



PROGRESS MEMO

TO: Littleton Planning Board
Maren Toohill, AICP
FROM: Judi Barrett
DATE: November 23, 2018
RE: Littleton Station Area Plan

Here is an update on the Littleton Station Area Plan. Attached to this memo is a draft public participation plan for your review.

Task 1.1. Conduct kickoff meeting with Project Steering Committee (Planning Board or other group) to confirm the boundaries of the site/study area, clarify project goals, issues, timeline, roles and responsibilities, etc.

I met with the Planning Board on August 2, 2018 to introduce the project. We had a fairly general “overview” conversation that evening due to the number of other items on the Board’s agenda, but the Board did review and refine a draft map of the study area. We are using the Board’s map revisions to define the “immediate” study area, but we are also working on defining a larger “area of influence,” or secondary study area.

We have requested a public meeting about this project because we think it is important for residents and property owners to know our study is taking place. It has been a bit difficult to launch the Littleton Station study with so much focus (understandably) on Littleton Common occurring in the foreground. We hope now that with conclusion of the Special Town Meeting and the Littleton Common project moving to its next phase, it will be easier for the Town to put both projects in view.

The public participation plan attached to this memo provides recommendations for organizing an interdepartmental project working group (not a committee).

Task 1.2 Conduct a site visit and related field work; gather related plans, studies, reports.

We have been at the site three times since July, in part to gather data and in part to observe. We have pulled together land use, demographic, economic, and transportation data from several public and subscription sources, principally the following:

- ESRI Business Analyst
- Demographics Now
- Spotlight (formerly Claritas)

- Banker & Tradesman
- MBTA
- Central Transportation Planning Staff (CTPS)
- Town of Littleton Assessor's Data
- MAPC Development Database

Task 1.3 Prepare study area base maps.

Barrett Planning Group has engaged Patrick McCafferty to prepare study area maps for this project. Maps are in process and we anticipate submitting them with our December progress report.

Task 1.4 Conduct two days of individual and small-group stakeholder interviews at Littleton Town Hall; interviews to be organized by the Town. Interviews should include affected property owners. Barrett Planning Group has engaged RKG Associates to prepare a market study for the Littleton Station Area Plan. RKG will be conducting interviews with property owners and others in December. Barrett Planning Group would like to schedule interviews with several Town officials for a few reasons: to develop a better understanding of the Town's aspirations for the Littleton Station area and also to begin educating Town boards and committees about this planning project.

Task 1.5 Provide detailed project schedule and public participation plan to the Town. See attached (separate document).