type stickers

Commercial stickers

Open space stickers

Street stickers

Parking cutouts

Introduction Presentation

Introduce the idea of physical planning, review major opportunities and constraints.

Discussion Questions

- What do you like about the Station Area? What's working well and needs to be kept the way it is? What would you miss if it were gone?
- What **don't** you like about the Station Area; what's broken and needs to be fixed?
- Where are the opportunities for improvement?
 - Which improvements would make it easier or more enjoyable to move through the area on streets, sidewalks, paths? Are there particular streets or paths that would benefit from better pavement, lighting, sidewalks, trees, landscaping and other streetscape improvements?

- Which buildings could be expanded, redeveloped, replaced? What would these buildings ideally be used for?
- Where could new buildings be added? What would they ideally be used for?
- How could existing outdoor spaces be improved? Where could new outdoor spaces be added? What would new outdoor spaces ideally be used for?
- Where could parking be added or removed? How could parking be improved?
- Are different parts of the station area more suited for some uses than others?
- Are there any principles for the design of the place that we can identify? [For example, do we want it to be walkable? Do we want some parts to have a critical mass of activity? Do we want it to appear rural, like a village center? Do we want buildings to shape public spaces?]

Report Out and Group Discussion (45 minutes)

7 minutes per group total. 5 minutes per group to report out. 2.5 minutes per group for discussion. Each facilitator should be prepared to propose goals for their topic to be vetted in group discussion.

Summary of Friday Night Listening Workshop
Littleton Station Area Visioning Workshop
Friday, April 5th, 2019

Strengths:

- Rural character
- Historic sites, buildings and agricultural landscape
- Winding rural roads lined with trees and stone walls
- Beautiful woods with walking trails
- Train station
- IBM Shuttle
- High real estate values
- Family-friendly town

Weaknesses:

- Not enough parking at station
- Foster Street narrow, dark and bumpy
- No sidewalks= dangerous walking and biking
- Half-full office/industrial buildings
- Indirect highway access
- Dangerous intersections
- Winding, hilly roads with poor sight lines.
- Difficult office/retail market
- Too many big houses with no place to downsize to
- Lack of sewer; poor soils limit wastewater systems
- Soils, ledge and wetlands constrain development

Opportunities:

- More parking, perhaps a parking garage for station
- Fix & expand Foster Road
- Business & Retail Center near the station – local, not chains
- Diverse housing types near station
- Elderly housing, affordable housing, apartments
- Market rate, including luxury housing.
- Enclosed Platform with Coffee Shop
- Direct off-ramps from the highway
- Repurpose defunct office/industrial properties for housing
- Hotel and restaurants
- Assisted living and nursing care, increased mobility for elders
- Bike path connections to town and city
- Enhanced Shuttle service
- Take advantage of hilltop views for homes, restaurants, brewery
- Community center with fitness center, pool, theater, arts, etc.
- Preserve historic sites

Group 1

Traffic/Parking/Circulation

- Great Rd. is very congested
- Hazardous driving, walking, biking to train
- Train station in trouble
 - Needs more parking
 - Hazardous without sidewalks and bike lanes
 - Handicapped parking gets blocked
 - Needs better traffic flow for drop-off and pickup
- MART
 - Needs advertising at train station
 - Shuttle needs better schedule
- Shuttles: Perhaps from other nearby parking areas?
- Driverless shuttle?
- Need alternative route(s) in and out of train station – vehicle, bikes or walking
- Station needs nicely landscaped parking garage
- Train station amenities: coffee shop, café
- Place to eat supper on the way home

Business, Industry, Services

- Repurpose office buildings
 - Athletic Center
 - Indoor parks
 - Shared community spaces
 - ? Could a building tour be done of existing buildings?
- Train station amenities: coffee shop, café
- Place to eat supper on the way home
- Brewery/restaurant in vacant building
- Function halls in area of views

Group 2

Green Space

- Want to maintain greenway on Foster
- Town has done well preserving open space
- Preserve historical sites (such as Liberty Square)

Traffic/Parking/Circulation

- Connect Common to train station
- Need sidewalks on Foster St.
- Bus or shuttle system in town from parking to train
- Municipal parking areas around town connected by bus
- Town is not generally walkable
- Is below-grade parking an option?
- Availability of bike lanes

Business, Industry, Services

- Need more local or farm-to-table restaurants
- Need coffee shops in town
- Avoid chain businesses
- Could we develop a community center (pool, arts, etc?)
- This area has a restaurant void
- Retail marijuana doesn't fit town character
- Prefer local businesses over chain or national businesses

Housing

- Need more affordable housing (younger families, seniors)
- Need mixed-age residential housing
- Smaller, more affordable
- Single family homes put pressure on infrastructure

Group 3

Green Space

- Bike trail connections to Groton, Acton?
 - Efforts at state level
- Rail trail along tracks?
- Access from Trot Rd. development (across 495 from station)
- Preserve historic Durkee Farm house/barn

- Convert bldg. to event space?
- Connect to trails
- Green space along Foster St. is beautiful
- Current green space at Durkee – available, but full of poison ivy, not managed
- Pond south of 495 – keep/preserve, possible trails?
- Preserve Liberty Square area – site of Revolutionary War historical site, monument

Traffic/Parking/Circulation

- Want sidewalks along entire length of Foster St
- Sidewalks should continue as far as downtown
- Foster is narrow, no streetlights – dangerous for pedestrians and bikes
- Only sidewalk on Foster is short and right next to station
- Overflow lot to train dangerous to get to
- Predictable high traffic along Foster, at neighborhood intersections at rush hour
 - Speeding
 - Bottlenecks at intersections
- Shuttle from IBM parking lot not well known
 - Increase frequency?
- Poor visibility at Foster/Harwood intersection (steep slope, curve)
- Footbridges to trails (from Foster? Across 2/495?)
- Want bus/shuttle service between proposed new village and station (if not walkable), plus other landmarks of town
- Train is expensive

Business, Industry, Services

- Want café/coffee shop at train station
- Would like to see shared work space (sim. to West Concord)
- Draw for people to come to part of town south of 495?
- Convenience services at train station: dry cleaner, dog daycare, café, etc. for commuters
- Taylor St: more industrial in feel – supermarket?
- Attractive tenants for office/industrial space: technology, medical companies
 - Provide high-paying jobs locally

Housing

- Mixed-use condo development near train station
- Small walkable village neighborhood w/ cafes, restaurants
- Shuttle
- New housing should be accompanied by matching industry/jobs – i.e. if high-paying workplaces move in, market-rate housing should come in as well

- Want a range of housing – town should reflect diverse occupations
- Style of housing should fit character of town
- Senior co-housing could be built near current nursing home
- Desire for homes to downsize to

Group 4

Green Space

- Put rules in place to protect wildlife and neighbors with buffers as development happens

Traffic/Parking/Circulation

- People don't know about the shuttle
- Too hard to walk to train station especially in the dark
- Speeding
- No parking for residents

Business, Industry, Services

- Opportunity in the area for housing, shops

Housing

- No place to downsize
- Don't build more \$700,000 homes

Group 5

Traffic/Parking/Circulation

- Foster St. should be expanded
- Parking garage
- Enclosed platform – feel more like a train station

Business, Industry, Services

- Coffee shop at train station
- Business and retail center near station – give people a reason to come

Group 7

Green Space

- Rural character needs to stay
- Would like more trails, bike paths
- Community likes rural feel, natural beauty, lack of crowding in town

Traffic/Parking/Circulation

- More sidewalks
- Concern over too much traffic on Foster St.
- Mobility for elders/aging is a concern
- Lack of mass transit to station
- Do not want more traffic
- Autonomous vehicles?
- Regional traffic has gone up too much
- Roadway infrastructure
- Do not want speed bumps (dangerous for bikes, pedestrians)
- Poor lighting/would like a lighting study
- New road so Foster St. isn't affected by new development
- Bike paths/pedestrian connections to Kimball Farm (ice cream)

Business, Industry, Services

- Would like to fill vacant buildings
- Mixed development desired
- Development within walking distance

Housing

- Quality of new housing should be in line with existing
- Assisted living/nursing home/senior housing is needed
- Low income housing not wanted
- Market rate or luxury housing desired

M E M O R A N D U M

TO: Judi Barrett – Principal, Barrett Planning Group LLC

FROM: Nick Lapointe – Project Manager/Senior Transportation Engineer, Fuss & O'Neill
Rekha Korlipara – Transportation Engineer, Fuss & O'Neill

DATE: April 23, 2019

RE: Littleton, MA – Foster Station Visioning Workshop notes

Summarized below are our rough notes and observations made relating to public input to the Foster Station visioning and listening sessions held on 4/5 and 4/6/2019.

Friday Listening Session Notes:

Transportation discussions

- At the table were mostly abutters who live on Foster Street/in nearby neighborhoods or have business interests on Foster Street.
- All agreed that parking at the station is huge problem and that more priority needs to be given to Littleton residents.
- The rural character of Foster street is important
- Lack of safe walking paths and desires for more off road walking routes.
- Strong concern over the **QUALITY** of development that may happen. Those present all agreed that any development, specifically it is residential type, needs to be "high end" in order to maintain current strong property values. Concerns that a mixed-use development offering dense housing would end up being "section 8" or "low income" housing.
- The terms "luxury condos" was used frequently as being a preferred development type.
- Most felt that encouraging more walking and biking was important, especially to the business/office parks.
- Residents on street concerned about people speeding to try and find a parking spot to catch train.

Saturday Visioning Session Notes:

Transportation discussions

What would make it safer or enjoyable to walk or bike in the area?

- Bike paths that do not follow roads – e.g., trail through the woods from Foster Street to the other side of I-495
- Clean sidewalks and bike lanes/pathes (timely plowing)

What would make it safer or more pleasant to drive through or park in the area? Are there logical areas for new roads, connections across lot lines, shared parking lots, etc.?

Ms. Judi Barrett

April 23, 2019

Page 2 of 3

- Biggest issue for residents is the lack of adequate parking at the MBTA station
 - Introduction of the MBTA station increased regional traffic on Foster Street
 - Residents want their interests to be considered before residents of nearby towns
 - Suggestions:
 - Preferential parking for Littleton residents at the MBTA station
 - Use 305 Foster Street (business complex) parking lot as spillover parking for the MBTA station – the owner of 305 Foster Street can rent out spots
 - Pave a new parking lot at the end of Foster Street(255 Taylor Street (intersection of Foster Street and Taylor Street)
- Discuss with the MBTA the possibility of increasing the frequency of trains at the MBTA station
- Awning at the MBTA station for shelter from elements
- Coffee shop at the MBTA station would be nice
- Traffic calming – e.g., speed bumps on Foster Street
- Residents prefer the area to be of medium density not high density housing
 - Some residents interested in a potential mixed-use building with high end retail stores at the MBTA station – would like small housing units with different price points (contingent on sewer)

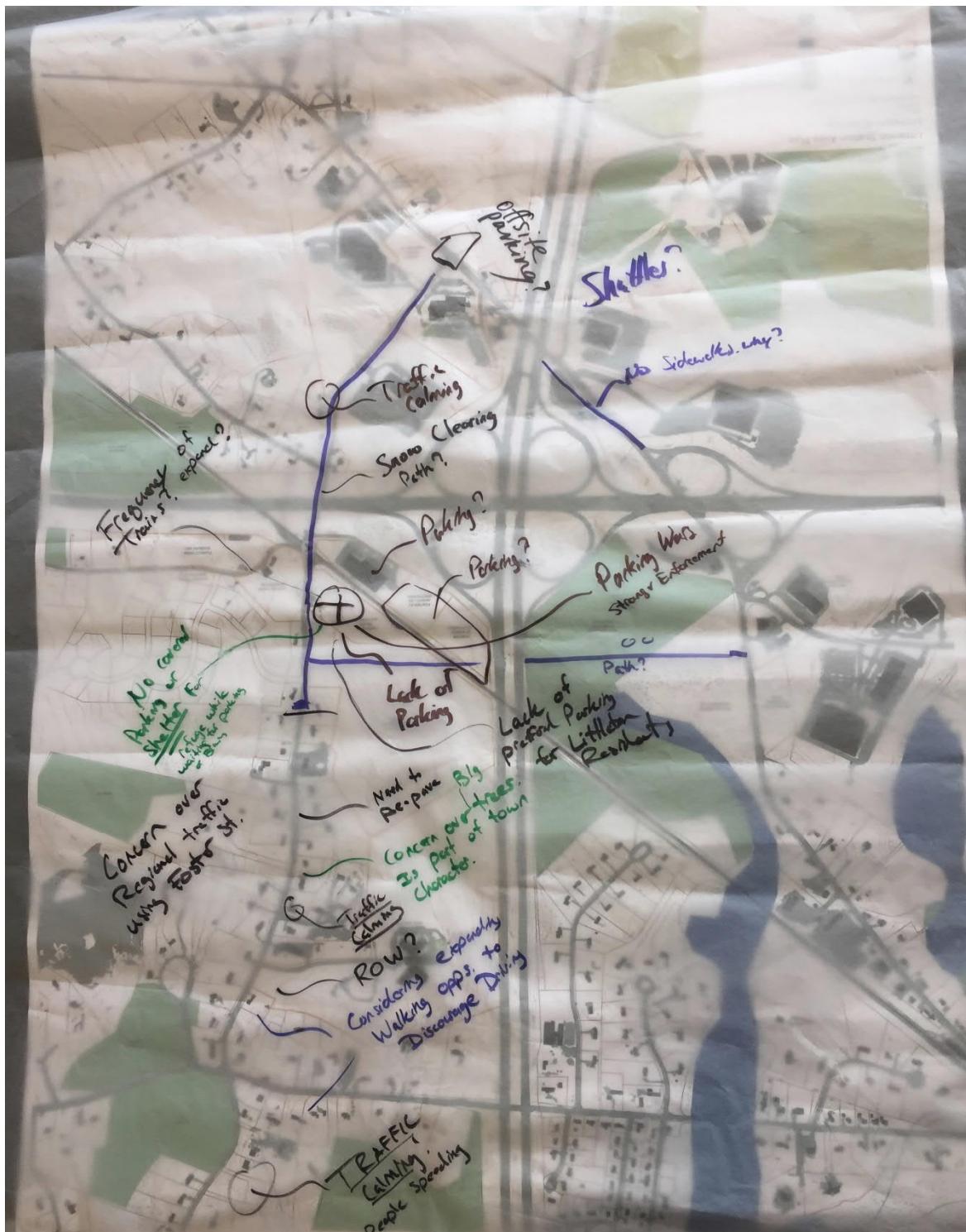
Are there particular streets or areas that would benefit from better pavement, lighting, sidewalks, trees, landscaping, and other streetscape improvements?

- Residents would appreciate any facilities that would make it easier to get to the MBTA station without driving, since parking is limited
- Full fog line/shoulder along Foster Street (all phases, from Taylor Street to Tahattawan Road)
- Foster Street – use design components that maintain rural character; keep narrow road, stone walls
 - Ensure that deer and turkeys can cross Foster Street and other roads in the area
- Street lighting between the MBTA station and the parking lots across Foster Street that some commuters use (not the true MBTA parking lot) – several residents mentioned that they have had near misses with pedestrians crossing the street in the dark at that location
 - Street lights with low environmental impact and simple design that blends into the landscape

Ms. Judi Barrett

April 23, 2019

Page 3 of 3



Sketch Notes from Saturday Visioning Session – Design Strategies for Traffic, Parking, & Streetscape

Who lives in Littleton? What are their needs? (* = high priorities)

SINGLES

Smaller units/apartments/condos/low maintenance*

Socializing opportunities*

Breweries, restaurants

Public transport*

Take-out/delivery/prepared meals

Non-auto access to recreation

RETIRED PEOPLE

Downsizing opportunities

Smaller homes, single-floor living

Public transport

Healthcare

Places to socialize

Arts, creativity, involvement opportunities

Easy access to groceries, CVS, etc.*

Places to walk

Libraries*

Restaurants, coffee shops

Educational opportunities

Exercise facilities/classes

Community center or senior center*

FAMILIES

Schools

Libraries, technology

Safe transportation to school

Public transport

Reasonably priced housing*

Recreation

Fields

Non-field activities

Variety of housing types

Sidewalks

Recreation: indoor/outdoor

Yard/field/playground

Convenient shopping

Supermarket

Pharmacy
Shops, stuff for kids
Urgent care
Peace and quiet
Daycare
Elder care *

2-INCOME HOUSEHOLDS

Childcare, elder care
Shopping/delivery services*
Meal prep delivery*
Convenience/for things to be uncomplicated
Safe transport for kids
Train
Reliable infrastructure (i.e. high-speed internet)

PEOPLE WITH SPECIAL NEEDS

Easy access to homes – universal design
Door-to-door or last mile transport
Convenient healthcare, recreation, socialization*

LOW-INCOME HOUSEHOLDS

Affordable housing
Non-stigmatized
Non-segregated
Public transport
Mix of shopping, including lower-cost options
Community center/recreation – not market-driven*

COMMUTERS

Library
Small market/convenience store
Lighting
Train – enclose to make it a station, not a platform
Parking
Coffee shop/caf /deli
Gym
Safety crossings
Road improvements
Availability of tech (high speed internet/fios)

YOUNG PROFESSIONALS

Availability of tech (high speed internet/fios)
Library with work cubicles
Schools – highly rated

Mix of housing, mix of settings/densities*

Mixed uses

Peace/quiet

MILLENNIALS

Small markets, coffee shops

Places where they can contribute

Opportunities for social responsibility

Ability to get around without a car

Tech access*

Library*

BUSINESS OWNERS

Customers

Fios/wifi connectivity

Visibility, access

Location

Wastewater disposal/sewer

Parking

FARMERS, HORSE FARMERS

Space/affordable land

Decent arable land

More people to visit/patronize farms

People who care about local food

Housing for workers

KIDS

Green space

Bikeable areas

Keeping hills open for sledding, snow tubing

Playgrounds

Good schools, not overcrowded

Sidewalks

Tech

Houses with yards

Community opportunities

Vegetable gardens

Library

Littleton Workshop

Saturday, April 6, 2019

TOPIC: DESIRED BUSINESSES AND SERVICES

Opportunities/Desires

New spaces:

Community Athletic Center with trails, pool – share with Boxborough?

Like Westford Courier Building

Artist/Artisan space – woodworking, pottery, etc. Live/work space

New elementary school in renovated large building

Restaurant

Café

Boutique hotel

Healthcare

Nail salon

Yoga studio

Clothing stores

Shoe stores

Tech/startup incubator (medical?)

Collaborative labs with schools

Industries:

Medicine

Tech

Holistic medicine?

Enclave/incubator

Littleton Station Area
Buildings Visual Preference Survey
Results from 4/6/19 Visioning Workshop

	Score			Height							Roof	Siding	Front Setback							
	Total Score	Appropriate	Not-Appropriate	1 Story	1.5 Stories	2 Stories	2.5 Stories	3 Stories	3.5 Stories	4 Stories	5 stories	Flat	Sloped	Brick, Glass, Metal	Clapboard, Shingle, Vinyl	Glass/Metal	Large Green	Medium Green	Small Green	Paved
	13	13	0											Brick, Glass, Metal	Clapboard, Shingle, Vinyl	Glass/Metal	Large Green	Medium Green	Small Green	Paved
	11	11	0																	
	7	7	0																	
	7	7	0																	
	7	7	0																	

	Score			Height					Roof		Siding		Front Setback							
	Total Score	Appropriate	Not Appropriate	1 Story	1.5 Stories	2 Stories	2.5 Stories	3 Stories	3.5 Stories	4 Stories	5 stories	Flat	Sloped	Brick, Glass, Metal	Clapboard, Shingle, Vinyl	Glass/Metal	Large Green	Medium Green	Small Green	Paved
	6	6	0	1 Story	1.5 Stories	2 Stories	2.5 Stories	3 Stories	3.5 Stories	4 Stories	5 stories	Flat	Sloped	Brick, Glass, Metal	Clapboard, Shingle, Vinyl	Glass/Metal	Large Green	Medium Green	Small Green	Paved
	6	7	1	1 Story	1.5 Stories	2 Stories	2.5 Stories	3 Stories	3.5 Stories	4 Stories	5 stories	Flat	Sloped	Brick, Glass, Metal	Clapboard, Shingle, Vinyl	Glass/Metal	Large Green	Medium Green	Small Green	Paved
	6	7	1	1 Story	1.5 Stories	2 Stories	2.5 Stories	3 Stories	3.5 Stories	4 Stories	5 stories	Flat	Sloped	Brick, Glass, Metal	Clapboard, Shingle, Vinyl	Glass/Metal	Large Green	Medium Green	Small Green	Paved
	5	5	0	1 Story	1.5 Stories	2 Stories	2.5 Stories	3 Stories	3.5 Stories	4 Stories	5 stories	Flat	Sloped	Brick, Glass, Metal	Clapboard, Shingle, Vinyl	Glass/Metal	Large Green	Medium Green	Small Green	Paved
	4	4	0	1 Story	1.5 Stories	2 Stories	2.5 Stories	3 Stories	3.5 Stories	4 Stories	5 stories	Flat	Sloped	Brick, Glass, Metal	Clapboard, Shingle, Vinyl	Glass/Metal	Large Green	Medium Green	Small Green	Paved
	3	4	1	1 Story	1.5 Stories	2 Stories	2.5 Stories	3 Stories	3.5 Stories	4 Stories	5 stories	Flat	Sloped	Brick, Glass, Metal	Clapboard, Shingle, Vinyl	Glass/Metal	Large Green	Medium Green	Small Green	Paved

	Score			Height					Roof	Siding	Front Setback									
	Total Score	Appropriate	Not Appropriate	1 Story	1.5 Stories	2 Stories	2.5 Stories	3 Stories	3.5 Stories	4 Stories	5 stories	Flat	Sloped	Brick, Glass, Metal	Clapboard, Shingle, Vinyl	Glass/Metal	Large Green	Medium Green	Small Green	Paved
	3	6	3	1 Story	1.5 Stories	2 Stories	2.5 Stories	3 Stories	3.5 Stories	4 Stories	5 stories	Flat	Sloped	Brick, Glass, Metal	Clapboard, Shingle, Vinyl	Glass/Metal	Large Green	Medium Green	Small Green	Paved
	2	4	2																	
	2	3	1																	
	1	2	1																	
	1	4	3																	

	Score			Height						Roof	Siding	Front Setback							
	Total Score	Appropriate	Not Appropriate	1 Story	1.5 Stories	2 Stories	2.5 Stories	3 Stories	3.5 Stories	4 Stories	5 stories	Flat	Sloped	Brick, Glass, Metal	Clapboard, Shingle, Vinyl	Glass/Metal	Large Green	Medium Green	Small Green
	0	2	2											Brick, Glass, Metal					
	-1	2	3											Clapboard, Shingle, Vinyl					
	-1	4	5											Glass/Metal					
	-3	0	3											Large Green					
	-3	2	5											Medium Green					
	-4	0	4											Small Green					

	Score			Height					Roof		Siding		Front Setback							
	Total Score	Appropriate	Not Appropriate	1 Story	1.5 Stories	2 Stories	2.5 Stories	3 Stories	3.5 Stories	4 Stories	5 stories	Flat	Sloped	Brick, Glass, Metal	Clapboard, Shingle, Vinyl	Glass/Metal	Large Green	Medium Green	Small Green	Paved
	-4	0	4									Flat	Sloped	Brick, Glass, Metal	Clapboard, Shingle, Vinyl	Glass/Metal	Large Green	Medium Green	Small Green	Paved
	-4	1	5									Flat	Sloped	Brick, Glass, Metal	Clapboard, Shingle, Vinyl	Glass/Metal	Large Green	Medium Green	Small Green	Paved
	-4	2	6									Flat	Sloped	Brick, Glass, Metal	Clapboard, Shingle, Vinyl	Glass/Metal	Large Green	Medium Green	Small Green	Paved
	-5	0	5									Flat	Sloped	Brick, Glass, Metal	Clapboard, Shingle, Vinyl	Glass/Metal	Large Green	Medium Green	Small Green	Paved
	-5	0	5									Flat	Sloped	Brick, Glass, Metal	Clapboard, Shingle, Vinyl	Glass/Metal	Large Green	Medium Green	Small Green	Paved

	Score			Height						Roof	Siding	Front Setback	
	Total Score	Appropriate	Not Appropriate	1 Story	1.5 Stories	2 Stories	2.5 Stories	3 Stories	3.5 Stories	4 Stories	5 stories		
	-6	1	7									Flat	Sloped
	-6	1	7										
	-7	2	9										
	-7	0	7										
	-8	0	8										
	-10	0	10										

	Score			Height					Roof		Siding		Front Setback							
	Total Score	Appropriate	Not Appropriate	1 Story	1.5 Stories	2 Stories	2.5 Stories	3 Stories	3.5 Stories	4 Stories	5 stories	Flat	Sloped	Brick, Glass, Metal	Clapboard, Shingle, Vinyl	Glass/Metal	Large Green	Medium Green	Small Green	Paved
	-10	1	11											Brick, Glass, Metal	Clapboard, Shingle, Vinyl	Glass/Metal	Large Green	Medium Green	Small Green	Paved
	-14	0	14											Brick, Glass, Metal	Clapboard, Shingle, Vinyl	Glass/Metal	Large Green	Medium Green	Small Green	Paved

Littleton Station Area**Public Realm Visual Preference Survey****Results from 4/6/19 Visioning Workshop**

	Score	Appropriate	Not Appropriate
	10	10	0
	9	9	0
	8	8	0
	8	8	0
	8	8	0

	Score	Appropriate	Not Appropriate
	8	8	0
	7	7	0
	7	7	0
	7	8	1
	7	7	0
	7	7	0

	Score	Appropriate	Not Appropriate
	7	8	1
	6	6	0
	6	6	0
	6	7	1
	5	5	0
	5	5	0

	Score	Appropriate	Not Appropriate
	5	7	2
	4	5	1
	4	5	1
	4	4	0
	4	5	1
	3	4	1

	Score	Appropriate	Not Appropriate
	3	5	2
	3	4	1
	2	3	1
	2	2	0
	2	4	2
	2	2	0

	Score	Appropriate	Not Appropriate
	1	3	2
	-1	1	2
	-2	1	3
	-3	0	3
	-3	2	5
	-3	0	3

	Score	Appropriate	Not Appropriate
	-5	1	6

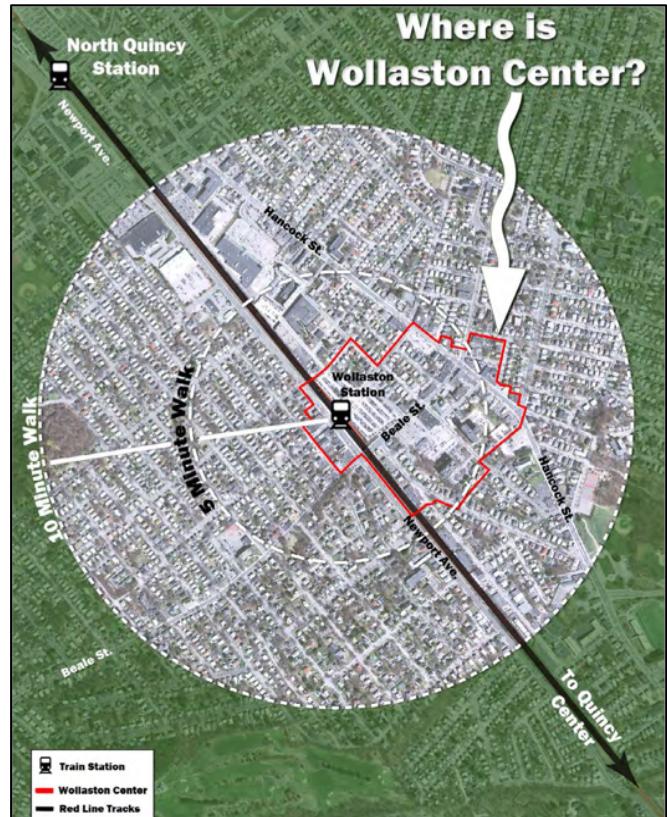
APPENDIX E

Wollaston Center Red Line Station

Nestled at the border of the South Shore and the Greater Boston Area, the city of Quincy has quickly become one of the most popular municipalities in the state. This popularity can be largely attributed to the four Red Line subway stops located there: Quincy Adams, Quincy Center, Wollaston Center and North Quincy. These combined stations have a typical weekday ridership of 25,000 people (as of FY 2013)¹, with Wollaston Center accounting for 19%. Wollaston Center was taken offline in late 2017 while undergoing construction and is scheduled to reopen in the summer of 2019. The vision for the new station and the surrounding area will be designed to sustain a connected and walkable neighborhood that will prioritize mixed-use development, diversifying the current housing stock and selection of businesses there. Many of the existing commercial properties are widely separated from the station and in a state of disrepair or vacant. Metropolitan Area Planning Council and the City of Quincy conducted a station area re-envisioning in September of 2013. The area is currently zoned for industrial, business and multiple residential.

Conclusionary items derived from the analysis were as follows²:

- Formation of a city working group with community stakeholders is largely beneficial
- Completion of a parking study is mandatory when evaluating high-traffic station areas
- Implement of zoning changes based on findings in the parking study
- Address temporary transportation improvements that can be addressed now
- Then move on to other short-term, but permanent transportation improvements i.e. crosswalk re-striping
- Prioritize public realm improvements that are easier to implement and are cost-effective
- Plan community-engagement events to gather feedback, focusing on short-term public improvements while construction is underway
- Develop a Business Improvement District, perhaps from an existing partnership
- Work with developers, the MBTA, and the city to coordinate a separate zoning overlay district for parking
- Form a strategic partnership for assisting the developer in specific areas it is needed i.e. a public-private partnership
- Consider asking adjacent properties if they have an interest in redevelopment or sale, rather than selling off individual parcels
- Utilize strategic street elements to improve the overall look of the area i.e. bike racks and street furniture
- Use different funding sources for permanent roadway changes such as federal or state funding options



¹ *Ridership and Service Statistics Fourteenth Edition*, Massachusetts Bay Transportation Authority, 2014, CH 02 P 05.

² *Re-Envisioning Wollaston: A Station Area Plan for Wollaston Center*, Massachusetts Area Planning Council, September 2013, P07-P46



FACT SHEET³

POPULATION: 93,824

DEMOGRAPHICS:

- White: 60,027
- Black: 5,634
- Asian: 28,032
- American Indian and Alaska Native: 553
- Native Hawaiian and Other Pacific Islander: 284
- Latino: 2,908
- Other: 1,230
- Two or More Races: 1,900
- Male: 45,432
- Female: 48,392
- Under 18: 14,551
- 18 and Over: 79,273
- 65 and Over: 14,310
- Median Age: 39

LABOR FORCE

- Civilian labor force: 56,622
- Employed: 53,338
- Unemployed: 3,284

EMPLOYMENT

- Unemployment Rate: 5.8%
- Service occupations: 10,526
- Management/business/science/arts: 24,677
- Sales/office: 11,528
- Natural resources/construction/maintenance: 2,752
- Production/transportation/material moving: 3,855

INCOME

- Median Household Income: \$71,808
- Mean Income: \$88,675
- Median Earnings: \$42,417
- Per Capita Income: \$38,631

EDUCATIONAL ATTAINMENT

- Percent high school graduates or higher: 88.7%
- Percent bachelor's degree or higher: 43.7%

COMMUTING TO WORK

- Car/truck/van alone 29,816
- Car/truck/van carpooled: 4,731
- Public transportation: 14,706
- Bicycle: 194
- Walk: 1,463
- Other: 360
- Worked at home: 946
- Mean travel time to work: 35.6 minutes

HOUSING:

- Homeowner vacancy rate: .3%
- Renter vacancy rate: 1.8%
- Total Housing Units: 42,889
- 1-unit: 16,900
- 2-4 units: 10,548
- 5+ units: 15,381
- Mobile homes: 20
- Median Sales Price: \$375,000⁴
- Median Gross Rent: \$1,370

³ U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates, DP05, Quincy City, MA

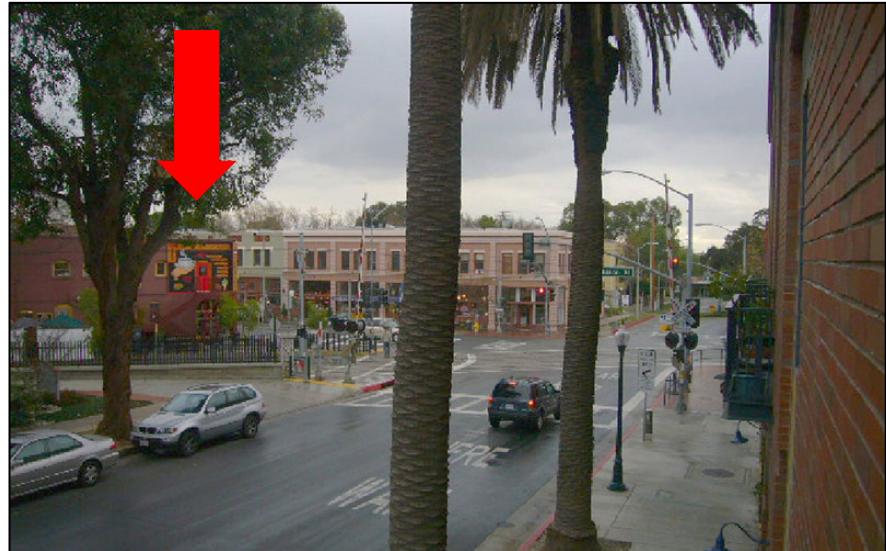
⁴ Median Sales Price, "Town Stats," *Banker and Tradesman*, 2019

Mission Meridian Village

Located across the street from a light rail station servicing the Gold Line to Los Angeles from South Pasadena, the Mission Meridian Village development is an award-winning mixed-use village development in Southern California. The site consists of 67 condos and 5,000 square feet of retail over a 1.65-acre site. There are two levels of subterranean parking, providing 280 spaces in total for residents and nonresidents. The housing types located on-site range from single-family homes, to bungalows, duplexes, mixed-use lofts, and courtyard housing¹. Mission Meridian Village is distinctive in placement, as it is between the historic neighborhood center and a traditional single-family-home neighborhood, forming a connection that was previously unrealized while preserving the local historic character. The development has won the following awards for its intelligent design, proactive approach to transit-oriented development, and commitment to new-urbanism: the Charter Award from the Congress for the New Urbanism (2006), the “Tranny Award” from the California Department of Transportation (Caltrans, 2006), five Golden Nugget Awards from the Pacific Coast Builders Conference (2006), and it was selected as an Outstanding Transit Project in America by Urban Land Institute (2006).²

Conclusions from this study were as follows:

- **Develop a clear time frame and strategy for implementation**
- **Capitalize on the existence of opportunities such as large parking lots or vacant land. They are less useful for an area with limited scope.**
- **Conduct a clear visioning process with extensive community feedback, particularly before building. This will avoid delays at time of approval which can increase the cost of development.**
- **Work closely with single-family homeowners in the area, remaining sensitive to their needs and expectations**
- **Allow for “by-right” zoning when and where possible**
- **Consider incorporating a “transit-district” or “transit-village” overlay zone to affirm certain TOD criteria is met**
- **Establishment of a “floating” TOD overlay zone allows for fluid planning of the station area and the surrounding corridors, while avoiding higher land speculation costs**



¹ Mission Meridian Village, Moule & Polyzoides Architects & Urbanists, 2006, P 01

² Michael B. Bell, “Mission Meridian Village,” Sotheby’s International Realty, 2019



FACT SHEET³

POPULATION: 25,974

DEMOGRAPHICS:

- **White: 14,240**
- **Black: 830**
- **Asian: 7,574**
- **American Indian and Alaska Native: 56**
- **Native Hawaiian and Other Pacific Islander: 20**
- **Latino: 5,234**
- **Other: 1,640**
- **Two or More Races: 1,614**
- **Male: 12,751**
- **Female: 13,223**
- **Under 18: 6,174**
- **18 and Over: 19,800**
- **65 and Over: 3,727**
- **Median Age: 40**

LABOR FORCE

- **Civilian labor force: 14,623**
- **Employed: 13,810**
- **Unemployed: 813**

EMPLOYMENT

- **Unemployment Rate: 5.6%**
- **Service occupations: 1,387**
- **Management/business/science/arts: 8,421**
- **Sales/office: 2,849**
- **Natural resources/construction/maintenance: 512**
- **Production/transportation/material moving: 641**

INCOME

- **Median Household Income: \$92,756**
- **Mean Income: \$133,825**
- **Median Earnings: \$53,901**
- **Per Capita Income: \$54,001**

EDUCATIONAL ATTAINMENT

- **Percent high school graduates or higher: 95.9%**
- **Percent bachelor's degree or higher: 62.8%**

COMMUTING TO WORK

- **Car/truck/van alone 10,375**
- **Car/truck/van carpooled: 881**
- **Public transportation: 657**
- **Bicycle: 103**
- **Walk: 161**
- **Other: 235**
- **Worked at home: 1,203**
- **Mean travel time to work: 29.8 minutes**

HOUSING:

- **Homeowner vacancy rate: 1.4%**
- **Renter vacancy rate: 4.1%**
- **Total Housing Units: 11,143**
- **1-unit: 5,905**
- **2-4 units: 1,023**
- **5+ units: 4,198**
- **Mobile homes: 17**
- **Median Sales Price: \$831,500⁴**
- **Median Gross Rent: \$1,556**

³ U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates, DP05, South Pasadena City, CA

⁴ "Pasadena Home Prices and Values," Zillow Home Value Index, 2019

University Station

Situated along both Route 128 and I-95, and adjacent to the Route 128 Commuter Rail station, University Station has blossomed into one of the most multi-faceted and frequently-visited mixed-use developments in the Greater Boston Area. The 120 acres in Westwood, MA are zoned for uses including hotel, office, retail and residential use, with 750,000 square feet dedicated to retail and restaurants and 350,000 square feet dedicated to office space. Current tenants range from Wegmans, to Del Frisco's Grille, to Target and Nordstrom Rack¹. Brigham and Women's Health Care Center is also located there. The announcement of the University Avenue Mixed-Use District acquisition was made in 2012 by Charles River Realty Investors in partnership with New England Development, Eastern Real Estate, and Clarion Partners². The site officially opened in March of 2015 and is one of Massachusetts's largest mixed-use development projects today.

University Station was a comprehensive effort on the part of the developers, the municipality and the community to re-envision and rejuvenate an area that was previously an old industrial site. In coordination with town officials, a new master plan for the area was created from the existing that was better suited to the financing feasibility and permitting processes involved in bringing the site to fruition. A new zoning overlay district was established upon agreement from the community and town staff, and development was divided into several phases.³ Housing options now include assisted living residences and luxury apartments, with two 4-story condominium buildings currently under construction.

Conclusions from this study were as follows:

- Align re-permitting in coordination with re-envisioning to create cohesion and improve overall efficiency
- Establish strong communication channels with all invested parties to ensure a smooth transition and avoid unnecessary pitstops. For example, the MBTA, the Finance Committee and the Board of Selectmen
- Understand what is feasible to your specific project and the needs of those living nearby who will actively eat, work and play at the site
- Partner with interested vendors early in the process
- Strongly analyze station area data during initial assessment to scale the style and growth of proposals, particularly when a plan is being carried out in phases



¹ University Station, New England Development, 2019, P 01

² "New Team, New Vision for Westwood, MA Mixed-Use Development," Charles River Realty Investors, April 13, 2012, P 01-03

³ "Case Study- University Station," New England Development, 2019, P 01



FACT SHEET⁴

POPULATION: 15,597

DEMOGRAPHICS:

- White: 13,956
- Black: 47
- Asian: 1,182
- American Indian and Alaska Native: 0
- Native Hawaiian and Other Pacific Islander: 0
- Latino: 298
- Other: 166
- Two or More Races: 246
- Male: 7,594
- Female: 8,003
- Under 18: 4,184
- 18 and Over: 11,413
- 65 and Over: 3,016
- Median Age: 45

LABOR FORCE

- Civilian labor force: 8,107
- Employed: 7,791
- Unemployed: 316

EMPLOYMENT

- Unemployment Rate: 3.9%
- Service occupations: 718
- Management/business/science/arts: 4,816
- Sales/office: 1,665
- Natural resources/construction/maintenance: 368
- Production/transportation/material moving: 224

INCOME

- Median Household Income: \$145,799
- Mean Income: \$187,296
- Median Earnings: \$71,758
- Per Capita Income: \$66,862

EDUCATIONAL ATTAINMENT

- Percent high school graduates or higher: 97.2%
- Percent bachelor's degree or higher: 74.7%

COMMUTING TO WORK

- Car/truck/van alone 5,162
- Car/truck/van carpooled: 365
- Public transportation: 1,314
- Bicycle: 12
- Walk: 130
- Other: 38
- Worked at home: 629
- Mean travel time to work: 34 minutes

HOUSING:

- Homeowner vacancy rate: 1%
- Renter vacancy rate: 17.2%
- Total Housing Units: 5,882
- 1-unit: 4,612
- 2-4 units: 113
- 5+ units: 1,111
- Mobile homes: 46
- Median Sales Price: \$668,750⁵
- Median Gross Rent: \$1,575

⁴ U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates, DP05, Westwood Town, Norfolk County, MA

⁵ Banker and Tradesman, Median Sales Price, "Town Stats," *Historical Statistics Table*, 2019



Concord Commons

Concord Commons is a transit-oriented, mixed-use development in West Concord that was developed in conjunction with Concord Crossing in the downtown. This 1.93-acre site is ideally located not only adjacent to the train tracks, but to a nearby industrial park and active/passive recreation resources. Community members were very receptive to this project as the previous site was the former Atlantic Pre-Hung-Door factory, and was a major eyesore in the town. The site was made possible in the early 2000s because of a provision for a special permit process which allowed for a combination of uses in an industrial zone.¹ The Commons consists of 20 apartment units, 5% of which are affordable, as well as restaurant, retail and office uses. Under the plan, 146 parking spaces were provided, totalling a 15% parking reduction. There are 15 spaces dedicated strictly to commuter parking.

Walkable connections to the West Concord Center Village, the Concord commuter rail station and the Concord-Acton Industrial Park have vastly expanded options for residents, affiliated local businesses, and created job opportunities, particularly along Thoreau and Sudbury Roads. A push on behalf of the town for more greening has made these connections more pleasant and popular. The town also advocated for a reduction in lot size from 2.15 to 1.93 acres, hugely contributing to these pathway improvements.²

Concord Commons demonstrates an almost effortless transition from an underutilized lot to a quaint yet activated space. The development fulfilled the goals of revitalizing the West Concord Center Village, strongly engaged with the community throughout the development process, and provided more affordable housing options with funding provided solely by private developers.

Conclusions from this study were as follows:

- **Town's must advocate for uses they know will best service their constituents, despite the fact that it might not be the developer's first option**
- **Transparency and proper community outreach can virtually eliminate pushback throughout the TOD (re)development process**
- **Reduction of impervious surfaces can have multiple economic benefits including on stormwater management systems and on parking requirements**



- **Continue to engage those property owners interested in furthering smart growth initiatives throughout the town**
- **Integrate tactics that employ form over use, not only to create human-scale spaces, but spaces that are uniform with existing development outside the station area plan**
- **Advocate for greening/landscaping and streamlined architectural design in new connections to encourage usage and promote smart growth. Also request commercial businesses to follow these guidelines.**

¹ Concord Commons and Concord Crossing, Metropolitan Area Planning Council, 2019

² "Concord Commons, Concord MA", *Transit-Oriented Development (TOD) Success Stories*, Massachusetts Government Smart Growth Toolkit



FACT SHEET³

POPULATION: 19,357

DEMOGRAPHICS:

- White: 16,339
- Black: 651
- Asian: 1,217
- American Indian and Alaska Native: 0
- Native Hawaiian and Other Pacific Islander: 0
- Latino: 1,232
- Other: 672
- Two or More Races: 478
- Male: 9,980
- Female: 9,377
- Under 18: 4,463
- 18 and Over: 14,894
- 65 and Over: 3,760
- Median Age: 46

LABOR FORCE

- Civilian labor force: 8,573
- Employed: 8,269
- Unemployed: 304

EMPLOYMENT

- Unemployment Rate: 3.5%
- Service occupations: 569
- Management/business/science/arts: 6,132
- Sales/office: 1,063
- Natural resources/construction/maintenance: 372
- Production/transportation/material moving: 133

INCOME

- Median Household Income: \$137,743
- Mean Income: \$193,742
- Median Earnings: \$69,627
- Per Capita Income: \$68,012

EDUCATIONAL ATTAINMENT

- Percent high school graduates or higher: 94.6%
- Percent bachelor's degree or higher: 71.4%

COMMUTING TO WORK

- Car/truck/van alone 5,588
- Car/truck/van carpooled: 332
- Public transportation: 638
- Bicycle: 72
- Walk: 278
- Other: 181
- Worked at home: 1,150
- Mean travel time to work: 32 minutes

HOUSING:

- Homeowner vacancy rate: 2.9%
- Renter vacancy rate: 6.5%
- Total Housing Units: 7,319
- 1-unit: 5,513
- 2-4 units: 547
- 5+ units: 1,259
- Mobile homes: 0
- Median Sales Price: \$1,260,226⁴
- Median Gross Rent: \$2,006

³ U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates, DP05, Concord Town, Middlesex County, MA

⁴ Banker and Tradesman, Median Sales Price, "Town Stats," *Historical Statistics Table*, 2019

APPENDIX F

LITTLETON STATION VILLAGE

Survey Snapshot



Through a series of three surveys administered from May-June 2019, participants shared their thoughts about developing Littleton Station and surrounding areas.

RESIDENTIAL OR MIXED USE BUILDINGS, 2-3 STORIES



The visual preference portion of the survey included 32 images of a variety of building types, including:

- Residential or mixed use buildings (2-3 stories)
- Larger residential or mixed use buildings
- Cluster housing
- Villages or centers

Participants were asked to check off any images that contained building styles they felt may be suitable for Littleton. These images were selected by **at least 50% of the respondents**. (Note: none of the images of larger residential or mixed-use buildings were selected by at least 50% of survey participants.)

CLUSTER HOUSING



VILLAGE OR CENTER



LITTLETON STATION VILLAGE

Survey Snapshot

Respondents were given a variety of options to identify as good or bad opportunities for transforming Littleton Station Village. Below are the top 3 "yes" and "no" ideas as indicated through the surveys.

LITTLETON STATION VILLAGE

General Opportunities

- Bike path connections (69%)
- Preservation of historic sites (56%)
- Parking garage (54%)

Business Opportunities

- Coffee shop (57%)
- Bakery, ice cream shop, deli, etc. (42%)
- Brewery/pub (42%)

VACANT LAND NORTH OF STATION

- Biking and walking trails (57%)
- Parking for Littleton residents (48%)
- Shops and restaurants (42%)

FOSTER & TAYLOR STREET

- Biking and walking trails (63%)
- Village center with mixed-use buildings (39%)
- Playgrounds (31%)

TOP 3 "NO" IDEAS

General Opportunities

- Diverse types of housing (39%)
- Repurposing existing buildings for housing (24%)*
- Assisted living and nursing care (19%)*

*23% rated these ideas favorably, indicating a split in public opinion.

Business Opportunities

- Light industry (48%)
- Boutique hotel (44%)
- Pharmacy (40%)

- Conventional single-family homes (48%)
- Affordable housing (37%)
- Cottage-style homes (36%)

- Technology-related office or light industrial use (52%)
- Conventional single-family homes (51%)
- Cottage-style homes (36%)

Top 3 LIKES about Littleton Station Village:

- Family-friendliness of area
- Train station
- Winding rural roads lined with trees and stone walls

Top 3 WEAKNESSES of Littleton Station Village:

- Lack of parking
- Lack of sidewalks
- Narrowness/darkness of Foster Street

Top 3 CONCERNs about redevelopment near the station:

- Loss of rural town character
- Increased traffic
- Potential for more school children



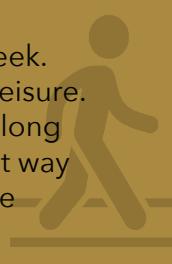
69% of respondents considered it a top priority to **preserve historically important sites and places** when considering open space protection and connectivity with the Commuter Rail.

Increased parking availability

was identified as the top potential benefit of redevelopment.



- 61% of respondents go for a walk around Littleton at least once a week.
- 93% of those who walk do so for leisure.
- 50% feel that creating sidewalks along Foster Street is the most important way to improve pedestrian safety in the vicinity of the station.



APPENDIX G



Littletown Station Village Interim Report

June 6, 2019

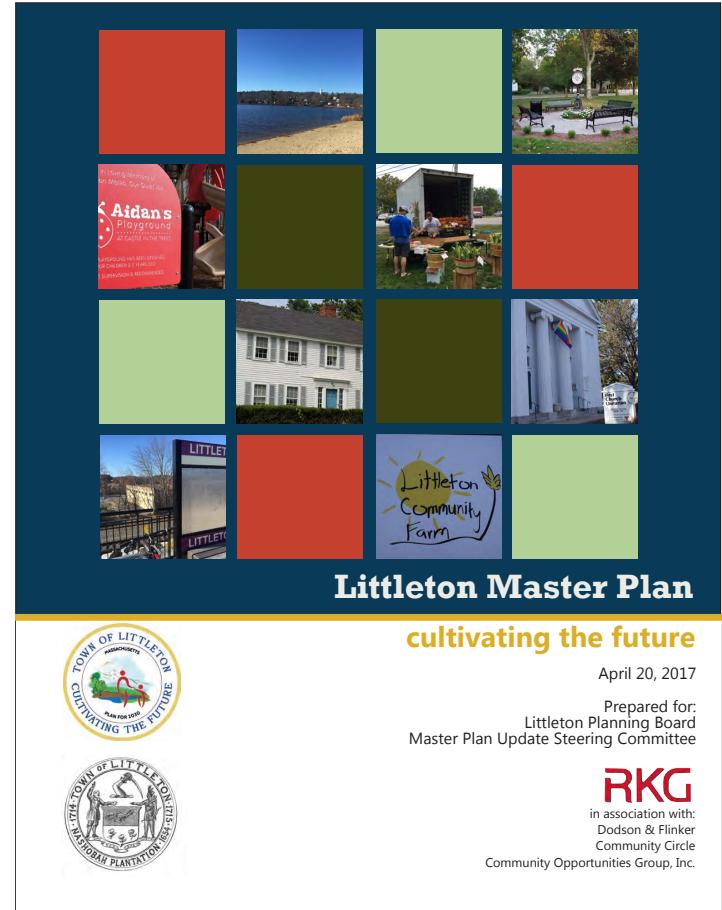


Contents

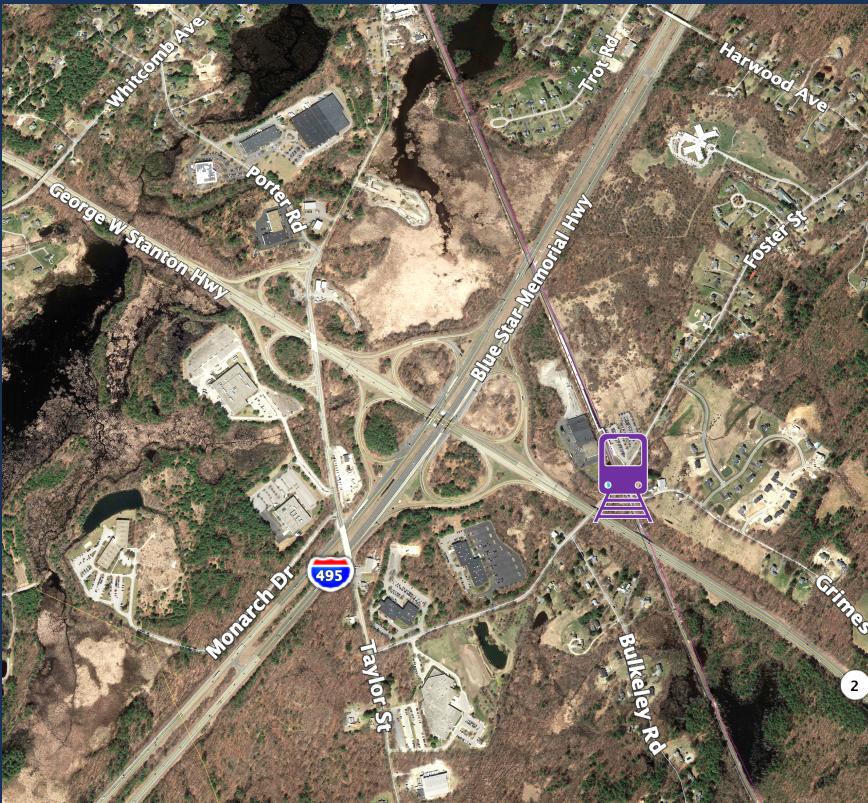


Brief review

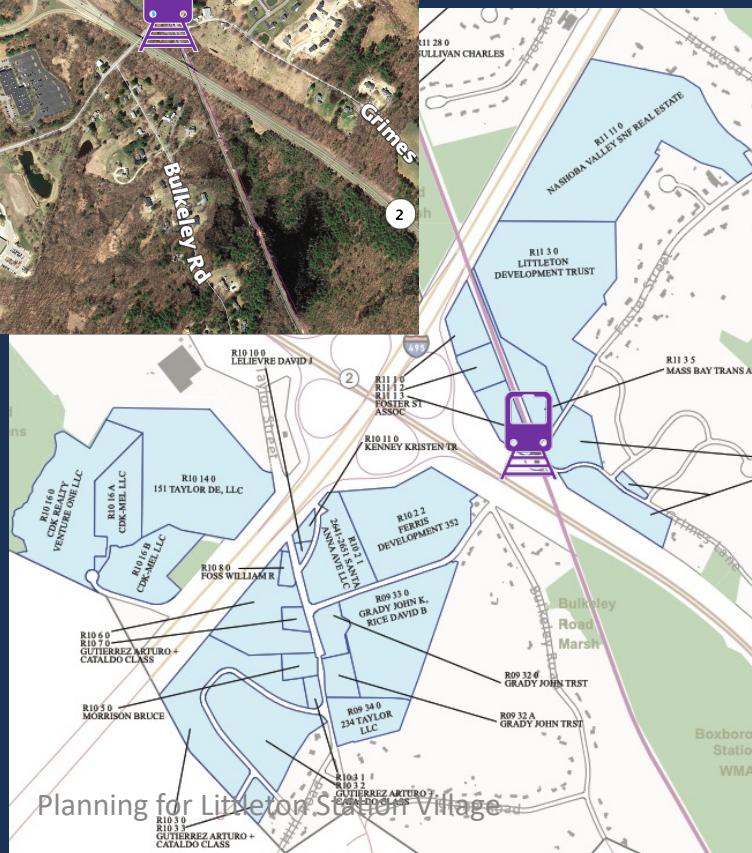
- Littleton Station is one of three “opportunity areas” in Littleton Master Plan (2017)
- Littleton’s designation as Housing Choice Community (2018) opened the door to MassHousing grant for Littleton Station Village plan and potential for new zoning



Study area



**Approximately
263 acres**



Study area metrics

Location / Quadrant	Parcel ID	Acres
Southeast - East of Taylor Street	R10-2-2	19.34
	R10-2-1	10.32
	R10-33	18.86
	R10-32	2.76
	R10-32-A	2.85
	R10-34	6.34
<i>subtotal and % of Total</i>	<i>22.8%</i>	<i>60.47</i>
Southeast - West of Taylor Street	R10-8	0.82
	R10-6	10.98
	R10-7	1.27
	R10-5	1.80
	R10-3-1	1.04
	R10-3-2	14.03
	R10-3-3	1.92
<i>subtotal and % of Total</i>	<i>12.0%</i>	<i>31.84</i>

Southwest - West of Taylor Street	R10-14	28.80
	R10-16-A	8.97
	R10-16-A	23.90
	R10-16-B	11.11
<i>subtotal and % of Total</i>	<i>27.4%</i>	<i>72.79</i>
Northeast - East of Tracks	R8-15-5	0.72
	R8-15	5.00
	R11-3-5	6.00
	R11-3	33.94
	R11-11	42.70
	<i>subtotal and % of Total</i>	<i>33.3%</i>
Northeast - West of Tracks	R11-1-3	4.05
	R11-1-2	3.33
	R11-1	4.58
	<i>subtotal and % of Total</i>	<i>4.5%</i>
Total Acreage		265.43

Source:Barrett, RKG and Patriot Properties (2018)

Project goals

Understand development opportunities at the train station

Understand community & neighborhood needs

Understand constraints

- Location
- Regulatory
- Infrastructure
- Market

Identify options

Make recommendations to the Town

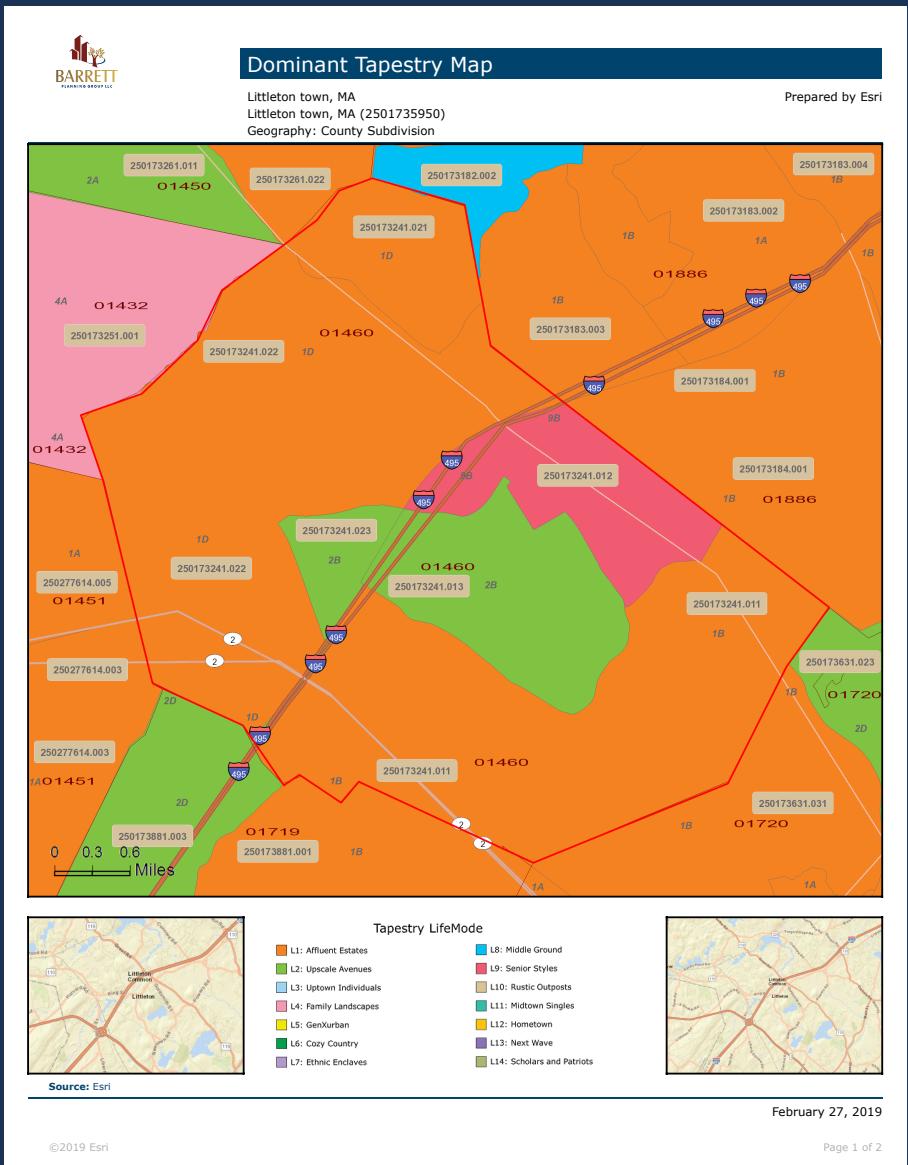


Taking the town's pulse

- Market, demographic, and geographic data analysis
- Site visits and interviews
- Suburban transit development case studies
- Interviews at town hall
- Project working group

Market overview

Planning for Littleton Station Village



Market observations

- Retail opportunities in the Train Station area will be limited by inadequate visibility, access, regional competition, and other locational factors ... any future retail in this study area [should] focus on serving a local customer base and offer convenient access and visibility where possible.
- The continued growth of online sales activity will drive demand for distribution and warehousing space . . . additional industrial development appears to be the most viable commercial development option but . . . consider how industrial uses co-exist and interact with residential or mixed-use if those too are desired.



Market observations

- Demographically, Littleton's population composition is changing.
- ...Encourage future housing developments to incorporate age-friendly design ... it is best to design and build units that can be marketed to a wider resident base.



Market observations: single-family and condominiums

The median selling price of single-family homes has increased 20 percent since 2012. Prices for condominiums in Littleton have skyrocketed at the same time, jumping 160 percent. The median selling price for condominiums increased from a low of \$165,660 to \$430,000 in 2018. In 2017, the median condominium sale price surpassed the median single-family sale price.



Market observations: rental

Rents at both Pondside and Village Green are generally equal ... [yet] Pondside is quite a bit older than the new Village Green and contains fewer amenities. This could speak to demand for rental apartments in Littleton since prices and vacancy are nearly identical in two rental complexes that were built at different times and have differing levels of amenities.

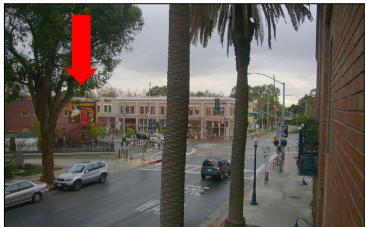


Mission Meridian Village

Located across the street from a light rail station servicing the Gold Line to Los Angeles from South Pasadena, the Mission Meridian Village development is an award-winning mixed-use village development in Southern California. The site consists of 67 condos and 5,000 square feet of retail over a 1.65-acre site. There are two levels of subterranean parking, providing 280 spaces in total for residents and nonresidents. The housing types located on-site range from single-family homes, to bungalows, duplexes, mixed-use lofts, and courtyard housing.¹ Mission Meridian Village is distinctive in placement, as it is between the historic neighborhood center and a traditional single-family-home neighborhood, forming a transition that was largely unwillingly unwilling while preserving the local historic character. The development has won the following awards for its intelligent design, proactive approach to transit-oriented development, and commitment to new-urbanism: the Charter Award from the Congress for the New Urbanism (2006), the "Tranny Award" from the California Department of Transportation (Caltrans, 2006), five Golden Nugget Awards from the Pacific Coast Builders Conference (2006), and it was selected as an Outstanding Transit Project in America by Urban Land Institute (2006).²

Conclusions from this study were as follows:

- Develop a clear time frame and strategy for implementation
- Capitalize on the existence of opportunities such as large parking lots or vacant land. They are less useful for an area with limited scope.
- Conduct a visioning process with extensive community feedback, particularly before building. This will avoid delays at times of approval which can increase the cost of development.
- Work closely with single-family homeowners in the area, remaining sensitive to their needs and expectations



- Allow for "by-right" zoning when and where possible
- Consider incorporating a "transit-district" or "transit-village" overlay zone to affirm certain TOD criteria is met
- Establishment of a "floating" TOD overlay zone allows for fluid planning of the station area and the surrounding corridors, while avoiding higher land speculation costs

University Station

Situated along both Route 128 and I-95, and adjacent to the Route 128 Commuter Rail station, University Station has blossomed into one of the most multifaceted and successful mixed-use developments in the Greater Boston Area. The 120 acres in Westwood, MA are zoned for uses including hotel, office, retail and residential with 750,000 square feet dedicated to retail and 150,000-350,000 square feet dedicated to office spaces. Current tenants range from Wegmans to Del Frisco's Grille, to Target and Nordstrom Rack.³ Brigham and Women's Health Care Center is also located there. The announcement of the University Station Mixed-Use District acquisition was made in 2012 by Charles River Real Estate Investors in partnership with New England Development, Eastern Real Estate, and Clarion Partners. The site officially opened in March of 2015 and is one of Massachusetts's largest mixed-use development projects today.⁴

University Station was a comprehensive effort on the part of the town, the municipality and the community to re-envision and re-energize an area that was previously an old industrial site. In coordination with town officials, a new master plan for the area was created from the ground up. It was better suited to the future needs of the town and partners who were involved in bringing the site to fruition. A new zoning overlay district was established upon agreement from the community and town staff, and development was divided into several phases.⁵ Housing options now include assisted living residences and luxury apartments, with two 4-story condominium buildings currently under construction.

Conclusions from this study were as follows:

- Align re-zoning in coordination with re-zoning to create cohesion and improve overall efficiency
- Establish strong communication channels with all invested parties to ensure a smooth transition and avoid unnecessary pitfalls. For example, the Finance Committee and the Board of Selectmen
- Understand what is feasible to your specific project and the needs of those living nearby who will actively eat, work and play at the site
- Partner with interested vendors early in the process
- Strongly analyze station area data during initial assessment to scale the style and growth of proposals, particularly when a plan is being carried out in phases



¹ University Station, New England Development, 2019, P.01

² "New Team, New Vision for Westwood, MA Mixed-Use Development," Charles River Real Estate, April 13, 2012, P.01-03

³ "Case Study - University Station," New England Development, 2019, P.01

Happenings in other towns

Concord Commons

Concord Commons is a transit-oriented, mixed-use development in West Concord that was developed in conjunction with Concord Crossing in the downtown. This 1.93-acre site is ideally located not only adjacent to the train tracks, but to a nearby industrial park and active/passive recreation resources. Community members were very receptive to this project as the previous site was the former Atlantic Pre-Hung-Door factory, and was a major eyesore in the town. The site was made possible in the early 2000s because of a provision for a special permit process which allowed for a combination of uses in an industrial zone.¹ The Commons consists of 20 apartment units, 5% of which are affordable, as well as restaurant, retail and office uses. Under the plan, 146 parking spaces were provided, totalling a 15% parking reduction. There are 15 spaces dedicated strictly to commuter parking.



Walkable connections to the West Concord Center Village, the Concord commuter rail station and the Concord-Acton Industrial Park have vastly expanded options for residents, affianced local businesses, and created job opportunities, particularly along Thoreau and Sudbury Roads. A push on behalf of the town for more greening has made these connections more pleasant and popular. The town also advocated for a reduction in lot size from 2.15 to 1.93 acres, hugely contributing to these pathway improvements.²

Concord Commons demonstrates an almost effortless transition from an underutilized lot to a quaint yet activated space. The development fulfilled the goals of revitalizing the West Concord Center Village, strongly engaged with the community throughout the development process, and provided more affordable housing options with funding provided solely by private developers.

Conclusions from this study were as follows:

- Town's must advocate for uses they know will best serve their constituents, despite the fact that it might not be the developer's first option
- Transparency and proper community outreach can virtually eliminate pushback throughout the TOD (re)development process
- Reduction of impervious surfaces can have multiple economic benefits including on stormwater management systems and on parking requirements

¹ Concord Commons and Concord Crossing, Metropolitan Area Planning Council, 2019

² "Concord Commons, Concord MA", Transit-Oriented Development (TOD) Success Stories, Massachusetts Government Smart Growth Toolkit

Imagine Upton—A Vision for Revitalizing Upton Center



Smaller towns planning for village development

Town of Littleton
COME PLAN WITH US!

Share your opinions and help us envision a great future for the Foster Street-Taylor Street area!



For more information contact the Planning Office, MToohill@littletonma.org or 978-540-2425



Join us to discuss:

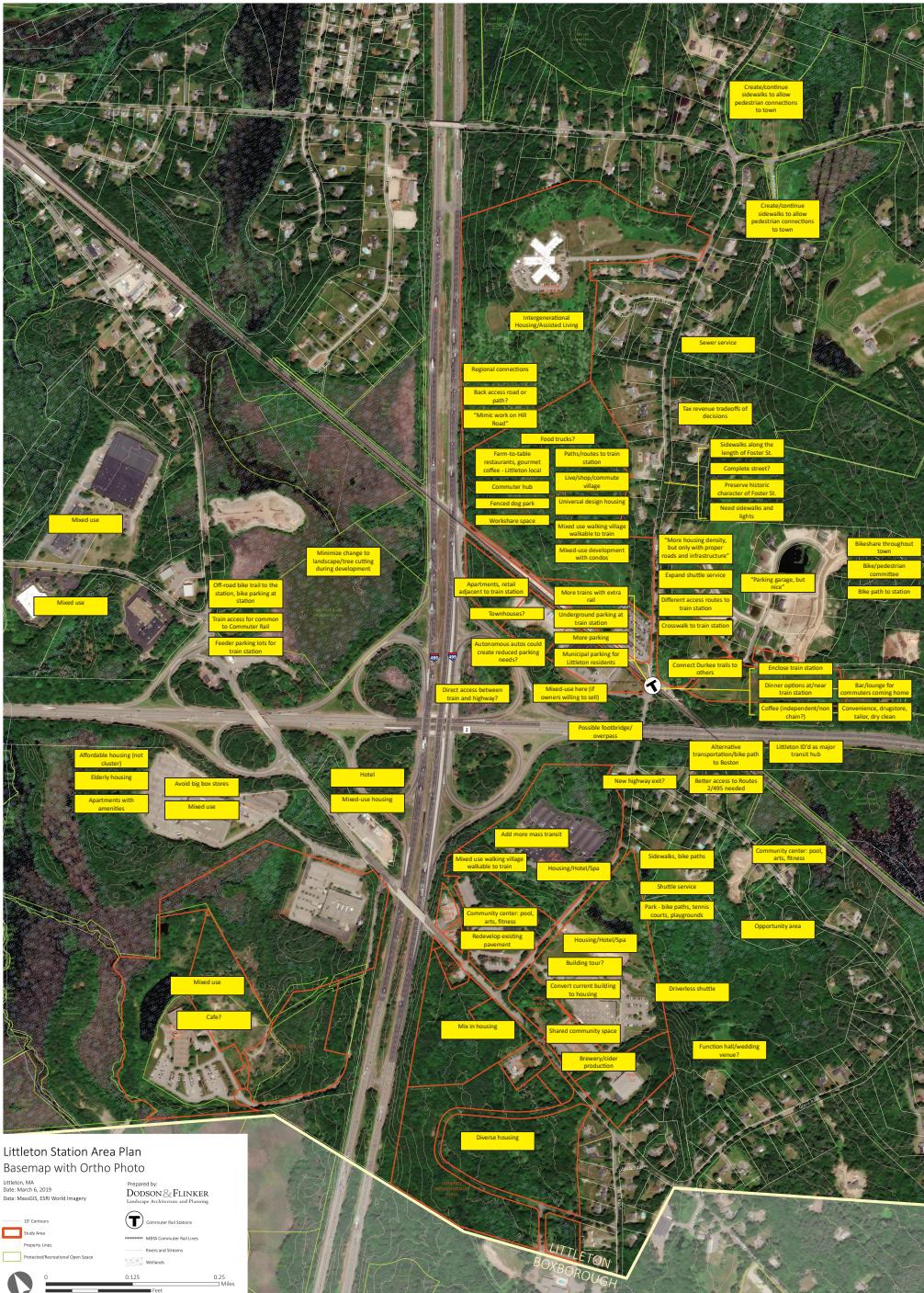
- **Housing**
- **Business development**
- **Commuter rail parking**
- **Creation of a true Littleton Station Village**

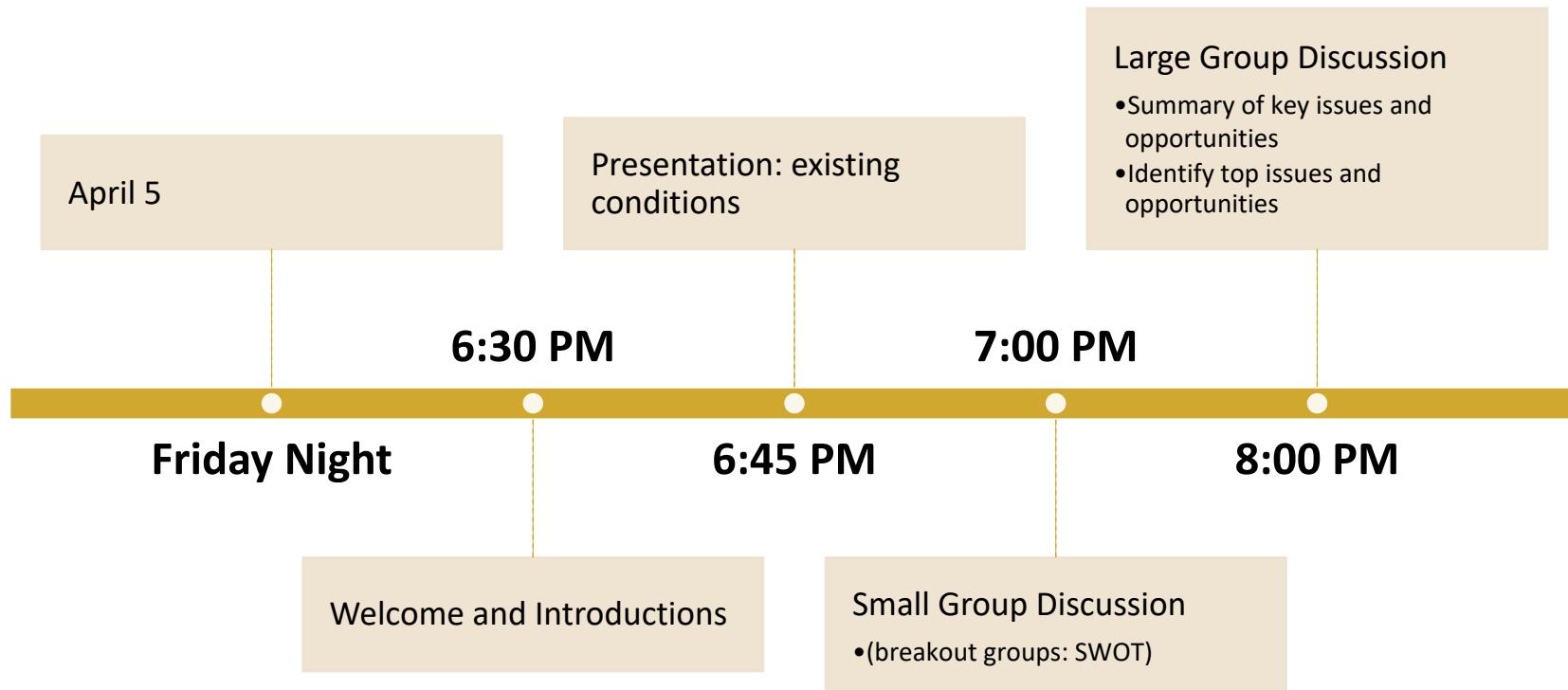
Littleton Middle School
55 Russell Street
Friday, April 5: 6:30-8:30 pm
Saturday, April 6: 9 to Noon

The image contains three logos. On the left is the logo for Barrett Planning Group LLC, featuring a circular seal with a figure and the text 'BARTRELL PLANNING GROUP LLC' around the border. In the center is the logo for DODSON & FLINKER Landscape Architects and Planners, which includes a stylized building icon and the company name. On the right is the logo for RKG Associates, Inc., consisting of the letters 'RKG' in a large, bold, red font with 'ASSOCIATES, INC.' in smaller text below it.

Community visioning

Planning for Littleton Station Village





What we did

Planning for Littleton
Station Village

6/6/19



Strengths

- Rural character
- Historic sites, buildings and agricultural landscape
- Winding rural roads lined with trees and stone walls
- Beautiful woods with walking trails
- Train station
- IBM shuttle
- High real estate values
- Family-friendly town



Weaknesses

Not enough parking at the train station!

Foster Street narrow, dark and bumpy

No sidewalks

Half-full office/industrial buildings

Indirect highway access

Dangerous intersections

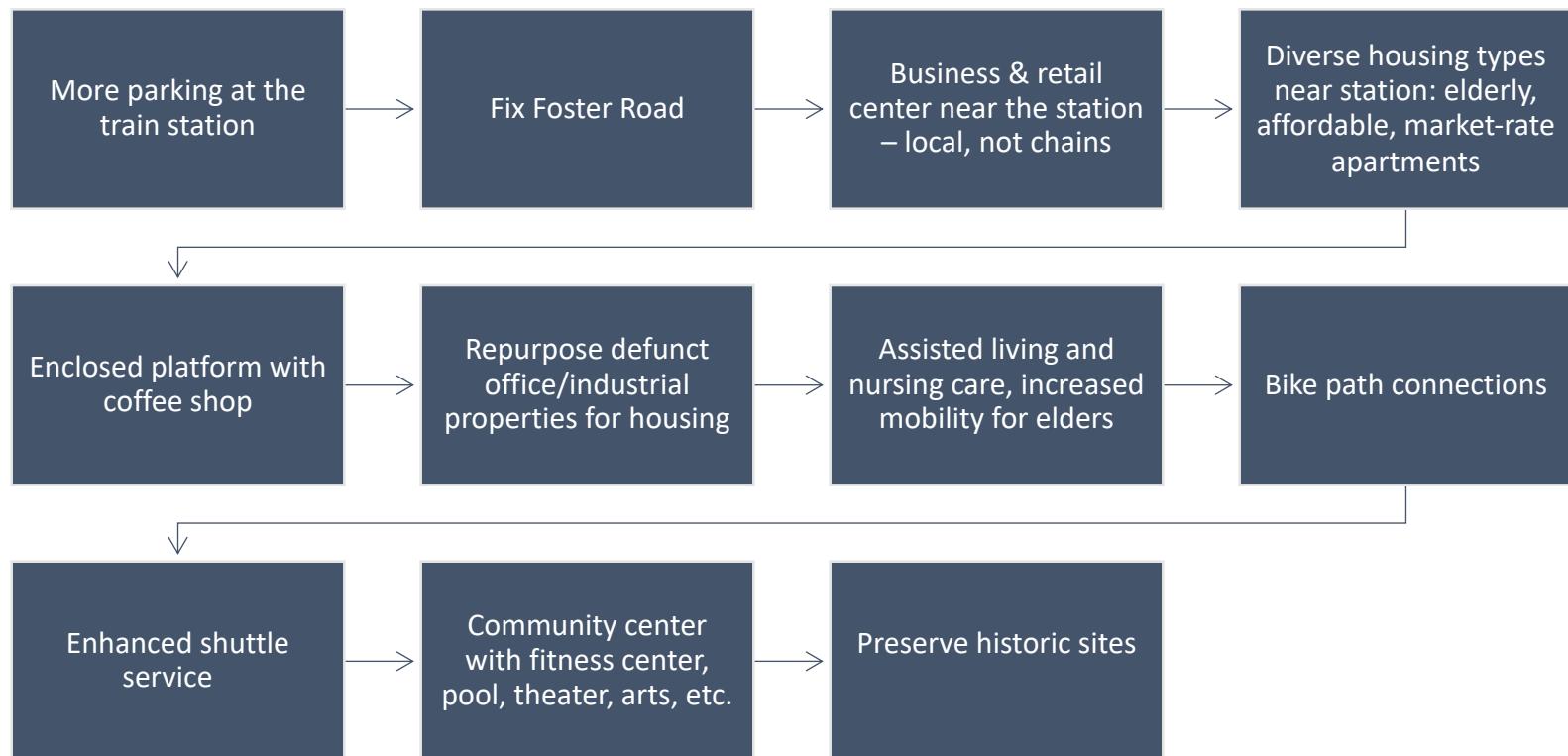
Difficult office/retail market

Too many big houses with no place to downsize to

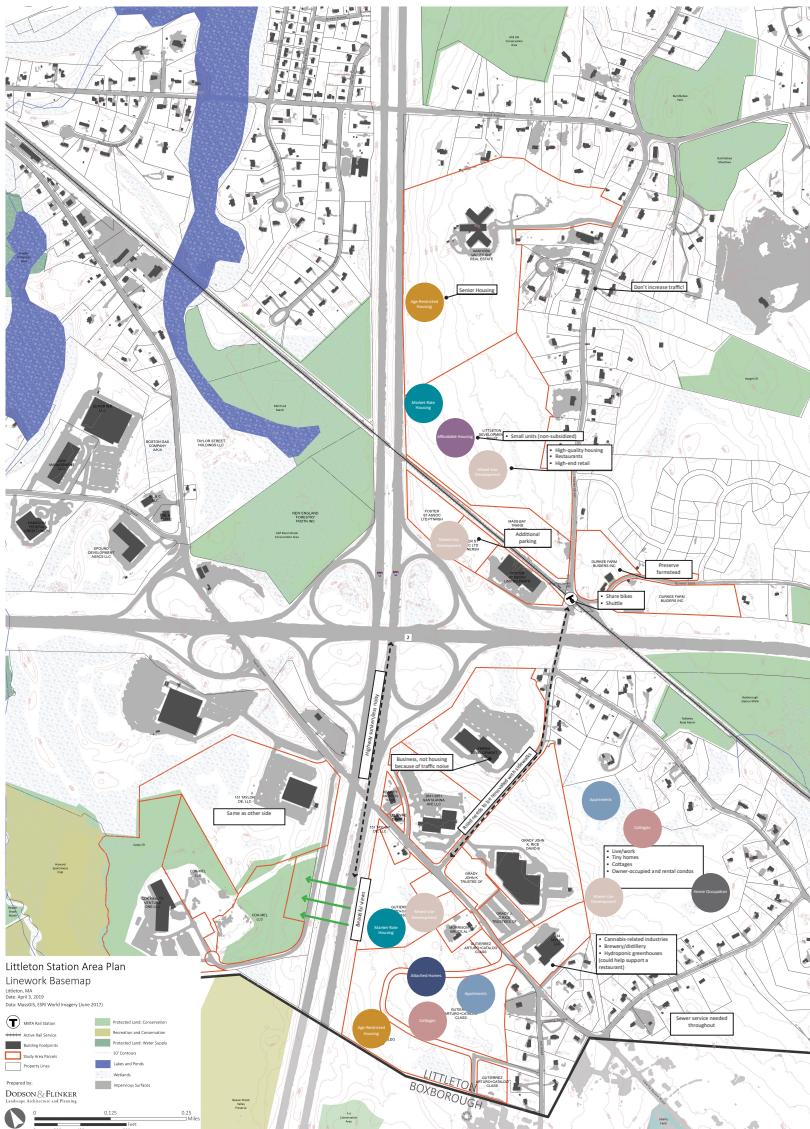
Lack of sewer

Soils, ledge and wetlands constrain development

Opportunities



What we learned



Housing & Social Connections



Recognition that Littleton has many types of households and families, but hard for some people to find housing



Smaller units at the train station could benefit older adults, young adults, small families



People need places to socialize: coffee shop, brew pub, restaurant



People want things to do: arts/culture, easy access to groceries, places to walk



People want to get around without a car when possible

Neighborhood

Residents
appreciate “peace
and quiet”

Value homes with
yards, gardens

Many concerns
about traffic,
Foster Street, train
station parking

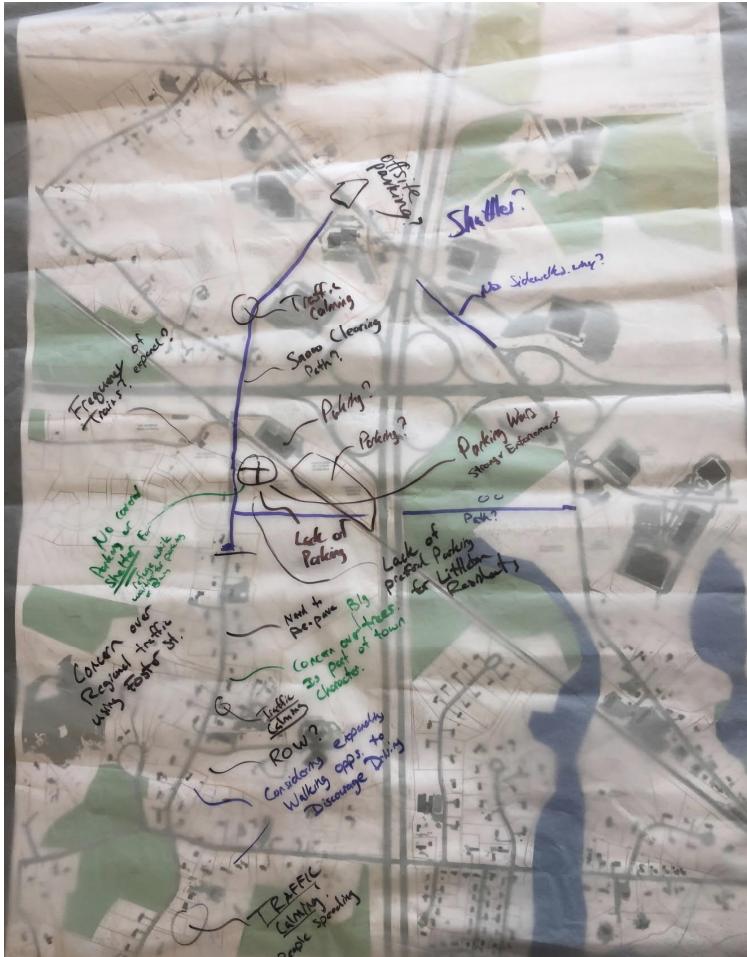
Goods & Services

- Café
- Yoga studio
- Community athletic center
- Tech/start-up incubator
- Artisan space
- Health care
- Holistic medicine

And many others ...



Transportation & Mobility



- Biggest issues we heard:
 - Lack of train station parking
 - Lack of shelter/awning
 - Need for traffic calming on Foster Street
 - Street lighting between train station and parking areas across Foster Street

What now?

Planning for Littleton Station Village

Community Surveys

- Three over six weeks
- Mirror topics at Saturday 4/6 vision session
 - Social/housing, economic development (closed)
 - Transportation/mobility, open space (open)
 - Visual preferences, master plan ideas (soon)

Key questions

- What is Littleton's appetite for change?
- Housing is a market opportunity. Is it an acceptable one?
- Limited food service/retail is a potential market opportunity, mainly targeted at commuters. With more housing, more possibilities.
- Is the town open to ideas like District Improvement Financing (DIF) to address some infrastructure needs in the study area?
- What role(s) does the Town want to play in addressing the future of Littleton Station Village? Activist? Moderate? Indirect?

