Proposed Agenda

1. 6:30 Board Business  
   A. Board Elections  
   B. Public Input  
   C. Board Member Updates: 5G. Station Area Study  
   D. Bills and Payroll  
   E. Minutes: Dec. 5, 2019

2. 6:40 Bennett Orchard Subdivision – request for bond reduction

3. 6:45 Continued Zoning Bylaw Public Hearing – Form Based Code for Littleton Common

4. 7:00 Continued Public Hearing – Healy Corner Definitive Open Space Subdivision, Open Space Special Permit, and Joint Public Hearing with Tree Warden for Scenic Road Review – 195 Tahattawan Road – 17 lots

5. 7:30 Public Hearing – 225 Taylor Street – renew prior Special Permit: Major Commercial or Industrial Use; Aquifer and Water Resource District; and modify Site Plan

6. 8:00 Consolidated Public Hearing – 151 Taylor Street – Major Commercial or Industrial Use Special Permit; Aquifer and Water Resource District Special Permit; Site Plan Review of warehouse proposal

7. 8:30 93 Foster Street/Vilcans Property Subdivision “The Homes at Croft Corner” AKA “Highland Park” – endorse plan, vote on covenant, receive update on construction schedule

8. 8:40 199 Whitcomb Avenue – Scenic Road Review – The Smith Conservation

ADJOURN

[Signature]
12:30 PM 3/5/2020
THANK YOU FOR ATTENDING!!

Please Sign In  
Planning Board  
January 9th 2020

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<td>Bruce Raymond</td>
<td>GPR, Heavy Corner</td>
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<td>Fran Jack</td>
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<td>Justin Dobish</td>
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<td>MARK LAVALLEE</td>
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<td>Pam Bean</td>
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<td>Rick Freuden</td>
<td>46 Beaver Brook Rd</td>
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<td>Paul MacEvor</td>
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<td>Edward Scicol</td>
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PLANNING BOARD MEETING
THURSDAY JANUARY 9, 2020 AT 6:30 PM
ROOM 103
37 Shattuck Street Town Offices


Members Present: Anna Hueston, Vice Chair; Delisa Laterzo, Clerk, Mark Montanari, and Gerald Portante, Members.
Also Present: Maren Toohill, Town Planner.
Absent:

The Pledge of Allegiance was recited and the meeting started at 6:30 P.M.

1. Board Business:
   A. Board Elections – Hueston announced the resignation of Ed Mullen from the Planning Board, and his new position of Building Commissioner for Littleton. Related business;
      i. Mullen's planning board position needs to be filled through a selection process. To do that, there will be a joint meeting of the board of selectmen and the remaining members of the planning board on Monday, January 27th, 2020, at 7:15 PM in room 103 at 37 Shattuck Street to vote to fill a vacancy in the Littleton Planning Board through the May 2020 town election. Qualified registered voters of the town of Littleton are invited to apply for the opening. Interview date to be announced. New member applications forms can be found in the town website. Applications must be received by January 22nd and sent to the board of selectmen’s office.
      ii. The remaining planning board members must vote on officers who will preside from January 9th meeting until June 2020, when new officers are elected for the following year. Laterzo nominated Hueston to be chair. Montanari nominated Portante for the position. Hueston suggested postponing officer elections until the meeting when a full board is available, and continue working with her as acting chair. Laterzo agreed. Portante proposed Montanari should be acting chair. Toohill indicated that regulations state the vice chair acts as chair when the chair is not present. Therefore, any change to that would require a vote. The vote was a tie, therefore the board will continue working as is with Hueston being vice chair, until a 5th member is appointed.

   B. Public Input - none

   C. Board Member Updates: 5G, Station area Study:
      * 5G: Montanari and Portante met with the Littleton electric light department (LELWD). It was agreed that LELWD will take care of what they own. They will write the bylaw, and the planning board will propose a bylaw that covers non-municipal areas where the poles will be installed. To be jointly drafted by town council and LELWD council.
      * Laterzo gave an update on the Littleton Station; she is expecting a report from Judy Barrett within a week. Will review it and schedule a meeting to update the public.
      * Hueston gave and update on the joint meeting with the board of selectmen in which they discussed Transfer of Development Rights (TDR). It is a planning tool intended to
help towns keep development only where wanted. The planning board received a proposal from MAPC, and will be discussing it at a future joint meeting. If the town were to contract out for a TDR study, would be able to use grant funds received from the Executive office of Energy and Environmental Affairs (EEA) in the fall, and have the work done. Also discussed at the joint meeting; revitalization of the common, the train station area, and a housing topic related to Governor Baker’s house bill #3507 regarding housing increase in MA. Needham sent Littleton a letter requesting support to modify what the bill does. After discussions, it was decided to instead draft a counterpoint letter and send it to the senator, the representative, and a copy to Needham. Toohill drafted that letter and distributed it to the planning board for review. Montanari motioned to approve the letter to be sent to the representative, the town of Needham, and the selectmen, for their approval. Portante seconded. All in favor.

D. Bills and Payroll: Done

E. Budget: Toohill indicated the budget director sent a preliminary budget draft to the finance committee and the board of selectmen containing the same budget information presented to the planning board at the December meeting. They will start the FY21 budget discussions with that document. Some of the items are still pending decisions by others. Toohill and Hueston will go the Finance Committee on Tuesday, Jan. 14 at 6:00 to answer any questions.

F. Minutes: Dec. 5, 2019: Hueston motioned to approve the 12/5/19 minutes as written. Portante seconded. All in favor.

2. Bennett Orchard Subdivision – request for bond reduction: No representatives present for the discussion; will be rescheduled for the next meeting.

3. Continued Zoning Bylaw Public Hearing – Form Based Code for Littleton Common: The Continued Public Hearing was opened and immediately continued to Monday February 10th, 2020 at 7:00 PM in the Fire Department Community Meeting Room at 20 Foster Street.


Tom Bigelow and Michael Buraczynski from Green International Affiliates (GIA), Bruce Ringwall and Mark Lavallee of GPR, representing the applicant, were present for the hearing. GIA conducted a peer review on the density yield plans, per the planning board’s request at the last meeting on 12/5.

Mr. Bigelow indicated they have 13 comments on the density plans they received in December 2019. They started the peer review week of 1/6, and submitted the findings to the planning board.

#1 - relates to the shape criteria. There are 4 lots with shapes that are equal to 0.4. The zoning regulations require lots shape of greater than .4 for that calculation. The comment for the applicant is to revise that. In addition, one of the lots, based on the table the applicant provided, has a shape of .1, which is well below that criteria, believed to be due to a miscalculation of the perimeter of the lot. Asked the applicant to confirm. Historically, all other density yield plans have lot shapes of .4 or greater. Recommended the applicant revise the sizes and shapes of the lots to be .41 or greater.
#2 is a minor comment regarding the setback requirements.
#3 must be revised as part of how the density plan is currently shown. They do not show any lot that has less than 3600 [sic] sf of uplands area. However, there is no wetland replication shown, so that criteria may not be met, depending on the square footage of the wetlands that would need to be replicated on the site.

#4 - applicant shows 2 dead end streets. The previous density yield plans shows only 1 dead end Street. The intersection within the subdivision does not meet the subdivision requirements of 300 ft; between Tahattawan Road and the first intersection of the subdivision is 260 ft. The proposal is to change that footage to 300 ft.

#5 - the dimension showing the width of the proposed right of way doesn’t meet the subdivision requirements for a lane.

#6 - access strips for lots 12 and 14 - comments about access strips and how those lots would be accessed via the driveways; there is steep topography on those access strips which would potentially result in creating offsite, not within the subdivided parcels, but onto adjacent parcels. GIA suggested those driveways be shown and potential grading for those lots be accounted for, within the density plan.

#7 - related to driveways servicing specifically lots #9, 6, 12, and 14 - there are no driveways shown on the density yield plan. GIA’s view is based on the assumption that all driveways are going through the accesses strips on each one of those lots. Those are all reduced frontage lots, with 35 access strips, either out to existing right of ways such as Tahattawan, or Harwood, or some of the new right of ways that the applicant is showing. Should those driveways go through those access strips, there would be significant wetland filling, and mitigation that would have to be provided.

The Littleton wetland bylaw requires a 3 to 1 replication rate, so for every 1000 sf of wetlands, 3000 sf would need to be replicated. GIA recommended an approximate wetland filling for every one of the proposed driveways should be determined by the applicant. A replication area shown may ultimately affect the viability of the lots.

The wetlands regulation also has a 50 f no disturbance buffer, lot 14 may not be viable. Not stating it is not viable, but feels the driveway access information should be shown for a proper determination. Without the driveway locations being shown, the assumption is that they all go through the access strips, and by the calculations, if they do, over 5000 sf of wetlands would have to be filled, triggering MEPA review. They have some exceptions, but do not historically grant an exception for residential subdivisions. That would impact the viability of some of the lots and the number of lots that would be obtained on this parcel.

#9 relates to the rivers protection act, and showing the 200 f buffer that is associated with river front area. At least 1 if not 2 streams require 200 f river front buffer not shown on this plan. In conjunction with that, within the river front area, it is not allowed to have 10% of a lot within that area to be impervious. It appears that lot 14 would exceed that requirement. That is the reason GIA prefers having the driveways shown on the plans. There is no storm water mitigation shown on the plan, no areas reserved for infiltration basins and no real discussion of that on the plan. That has been shown on the previous density yield plan, and that was shown on a number of other applications and approvals that have been before the board. That is something that needs to be shown, as it speaks to the viability of the lots and some of the areas where storm water mitigation maybe needed.
There is a no disturb zone that should be associated with the wetlands on lot 6. It appears that the dwelling on lot 6 is just about on the 50 f of the no disturb zone, if not a little within it. That line needs to be shown and confirmed it is in fact outside the no disturb zone.

Based on the information provided, it’s unclear that lot 14 is a viable ANR lot, and that goes back to the bonus density the applicant is seeking. There is quite a bit of wetlands filling that would be required if it were an ANR lot, and the access to that would have to remain within that access strip. Determining the wetland impacts associated with that, and presuming it were an ANR subdivided lot, it needs to be shown to determine if it is eligible for bonus density.

Mr. Ringwall stated that they had, at the last meeting in early December, agreed to modify the density yield plan and there was discussion of providing a plan that met all requirements of the zoning. Indicated they went through the regulations and looked at previous plans; agrees that they need to do a much more detailed plan to show that these lots meet the requirements and to address the concerns that GIA has raised. Several lots have common driveways. Understands there is some topography and wetlands to be dealt with, and feels they can be addressed. Will revise the following in the plan they will submit:

#1 - Will show greater than .4.
#2 - Common setback should be 30 f from all property lines; clarified that it should say “frontage line”. Modified that on lot 11 to indicate “frontage”. Changed all setbacks to 30 f.
#3 - In agreement. All areas meet the upland requirement, and will show the replication area in the future.
#4 - shifted out the left hand spur, Alfred Trail, another 35 f. Meets greater than 300 F setback from center line to center line with Tahattawan and the proposed way. Modified the lots around it to meet that requirement. Added the width dimensions to the circle on Alfred Trail to show they meet the subdivision requirements. Regarding the access strips steep topography for #s 12 and 14; will have a shared driveway, not individual “neck” driveways. Regarding the comment on the driveways constructed for #s 6, 9, 12, and 14 having impact on the wetlands; the only necessary wetlands crossing is for lot #6. They added the 50 F buffer.
#9 – the river’s front line; it was there, just not bolded and labeled. It has been done.
#10 – 10% minimum; have run calculations on it and show they are well below the 10% area allowed. Will show those calculations in the response to this issue. Regarding storm water standards; will show drainage in a general manner. Question whether lot #14 is viable – stated the lot meets all zoning and subdivision requirements for the area. It will share a common driveway with #13.

Planning Board members comments:
Portante asked if the applicant needed to re-calculate the original yield plan. Mr. Ringwall replied this is the revised, re-calculated yield plan. Includes the wetland demarcations, and the 200 f buffer. The result of the recalculations is that there are still 14 lots as per the previous density yield plan. For the board’s determination if, when certain ANR lots are removed, it will grant bonuses for them. Need to make sure the lots meet all requirements. The plan needs to be modified to prove that, based on their review.
Hueston added that the plan GIA reviewed is the one from December 2019. Indicated the best course of action is to wait a month, until a new plan is available.

Public comments:
Don Maclver, from the Littleton Conservation Trust: commented about the open space.
Mark Gallagher, 307 Harwood Ave. – asked if GIA looked at the applicant’s comments about the septic viability during their review. GIA responded they did not review the septic viability. They coordinated with the town on that, and understood the board of health would review septic systems.

Mr. Gallagher also asked: since December 5th, the applicant has shown on the plan that there are 4 lots that do not have any testing. The zoning bylaw refers to the subdivision regulations, which require that every lot to be counted on the density yield plan show a 4 bedroom septic on it, which the applicant has done during the course of this approval process. There are 4 lots on the plan that are based on soil analysis, not on deeper perk hole testing on each lot. Who is going to be tasked with making a determination on that specific course? Toohill replied that it would be the planning board’s decision. Mr. Ringwall explained that 2 of the lots have testing in close vicinity to the system, within 30 to 50 ft, and it’s all consistent. The systems were designed based upon the abutting testing. There is testing on either side showing consistency.

Mr. Ringwall indicated they have gone for the larger systems in the area, with the slower perk rate. Have also used the NCRS soil mapping which the soil testing on the site confirmed across the site, and got consistent results according to the mapping. Did not bring equipment into lot 6, but that area has soil similar to the soil in the meadow, therefore they put a system of that size, showing that it meets the appropriate setbacks.

Looked at other developments, Couper Farm being one of them. It stands out as an example where there is very little soil testing. Understands the planning board asked to have some testing done on one section in that development. That was done and a sample result produced. In contrast, the applicants have dug 60 deep holes and almost as many perks out on the property, and have results that show the data. The soil is working and matches up with the mapping. As has been shown in the open space plan, the applicants plan to use a common leaching area and meet the requirements of Title V, whereby if the town has an open space bylaw, a cluster system for the use of the development is allowed.

Montanari asked which lots aren’t tested. Reply from Mr. Ringwall: lot 6 is not tested. Soil testing for lot 8 was done on the roadway, adjacent to the system. Soil testing for lot 7 was done at lots 5 and 3. Lot 9 had testing in the access to the upland island.

Hueston stopped the hearing to open another public hearing, scheduled to start at 7:30. That hearing is to extend special permits to 225 Taylor Street. Latero read the Public Hearing Notice, the Board suspended the Public Hearing for 225 Taylor Street until the Healy Corner issue is concluded for the evening. Discussion on Healy Corner continued.

Mr. Gallagher paraphrased that the viability of all the lots within the proof plan is based upon requirements in the subdivision rules and regulations, which included the viability of septic design. Indicated there is no waiver available because there is no testing in the location of the lot. Stated that there was a proof plan provided to the planning board, upon which decisions were made. That plan had shortfalls, identified at the last meeting, resulting in the reduction of 1 lot. Asked how many more times is the plan allowed to be modified. The applicant makes changes each time, based on the issues/adversities discussed. The adversities of this property cannot be avoided. There is a significant amount of wetlands, setbacks, a riverfront and a lack of testing. There are failures on the upper properties, on the 30 f between the properties on his plan, within 10 and 15 f of each other. How does someone, GIA, board of
health, set the rules for what this applicant has to do? It is in the subdivision rules and regulations. Are we to accept that it is written in a book somewhere, that the soil testing doesn’t need to be done? The applicants keep twisting the plan to meet their criteria. It’s very clear they can’t get the density they are trying to acquire. Why not roll back the density and let them meet a supportable number? Mr. Gallagher indicated he has written letters and attended hearings, and the plan keeps changing.

Mr. Ringwall stated that the rules do apply and they are following the examples that have been set by previous submissions. There is one failed perk, and it is on the far right side, very close to Mr. Gallagher’s property. That is the only failed perk out of the more than 60 perks done on the property. They have shown compliance with title V. Plan modifications were made to adjust the original plan which was originated based on assessors’ maps and recorded plans. Have since then had a perimeter survey done, the wetlands fully delineated, and all land lines located. That information has been added on the revised plan.

Feels they are meeting the regulations. When told that the lot with reduced frontage had necks that touched the back of another neck, they modified it. Felt they had the areas for the co-efficient shape factor. They are adding driveways, adding to a level well beyond what other density plans have shown in the past. Are not making changes, but addressing the concerns.

Montanari expressed concerns about the 4 lots that haven’t been tested right on the middle of the lot. The previous open space developments have been made to have the lots tested if there were any questions at all.

Hueston requested that Mr. Ringwall and his client look at complying with what the peer review has recommended, and make sure all proposed lots have the appropriate perk tests. In this process, the applicant should return after revisiting all the issues and going through another peer review. Doing so will ensure that there is a clean slate when they return. That, including the peer review, needs to be delivered to the board at least 1 week prior to the planning board meeting, otherwise it can’t heard. Recommended all open comments from GIA be worked out prior to the meeting.

Portante stated that there is a legitimate concern about the open space. There is no conveyance of open space or significant usable open space. Mr. Ringwall explained that the planning board recommended putting the development in the meadow, and to stay away from other areas that would become open space. There are 30 acres of conservation restricted land, 1/3 of which is an open space parcel that will go to the town or another entity. Approximately 2/3 is on another lot is conservation restricted. The open space parcel itself fully meets the bylaw on the coverage issues.

Hueston stated that there will be a subdivision on the site at some point. It’s just a matter of how many homes will be on it. The board will continue to work with the applicants to specify what it will look like, making sure it will abide by the zoning bylaws, storm water requirements, and similar.

Mr. Gallagher asked: has there been a request to town council to provide an opinion, about whether the open space that is being offered in this open space plan meets the requirements of the zoning bylaw and subdivision rules and regulations? It (this application) is very different from Couper Farm or others that have come before it, where a significant amount of the property that the planning board voted on was originally promised as open space now has a conservation restriction owned by private ownership. Has the planning board checked to see if it will meet the “litmus” test? And secondly, the board of health, Jim Garreffi, had written questions about it meeting the requirements of state law. Is there an opinion other than the
applicant’s to confirm that the open space they are providing and the open space they are restricting, do in fact does meet Title V and zoning bylaw ordinance? Hueston replied that town council will be asked.

Toohill recommended the applicant seek an extension of the time frame to file a decision. That date is currently January 16th. After discussion, it was decided to extend it to March 12th, 2020. Montanari motioned to extend the date to file a decision to March 12th, 2020. Laterzo seconded it. All in favor.

Michael Rassias, 272 Harwood Ave., asked if the wetland buffer is 100 f for no structure, impervious area. Asked the board to explain the limitations on the 100 f buffer versus 50. Toohill indicated those are conservation commission questions. Any work within the 100 F of the wetlands goes to the conservation commission for review. Mr. Ringwall expanded that any work within 100 f of the wetlands or 200 f of the riverfront is required to be filed with the conservation commission and DEP. Under the local bylaw, there is a 50 f “no disturb” zone, for which a waiver must be granted if any work is being done in the area.

Mr. Rassias asked further questions about the effects on the wetlands in the area, replication and impervious area of the driveways. Are the structures being built, being added to the impervious area? Hueston answered yes.

Mr. Rassias continued with questions about the roadway. Concerns with the independent final assessment; is there an available survey plan that include the grades? It talks about a 2% grade up Hardwood. Indicated he measured it at 6%. Mr. Ringwall explained that there public records, a survey plan and an existing conditions plan on file with the town. Mr. Rassias continued; the approach speeds at peak hour are mentioned as 37 and 41 miles per hour. What is the braking distance for that speed? Mr. Ringwall answered he didn’t know, but it is in the traffic report. Mr. Rassias explained his concern; that a 6% grade is considered extreme, per the highway administration guidelines. Additionally, the road crest at that point, and there is terrible sun glare through most of the area increasing the risk. The conclusion is that motorist would be coming up a steep grade, with speeds above what they looked at, where the braking distance is beyond the distance they measured, and they crest. There are still some concerns to be addressed.

Mr. Ringwall replied: the slope from west to east on Harwood Ave. could be at 6%, has not been calculated in some time, but it’s going uphill. Per the MASS DOT charts, when going uphill the braking distance is reduced, and increased when going downhill.

Hueston recommended that it would be constructive for the abutters and applicant to meet, discuss and solve this traffic issue.

The hearing will be continued on Monday, February 10th, at 8:00 PM, in the Community Meeting Room, at the Littleton fire Department, 20 Foster Street, on a motion from Montanari, Portante seconded. All in favor.

5. Public Hearing – 225 Taylor Street – renew prior special permit: Major Commercial or Industrial Use; Aquifer and Water Resource District: and modify Site Plan:
The Public Hearing for 225 Taylor Street resumed. Will Park, civil engr. at SMMA in Cambridge and Ed Scioli, the owner and applicant from the Gutierrez Co. were present for the hearing to request a modification to the existing plan to avoid impact to the wetlands. Summary: the project located at 225 Taylor Street received site plan approval in 2003. There are 3 building totaling 30,000 sf. There is an onsite water treatment facility and dispersal field. MASS DEP upgraded their storm water management regulations in 2008, and the town of
Littleton updated their local wetlands bylaw several years ago to strictly prohibit disturbance of wetland resource areas and restrictions on use and disturbance on the 50 f and 100 f buffers.

Approximately 1 year ago, the applicants submitted a notice of intent to the conservation commission with the previously approved plan. Through several meetings with the conservation commission, it was clear that there used to be an internal access drive at the location connecting the 2 main building pads that disturbed close to 5000 f of wetlands.

After several meetings with the commission, a meeting was held with representatives from planning, conservation and the owner, during which it was mutually agreed that removing the internal access driveway was in everyone’s best interest. That is the revised plan for the conservation commission. It is still an open hearing, and is in the agenda for Monday evening, 1/13.

The applicants showed the comparison plan, illustrating the currently proposed plan with the previously approved plan, with impact reduction. Added storm water recharge to comply with MASS DEP storm water regulations. Seeking approval for the proposed plan. There are also 2 special permits for this project, for which they are seeking extensions, to allow Gutierrez to maintain active permits, critical for attracting top tenants to the site.

GIA and the conservation commission have reviewed the proposed plans.

Laterzo indicated support for the special permit renewal. No other comments from the board.

**Public comments:**

Dennis Sweeney, representing the Sweeney family, stated that he represents owners of 96% of the site. Stated he objects to the plan. Feels the Gutierrez Co. have been “big game poachers”, and are illegal, fraudulent interlopers to the Sweeney family. Indicated the Sweeney family has just received an 8 day notice for the public hearing. Feels procedure wasn’t followed, as it must be a 21 day notice. Was unable to adequately prepare for the hearing.

Indicated the Gutierrez Co., who own less than 6% of the land, had made a promise to the Sweeney family, and have breached the contract. Indicated he has objected to the superior court, and has a $15M court order that the Gutierrez Co. pay him and his family. The court order indicates the Gutierrez Co. has fraudulently represented themselves to the town of Littleton and the Sweeney family.

Gutierrez never notified the Sweeney family of this hearing, and are violating UCC regulations. Feels this is a complete fraud being perpetrated on the town of Littleton. The $15M awarded to the Sweeney family by the Supreme Court shows that this is wrong. Holds the planning board responsible for any decision made that would further corrupt the process. Asked the planning board to require the Gutierrez Co. to submit to the board a verified affidavit stating that they have legal interest in the property, so we don’t carry on this absolute fraud. Mr. Sweeney indicated he represents 80% of the Sweeney family who owns 96% of the property and rejects the plan outright.

Montanari indicated the Gutierrez Co. has had the plan for 20 years. Until the board receives documentation from a judge stating they have no right to the property, the board has to extend the permit; he suggested that the board extend the permits that are in place.

Laterzo stated she doesn’t feel comfortable extending the permits based on the presented information, questions who owns the majority of the property.

Portante asked if there is any documentation to disprove the applicant doesn’t own the property. Toohill replied no.
Montanari proposed continuing the hearing in a month, during which time Mr. Sweeney can submit documentation from the court indicating the applicants don’t have control of the property. Or an affidavit indicating they do.

Toohill recommended consulting town council. Hueston confirmed the board will consult with town council and continue the hearing February 10th.

Montanari motioned to continue the public hearing to Monday, February 10th, after 6:30 PM in the Fire Department Community Meeting Room at 20 Foster Street. Laterzo seconded. Mr. Sweeney interrupted the motion to ask to be notified of any and all hearings regarding 225 Taylor Street, Littleton. Was directed to file a request with town clerk.

The Board voted 4 to 0 to continue the Public Hearing.

6. Consolidated Public Hearing – 151 Taylor Street – Major Commercial or Industrial Use Special Permit; Aquifer and Water Resource District Special Permit; Site Plan Review of Warehouse Proposal: The Public Hearing for 151 Taylor Street was opened with the reading of the Public Hearing Notice. Present for the public hearing were: Mr. Hills; Mr. Matthew Costa, engineer; Mr. Todd Morey VP of Hills Associates; Northbridge owner Mr. Owen Orr; Mr. Douglas Halpert, Traffic Consultant; Mr. Daniel Holmes, attorney, and Mr. David Roufliard, project manager with the contractor.

The proposal is to upgrade a previously developed site. Applicant is NBP Partners II, LLC Northbridge. Mr. Hills presented the proposed plans for an overview and site location. The proposal includes curb widening for easier truck maneuverability, re-positioning of the building, staying within the disturbed area, improving the storm water management system, with roof and parking lot run-off drained separately. Plans meet the DEP requirements. Will landscape with 54 native trees and shrubs. Met with fire chief who confirmed the plans meet requirements for the widest trucks. The building will likely be used for receiving and distribution.

Mr. Halpert, with GPI traffic consultants, indicated he submitted a traffic study in December 2019. Presented an overview of the traffic study, the study area, collected traffic data in October of 2019, while school was in session, highest traffic period. Reviewed collision data available from MASS DOT. For the last 3 years, all study intersections had less than 1 collision per year on average. Reviewed site intersections for the study area, and found that the site driveway meets and exceeds requirements. Concluded there are no significant safety issues associated with the project at any of the study intersections, and no specific required mitigation regarding the traffic analysis.

Montanari reiterated the project is to do a site upgrade.

Hueston asked about site elevations. Mr. Hill presented the area of the plan showing the septic area. Indicated they have dug site samples, and that the water table is 8 or 9 f, highly permeable. The plans show a modified system, from 6000 to 3000. Showed details of the drainage system. Indicated there is no change to the elevation.

Hueston asked about the plans for the demolition of the existing building. Mr. Morey indicated they have had a materials assessment done, and that given the age of the building, there are some components that have to be dealt with. The building will be fully demolished, and foundations and slabs taken out. If the slabs can be “pulverized”, and reused as part of the grading under the future parking lots, they will do that. Hueston asked about the demolition containment plan, seeing that it is very close to the wetlands. Reply: they will set up a
perimeter area around the building, which will almost fold in into itself. It will come down piece by piece, and take approximately 3 weeks.

**Public comments:**

Don Maclver, 43 Foster Street – expressed concern about the wetlands. Proposed doing a conservation restriction on some of the wetlands or gifting some of the property to some public entity. Explained that it’s all part of Beaver Brook watershed, which is upstream of the drinking water wells. Asked for a meeting with the applicants to discuss. Mr. Hill stated that the site would never expand beyond what already exists. The risk with a conservation restriction or gifting some of the land is that it then becomes a non-conforming lot. Is willing to work something out.

Mr. Sweeney asked the dimensions of the building. Reply from Mr. Hill: approximately 380f x 200f. Will provide the actual number. Mr. Sweeney stated he researched all commercial/industrial properties from Westford to Marlboro. The regulation of the town in the industrial A zone is a 20% footprint. The proposed building looks like a very large square footage increase to what currently exists. Stated to the planning board that this building is going to be exceed the 20% footprint. Whatever is allowed on that site, should be equally allowed on the Sweeney site at 225 Taylor Street. Will abide by the planning board’s decision, but doesn’t want to see an organization get any special privileges, disproportionate to other sites in Littleton. Pointed out this site is in the headwater of Beaver Brook valley, and the problems that the town of Littleton is suffering with the site that is just below, in the Withcomb Ave. property. Asked the planning board to give consideration and be impartial. The board is allowing one company to expand its building to land ratio on a site plan, and he feels that is a selective and discriminatory practice. If the current building site is 20% impervious to the overall land, than that is what it should remain. Mr. Hill explained: the total acreage of the site is 28.7 acres, 5.1 of which are being developed. Allowed 30%.

Montanari indicated that, when approved 30 years ago, the building and parking lot were 30%. The current plan is still under that.

Mr. Hill clarified the dimensions of the building are 300f x 436f. The current building is 100,000 sf and was previously approved for 144,600 sf. Montanari concluded the plan is well within the foot print.

Mr. Hill stated they are replacing asphalt with roof tops, creating a net positive for the environment.

The hearing will be continued on February 10th, at 6:00 PM at the Fire Department Community Meeting Room at 20 Foster Street on a motion from Montanari, Portante seconded. All in favor.

7. **93 Foster Street/Vilcans Property Subdivision “The Homes at Croft Corner”, AKA Highland Park** – endorse plan, vote on covenant, receive update on construction schedule:

Daniel Carr from Stamski and McNary representing the applicants was present to answer any questions prior to application approval. Toothish confirmed town council has reviewed all the documentation presented. The board endorsed the plans.

8. **199 Whitcomb Avenue – Scenic Road Review – The Smith Conservation Land Trail stone wall opening:**
The Sudbury Valley Trustees would like to create an opening to their newest trail on Withcomb Avenue.

Public input:
Don Maclver, Littleton conservation trust – indicated this is a simple opening for safety and there is nothing special it.
Montanari moved to approve the opening of the stone wall for the scenic roadway for Withcomb Ave. property of Sudbury Valley Trustees. Portante seconded it. All in favor.

ADJOURN — Meeting adjourned at 9:12 PM.

The next meeting is scheduled for Monday, February 10th, 2020.

DOCUMENTS: (location — attached unless otherwise noted)
Agenda
Public Attendance Sign-in Sheet
DRAFT Planning Budget
Healy Corner
  Density Yield Plan Dec. 2019
  Peer Review 1-9-20
225 Taylor Street
  Application
  Public Hearing Notice
  Site Plan
151 Taylor Street
  Site Plan Review Cover Letter
  Application Forms
  Public Hearing Notice
  Site Plan cover sheet (see Planning Board files for remaining plans)
199 Whitcomb Ave. Scenic Road Review
  Scenic Road Review letter request with details and photo
  Draft Decision
DRAFT January 9, 2020

Littleton would like to offer a counterpoint to the Needham letter of October 2019 regarding House Bill 3507 – Governor Baker’s “Housing Choices Initiative”.

The Town of Littleton has also been following the progress of Governor Baker’s “Housing Choice Initiative”, including House bill 3507. Increased availability of housing options and affordability of housing in Massachusetts, and in Littleton are important goals. The draft bill eliminates the longstanding requirement of a two-thirds local legislative majority to amend city or Town zoning. Massachusetts is the ONLY state in New England to require this challenging supermajority vote, and one of only a handful nationwide.

Littleton has successfully and in good faith worked within the existing structure to achieve well over ten percent housing goal established under MGL Chapter 40B, yet we have not yet met all the local housing needs for Affordable housing. Our seniors, veterans, and young adults cannot find housing in Town, even though Littleton has reached 12.9% on our Subsidized Housing Inventory.

In November 2017, the Town of Littleton updated its Master Plan and to ensure equitable development in its community Littleton must provide opportunities for residents of all ages, backgrounds and incomes to have suitable, good quality housing. To achieve this Littleton must maintain a diverse mix of housing options so that existing residents are not “priced out” as the Town continues to grow and its housing increases in value.

According to its Housing Production Plan, Littleton’s housing stock is out of balance and currently our community offers very few housing choices outside of traditional single-family units. 88% of Littleton’s Housing stock consists of single-family units while only 12% of its housing stock consists of multi-unit dwellings. Age Groups 24-34 and 60+ are mostly affected by the lack of housing options in Littleton and as a result Littleton’s population of ages 24-34 is below the state average while over 30% of its population is over the age of 60.

Littleton’s unbalanced housing stock is also affecting its ability to attract and retain employees in the areas of emergency response, education, infrastructure, hospitality, utilities and repair. “Millennials” are expected to overtake Boomers in population in 2030 as their numbers swell to 73 million and Boomers decline to 72 million. Ages 24-34 are seen as essential for urban prosperity and while cultural amenities are an important selling point, one the biggest obstacles to attracting and retaining young adults in the community of Littleton is affordable housing.

Littleton’s large stock of single-family homes currently owned by senior citizens represents a potential opportunity to attract young adults and families to our community. However, making this transition requires that seniors have attractive, affordable alternatives to their current housing and young adults have that same opportunity so they can remain or move to Littleton. Simply stated, a variety of housing types in Littleton is needed for people trying to build a life as an adult as well as people trying to preserve the life they have built.
Littleton Board of Selectmen, Planning Board, and Affordable Housing Trust have each voted to oppose Needham’s suggestion that a municipality should hold a different status in the affordable housing discussion based on whether or not we have reached the 10% minimum planning threshold on our Subsidized Housing Inventory. There should be a level playing field so all cities and Town can address the current housing crisis on equal footing.

In addition, the Planning Board and Affordable Housing Trust voted unanimously to support HB 3507 with no amendments.

Littleton urges continued discussions of how to break the housing crisis and provide more affordable housing—both additional housing units and homes that are affordable to more residents.
MISSION OF THE OFFICE
The mission of the department is to support the Planning Board, the Master Plan Implementation Committee, the Affordable Housing Trust, and to support the work of the Town by providing technical advisory services and coordination with Town officials, residents, developers, attorneys, project engineers, and committees on issues involving planning, zoning, economic development, re-development, and updating and implementing the Master Plan.

DESCRIPTION OF SERVICES
The department provides ongoing staff services directly to the 5-member elected Planning Board, the 7-member appointed Master Plan Implementation Committee, and the 7-member Affordable Housing Trust to work to implement recommendations of the Master Plan, support the work of the Affordable Housing Trust, and coordinate with other Boards and Departments on priority planning issues. The department processes and reviews development applications, oversees contracts for peer review of engineering plans and calculations, and contracts for subdivision construction inspection consultants. Staff serves as advisor to the Town Administrator, other Boards/Commissions and Departments on issues relating to land use, planning, zoning and development. Staff consults directly with Master Plan, Area Plan, and zoning consultants, as well as property owners and developers. Staff also provides support services, assisting with office coverage for Permitting/Building Department, as necessary, along with support services for Planning Board, Master Plan Implementation Committee, and Affordable Housing Trust.

PERFORMANCE/WORKLOAD INDICATORS

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<th>Indicator</th>
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<td>1 Senior Housing Forum</td>
<td>1 Senior Housing Forum</td>
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<td>Number</td>
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Town of Littleton Fiscal Year 2021 Budget

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<tr>
<th>Subdivisions Approved/Under Construction</th>
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**DEPARTMENTAL SERVICES**

Listed below is a brief summary that identifies functions, programs, services or units most essential to protect. While not an exhaustive list, the top five services provided by the department in order of priority are as follows:

1. Staff Planning Board Office — provide professional interactions with applicants, residents, developers, town officials, and other boards/commissions, as well as support Planning Board in conducting official Board business in a timely and professional manner. Maintain Public Records as required. Assist with Open Meeting Law compliance.

2. Staff Master Plan Implementation Committee — provide staff support for all functions of the Master Plan Implementation Committee, including scheduling, posting, attending, preparing minutes, and providing follow-up for all MPIC general meetings and subcommittee meetings, and act as the primary contact for the Master Plan consultant. Follow-up with implementing recommendations of the Master Plan.

3. Provide staff coverage assistance to Building Department, Appeals Board, Board of Health, and Conservation Commission offices — assist in maintaining office hours and support continued communication with applicants, residents, and Town officials. The Planning Department Clerk (19 hours a week) frees professional staff from administrative tasks.

4. Support Town Goals relative to planning and economic development: coordinate with appropriate Boards, Committees, and Departments to further address Town Goals, including supporting Zoning Bylaw Amendment process and Town Meeting preparations as needed — provide support to assure Planning Board members and residents have appropriate information for informed votes on development proposals as well as proposed Zoning Amendments at Town Meeting.

5. Attend training seminars & conferences; update professional knowledge and maintain professional contacts.

**OTHER PRIORITIES NOT IN TOP 5:** Codify Planning Board procedures. Support activity of Transportation Advisory Council, Economic Development Committee, Insurance Advisory Committee, Hazard Mitigation Plan Committee, Stormwater Group, Land Sale Committee, Community Preservation Committee, Bicycle and Pedestrian Advisory Committee, or other Boards and Committees as requested — provide professional input, support, and opinions for activities of Town Committees, Boards, Officials, and Departments. Support Grant Writing activities for pertinent municipal grants.

**SERVICES OF A WELL-STAFFED PLANNING DEPARTMENT COULD INCLUDE:** Many Towns address historic preservation, affordable housing, scenic road preservation, economic development, GIS mapping, coordination with regional and state-wide planning agencies, consultation/cooperation with other Towns, and other similar tasks with professional-level planning staff.
Town of Littleton Fiscal Year 2021 Budget

Major Accomplishments
FY19 and FY20 to date accomplishments include completion of the "Littleton Revitalization Road Map", ongoing work on the Littleton Station Area Study under a $65,000 MassHousing "Planning for Housing Production" grant of and FY20 EEA Planning Assistance Grant award of $50,000 to continue work on Form Based Code, Transfer of Development Rights, and Littleton Station Area.

Departmental Goals
Provide a professional level of planning services for Littleton.

Budget Narrative
Expenses: General departmental expenses primarily consist of standard office supplies, advertising costs for public hearings, postage, training workshops for volunteer Board members. FY21 Budget expense request better reflects costs of doing business, and adds Professional Development for 2 professional level employees, and increases training for volunteer board members.

$10,000 for Master Plan Implementation is requested by the MPIC in FY21 to support community outreach activities, including public forums and mailings.

$35,000 for Economic Development is requested by EDC in FY21 to undertake community economic development outreach; the Department will seek matching state grant funding.

Personal Services - The FY21 budget would add one professional level FTE, bringing the Planning Department staffing to 2.475 FTE. All non-union employees of the Town, including the employees of this office, are subject to the wage and classification plan under the Personnel bylaw. Two current employees in this department will receive a step increase in FY21.

Budget Highlights - changes from previous fiscal year
Salaries - adding 1 FTE and increased steps as warranted using FY21 grid

Expenses better reflect actual costs, including Professional Development - attending 1 State or Regional Planning Conference; Board member training; and support for outreach activities

$10,000 request from MPIC for Master Plan Implementation to support community outreach (forums and mailings) for ongoing projects (infrastructure improvements in Littleton Common; .

$35,000 request from EDC; for project "Support Littleton" to undertake economic development work; will seek matching state grant funding; this work in accordance with the 2017 Littleton Master Plan

This request takes the "Support Littleton" project through the first two of three major steps A, B, and C below.

A) The first is the gathering of and integration of data, information, for the purpose of defining what constitutes economic development for Littleton in the context of its location and resources. The output for this phase is the setting of specific aims for Economic Development which in turn are used for an action plan and its execution. This process will include input from and perspectives from the following:

1) Metropolitan Area Planning Council
2) MA Department of Housing and Community Development
3) Experts from business schools and labor organizations
4) Littleton Professional Staff, BOS, PB, and FinCom

The output will include one or more documents which capture at the least the aim(s) of ED for Littleton, the
Town of Littleton Fiscal Year 2021 Budget

definition of feasible candidate industry and labor sectors consistent with achieving the aims in Littleton that informs the strategies and steps to be employed to execute a plan that achieve those aims. The document will be prepared with the help of a consultant with the requisite skill set. Anticipated costs: $10,000- fees for presentations by experts; $15,000- fee for preparation of aims, targets; and $5,000- admin assistance

B) Support Littleton Public Forums: Public Outreach hosted and conducted by EDC: $5000
The outreach produces further refinements and information from the residents and stakeholders of the aims and targets.
C) Next step - FY22: a Road Map and execution of the steps needed to realize EDC's "Support Littleton"; additional funding to be requested next FY.

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<th>175 - Planning</th>
<th>FY18 Actual</th>
<th>FY19 Budget</th>
<th>FY19 Actual</th>
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Staffing

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<th>Grade</th>
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<td>Maren Tochill</td>
<td>Town Planner</td>
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<td>Lucia Rheume-Pacitti</td>
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Department Total | 2.475 | $188,699 |
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<th>NO.</th>
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<tr>
<td>1</td>
<td>D6</td>
<td>§173-29</td>
<td>Lots 6, 8, 10, 12 and 14 face lots with slopes equal to 0.4. Lot 11 has a lot slope value equal to 0.3 based on the values in the table. For the Zoning Regulations, all lot slopes should be greater than 0.4. The Applicant should review these slopes to be greater than 0.4 or greater. Similar projects such as Yankee Estates, 33 Foster Street and Cooper Farms included lot slopes greater than or equal to 0.4 for their D6 Yield Plans.</td>
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<tr>
<td>2</td>
<td>D6</td>
<td>§173-148</td>
<td>The minimum setback for the property lines of the Residence District, the Applicant should review the setback shown in the south side of Lot 11. This will not affect the viability of the site.</td>
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<td>3</td>
<td>D6</td>
<td>§173-2</td>
<td>The lot area subdivision requires the lesser of 30,000 ft. or 90% of the lot be not a wetland. The density yield plan indicates compliance with this requirement.</td>
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**SUBDIVISION**

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<tr>
<td>4</td>
<td>D6</td>
<td>§140-13.D.6</td>
<td>The subdivision shall be a minimum of 200 feet apart. The boundaries of the subdivision are approximately 200 feet from the proposed interchange. The measurement was taken free center of each intersection. The Applicant should review the easement issue to meet the distance required.</td>
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<td>5</td>
<td>D6</td>
<td>§140-13.D.3</td>
<td>The Applicant should revise the plan to address the width of the subdivision in the right of way to meet this Subdivision Standards.</td>
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<tr>
<td>6</td>
<td>D6</td>
<td>§140-13.F</td>
<td>The access strip for Lot 13 and Lot 14 do not appear to provide viable access. The existing topography is steep and construction of driveways would likely require grading the existing ground outside the parcel being subdivided.</td>
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**STORMWATER, BRANCHES & WETLANDS**

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<tr>
<td>7</td>
<td>D6</td>
<td>§710.01</td>
<td>Stormwater construct to comply with Lts 6, 8, 10, and 14 were each with direct impacts to wetlands with Lot 2 going right through the wetlands. The Applicant would need to provide relocation for the identified wetlands. While wetland relocation could be completed on other sites within the subdivision it's difficult if done.</td>
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<tr>
<td>8</td>
<td>D6</td>
<td>§710.01</td>
<td>Stormwater construct to comply with Lts 6, 8, 10, and 14. Each with direct impacts to wetlands with Lot 2 going right through the middle of a wetland. It appears the plan would require the wetlands have more than 2,000 ft. of wetlands. The delineation would trigger a NDEP review and would require an easement. This is likely to be a big issue as this does not qualify as a limited project.</td>
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<tr>
<td>9</td>
<td>D6</td>
<td>§710.01</td>
<td>Stormwater construct to comply with Lts 6, 8, 10, and 14. Each with direct impacts to wetlands with Lot 2 going right through the middle of a wetland. It appears the plan would require the wetlands have more than 2,000 ft. of wetlands. The delineation would trigger a NDEP review and would require an easement. This is likely to be a big issue as this does not qualify as a limited project.</td>
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<tr>
<td>10</td>
<td>D6</td>
<td>§710.01</td>
<td>The amount of allowable impervious surface is limited to 10% of the overstory area. A driveway that would serve Lots 14 would likely exceed the 10% impervious area requirement. Therefore the lot is unlikely to be developed as shown.</td>
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<tr>
<td>11</td>
<td>D6</td>
<td>§35-11.R</td>
<td>Storm is impacted to meet Massachusetts Department of Environmental Protection, 14-1/2. As the plan does not designate areas for stormwater management, it's unclear which lot would be responsible for their own. Lots 6 and 14 would have a difficult time providing adequate stormwater management outside the 14-1/2.</td>
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<tr>
<td>12</td>
<td>D6</td>
<td>§230.02</td>
<td>Stormwater would serve Lts 6, 8, 10, 12 and 14 face lots with slopes equal to 0.4. Lot 11 has a lot slope value equal to 0.3 based on the values in the table. For the Zoning Regulations, all lot slopes should be greater than 0.4. The Applicant should review these slopes to be greater than 0.4 or greater. Similar projects such as Yankee Estates, 33 Foster Street and Cooper Farms included lot slopes greater than or equal to 0.4 for their D6 Yield Plans.</td>
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<td>§230.01</td>
<td>The lot area subdivision requires the lesser of 30,000 ft. or 90% of the lot be not a wetland. The density yield plan indicates compliance with this requirement.</td>
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December 20, 2019

Mr. Mark Montanari  
Chair - Littleton Planning Board  
Littleton Town Offices  
37 Shattuck Street, Room 303  
Littleton, MA 01460

Re: 225 Taylor Street - Littleton  
Site Plan minor modification and Special Permit extension request  
SMMA No. 18100

Dear Mr. Montanari:

On behalf of our client, The Gutierrez Company, SMMA is pleased to submit this letter to the Town of Littleton Planning Board requesting a minor modification to the existing Site Plan approval and extensions of the two Special Permits for the above referenced project.

The Gutierrez Company submitted a new Notice of Intent to the Littleton Conservation Commission in November 2018 for the previously approved project with upgrades and changes to the site design and stormwater management system in order to comply with the current MA DEP stormwater regulations and the Littleton Wetland Protection Bylaw and Regulations. As a result of the ongoing Conservation Commission hearing process, the internal access driveway between Buildings 1 & 2 and Building 3 has been removed to eliminate a wetland crossing and reduce disturbance within the 50-ft wetland buffer. The Gutierrez Company proposes a stone dust pedestrian trail connecting the two building areas. The driveways and curb cuts to Taylor Street are revised to the configuration proposed prior to the internal access driveway addition to the site design.

In addition to the minor modification request, The Gutierrez Company requests extensions to the current Aquifer District Special Permit and Master Planned Major Commercial or Industrial Use Special Permit. Both of these Special Permits received extensions approved on January 11, 2018 – refer to two attachments. These extensions are requested in order to maintain current approvals as The Gutierrez Company continues to market this property to prospective tenants.

The Gutierrez Company and SMMA request to be included on the next available Planning Board hearing agenda to review these items with the Planning Board. Should you have any questions, please feel free to contact me at 617-520-9210.

Very truly yours,

SMMA

William Park, PE  
Senior Associate | Civil Engineer

cc: Ed Scioli - The Gutierrez Company, (MF)

LITTLETON PLANNING BOARD
Littleton Town Offices
37 Shattuck Street, Room 303
Littleton, MA 01460

SPECIAL PERMIT APPLICATION
Updated Oct 15, 2018

PART I. BASIC APPLICATION

Project Summary & Applicant Information

Project Name: Littleton Technology Park
Location (Street Address): 225 Taylor Street, Littleton, MA, plus acreage in Boxborough
Assessor’s Map/Parcel (s): R10-3-0,3-1,3-2,3-3,6-6,7-0, 5.80-acres in Boxborough

Applicant: Taylor Street Littleton Trust c/o The Gutierrez Company
Address: 200 Summit Drive, Suite 400, Burlington, MA 01803
Telephone: (781) 272-7000 Email: edscll@gutierrezco.com

Property Owner: Taylor Street Littleton Trust c/o The Gutierrez Company
Address: 200 Summit Drive, Suite 400, Burlington, MA 01803
Telephone: (781) 272-7000 Email: edscll@gutierrezco.com

Registry: Middlesex Book: 32096 Page: 206

Site Information

Total Area (Acres): 56.17-acres Lot Frontage (Lin. Ft): 1,130

Zoning District(s):
☐ Residence
☐ Village Common
☐ Business
☐ Industrial-A
☐ Industrial-B
☐ Wetlands
☐ Floodplains
☐ Aquifer District
☐ Registered Marijuana Dispensary Overlay District
☐ Water Resource District
☐ Littleton Village Overlay District West
☐ — Beaver Brook Area

All or a portion of the Site is also located in one or more overlay districts:
PART III. APPLICANT AND OWNER CERTIFICATIONS

The undersigned hereby certifies that he/she has read and examined this Application, including all attachments hereto, and that the proposed project is accurately represented in the statements made in this Application. The undersigned also certifies that this application has been filed both with the Planning Board and Town Clerk, and that all submission requirements in the Planning Board's Rules and Regulations have been met.

Property Owner
I/we hereby acknowledge that the Applicant is authorized to act on my/our behalf and that any and all representations made by the Applicant will be binding on me/us as Owners of the property.

Signature:

Date: December 19, 2019

Print: Gloria M. Gutierrez, Trustee of Taylor Street Littleton Trust

Date:

Applicant

Signature:

Date: December 19, 2019

Print: Gloria M. Gutierrez, Trustee of Taylor Street Littleton Trust

Date:

Applicant is: Owner
SUBMISSION REQUIREMENTS

☑ Special Permit Application Form: 7 print copies and one electronic copy.

☑ Site Plan; 2 full-sheet sets and 5 reduced copies (11" x 17"). Plans and drawings must be sealed by a registered professional engineer, registered architect, landscape architect, surveyor, or other design professional in their area of expertise.

- Vicinity map showing all lots, streets, and driveways within 500 feet from the exterior boundary of the lot
- Existing conditions plan, showing existing uses; inventory of natural features; all watercourses, wetlands, bogs, swamps, marshes, and boundaries of public water supply watersheds and environmentally sensitive zones; floodways and floodplain boundaries; zoning districts
- Existing and proposed contours at 2’ intervals
- Construction limit line, showing all areas to remain undisturbed
- Site layout plan for proposed use(s) of the property showing required setbacks and other information required for zoning compliance
- Utilities plan, i.e., existing and proposed fire hydrants and sewer, water, gas, electric, and other utility lines and easements
- Storm drainage provisions
- Existing and proposed street rights-of-way and paved surfaces, including those abutting the site
- Existing and proposed parking and loading spaces and areas, including stalls, aisles, driveways, turning radii, landscaped areas and islands, and their dimensions as required
- All existing and proposed points of vehicular access to the site, and clear sight triangles for corner lots; and sight lines for proposed driveways
- Location, height, and materials of all retaining walls.
- Location of proposed outdoor bulk trash containers or dumpsters, and screening details
- Location of proposed on-site sewage disposal systems and reserve areas, and design computations
- Exterior lighting plan
- A block containing the following information:
  - Zoning district(s) in which the property lies;
  - Total area of the property to at least the nearest hundredths of a square foot;
  - Gross floor area of each building;
  - Proposed percentages of building coverage and impervious surface coverage;
  - Maximum height of all existing and proposed buildings and other structures in feet and stories;
Special Permit Application
Page 4

- Number of parking spaces required and provided for each use, plus visitor spaces, and method of calculation;
- Number of handicap parking spaces required and provided;
- Proposed overall density for each lot (number of dwelling units per acre);
- Total trip generation of existing and proposed use(s);
- Minimum common and usable open space required and provided, in square feet.

☐ Architectural Plans and Drawings
  - Elevations of all buildings and structures. Elevations shall be drawn to scale, showing the height, location, and extent of all material.
  - Roof top plan showing all proposed mechanical equipment and screening.

☐ Landscaping Plan
☐ Master Signage Plan
☐ Drainage Report and Calculations (3 copies)
☐ Traffic Impact Assessment
Attachment to Special Permit Application – Town of Littleton

By: Taylor Street Littleton Trust
c/o The Gutierrez Company
200 Summit Drive, Suite 400
Burlington, MA 01803

2. Project Description: The Applicant proposes to extend the previously approved "Aquifer / Water Resource District Special Permit" issued on September 4, 2003 (filed with the Office of the Littleton Town Clerk on September 16, 2003), and as extended on August 31, 2005 (filed with the Office of the Littleton Town Clerk on September 8, 2005), and as extended on October 4, 2007 (filed with the Office of the Littleton Town Clerk on October 12, 2007), and as extended on October 22, 2009 (filed with the Office of the Littleton Town Clerk on October 29, 2009), until October 2, 2011, and as extended by the Permit Extension Acts of 2010 and 2012, and as extended on November 12, 2015 (filed with the Office of the Littleton Town Clerk on November 17, 2015), until November 12, 2017, and as further extended on January 11, 2018 (filed with the Office of the Littleton Town Clerk on January 12, 2018), until January 11, 2020.
EXTENSION TO AQUIFER DISTRICT SPECIAL PERMIT DECISION

"The Gutierrez Company – Taylor Street"

January 12, 2018

Application: Modify Aquifer/Water Resource District Special Permit

Property Location: 225 Taylor Street, plus acreage in Boxborough; 56.17 acres Map R-10, Parcels 3, 6, and 7, plus land in Boxborough

Applicant/Owner: The Gutierrez Company c/o Taylor Street Littleton Trust One Wall Street Burlington, MA 01803

Dates of Legal Notice: October 13 and 20, 2017

Public Hearing Date: November 2, 2017 December 7, 2017 January 11, 2018

Members Present: Ed Mullen, Jamie Cruz, Mark Montanari, Peter Scott, and Rich Crowley

The Littleton Planning Board held a public hearing on the above dates to consider the application of The Gutierrez Company to extend a Special Permit under the Aquifer and Water Resource District, Sections 173-61 through 173-64 of the Town of Littleton Code as listed above.

The Public Hearing was closed on January 11, 2018.

At the meeting held on Thursday, January 11, 2018, a motion was made by Mr. Montanari and seconded by Mr. Crowley to extend the Aquifer District Special Permit as previously granted by the Littleton Planning Board on September 4, 2003 and filed with the Office of the Littleton Town Clerk on September 16, 2003 (the "Special Permit"), as previously extended, with the prior conditions as listed in said Special Permit, plus the following new additional condition:

NA1. The Special Permit, as extended, shall lapse twenty-four (24) months following January 11, 2018 (except such time required to pursue or await the determination of an appeal referred to in M. G. L. c 40A, Section 17) if a substantial
use or construction has not sooner commenced, except for good cause.
Commencement of construction of one (1) or more buildings as shown on the plan
approved hereby shall constitute substantial use of this Special Permit.

The Planning Board members voted 4 to 0 to approve the Special Permit modification
with the above condition.

Signed:

Mark Montanari, Clerk

Date filed with Town Clerk: January 10, 2016

Appeals, if any, shall be made pursuant to Section 17 of the Zoning Law,
Massachusetts General Law, Chapter 40A, and shall be filed within twenty
(20) days after the filing of the decision with Town Clerk.

Dated: April 6, 2018

I hereby certify that twenty (20) days have elapsed since the date this Decision
was filed with the Town Clerk, and no notice of appeal has been filed during that period.

Diane Crory, Town Clerk

225 Taylor St – Gutierrez/Aquifer & Water Resource District Special Permit Extension
**The Gutierrez Company**

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PLEASE DETACH AND RETAIN FOR YOUR RECORDS

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**The Gutierrez Company**

200 Summit Drive, Ste 400  
Burlington, MA 01803

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*WARNING: THIS CHECK IS PROTECTED BY SPECIAL SECURITY FEATURES*

Cambridge Savings Bank

**DATE**

December 17, 2019

**CHECK NO.**

367

**AMOUNT**

*$250.00*

Pay:  

**TO THE ORDER OF**

TOWN OF LITTLETON

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SECURITY FEATURES INCLUDE: MICROPRINTING • SOUD PANTOGRAPH • ENGRAVING • TAMPER-RESISTANT CHEMICAL REACTANT

**0000000367** 4111312011086916**
PART I. BASIC APPLICATION

Project Summary & Applicant Information

Project Name: Littleton Technology Park
Location (Street Address): 225 Taylor Street, Littleton, MA, plus acreage in Boxborough
Assessor's Map/Parcel (s): R10-3-0.3-1,3-2.6-6.7-0, + 5.80-acres in Boxborough

Applicant: Taylor Street Littleton Trust c/o The Gutierrez Company
Address: 200 Summit Drive, Suite 400, Burlington, MA 01803
Telephone: (781) 272-7000
Email: edscioll@gutierrezco.com

Property Owner: Taylor Street Littleton Trust c/o The Gutierrez Company
Address: 200 Summit Drive, Suite 400, Burlington, MA 01803
Telephone: (781) 272-7000
Email: edscioll@gutierrezco.com

Registry: Middlesex
Book: 32096
Page: 206

Site Information

Total Area (Acres): 56.17-acres
Lot Frontage (Lin. Ft): 1,130

Zoning District(s):
- [ ] Residence
- [ ] Village Common
- [x] Business
- [ ] Industrial-A
- [ ] Industrial-B
- [ ] Wetlands
- [ ] Floodplains
- [ ] Aquifer District
- [ ] Registered Marijuana Dispensary Overlay District
- [ ] Water Resource District
- [ ] Littleton Village Overlay District West
  - [ ] Beaver Brook Area

PART II. SPECIAL PERMIT REQUESTED
☐ Accessory Business Uses at Active Farms (§173-57)
☐ Adult Uses (§173-140 - §173-142)
☐ Aquifer and Water Resource District (§173-61 - §173-64); Attach Form IA.
☐ Commercial Solar Photovoltaic Installations (§173-180 - §173-184); Attach Form ID.
☐ Conversion of Municipal Building (§173-69)
☐ Inclusionary Housing (§173-196 - §173-205); Attach Form IF.
☐ Littleton Village Overlay District West-Beaver Brook Area (§173-167 - §173-179)
☐ Major Commercial or Industrial Use (§173-86 - §173-88)
☐ Master Planned Development (§173-89)
☐ Mixed Use in Village Common Business District (§173-165 - §173-166)
☐ Open Space Development (§173-93 - §173-118)
☐ Senior Residential Development (§173-145 - §173-152); Attach Form 1E.
☐ Shared Residential Driveways (§173-125 - §173-127)
☐ Vehicular Retail Sales (§173-26)
☐ Wireless Telecommunications Towers and Facilities (§173-128 - §173-133); Attach Form 1B.
☐ Registered Marijuana Dispensary (§ 173-85 - § 173-92) Attach Form 1C.
☐ Adult Use Marijuana Establishment (§ 173-194 - § 173-202) Attach Form 1G

PART III. APPLICANT AND OWNER CERTIFICATIONS

The undersigned hereby certifies that he/she has read and examined this Application, including all attachments hereto, and that the proposed project is accurately represented in the statements made in this Application. The undersigned also certifies that this application has been filed both with the Planning Board and Town Clerk, and that all submission requirements in the Planning Board’s Rules and Regulations have been met.

Property Owner

I/we hereby acknowledge that the Applicant is authorized to act on my/our behalf and that any and all representations made by the Applicant will be binding on me/us as Owners of the property.

Signature: [Signature]
Print: Gloria M. Gutierrez, Trustee of Taylor Street Littleton Trust
Date: December 19, 2019

Signature: [Signature]
Print: [Print]
Date: [Date]

Applicant

Signature: [Signature]
Print: Gloria M. Gutierrez, Trustee of Taylor Street Littleton Trust
Date: December 19, 2019

Signature: [Signature]
Print: [Print]
Date: [Date]

Applicant is: ☑ Owner    Agent/Attorney    Purchaser
Special Permit Application Form: 7 print copies and one electronic copy.

Site Plan; 2 full-sheet sets and 5 reduced copies (11" x 17"). Plans and drawings must be sealed by a registered professional engineer, registered architect, landscape architect, surveyor, or other design professional in their area of expertise.

- Vicinity map showing all lots, streets, and driveways within 500 feet from the exterior boundary of the lot
- Existing conditions plan, showing existing uses; inventory of natural features; all watercourses, wetlands, bogs, swamps, marshes, and boundaries of public water supply watersheds and environmentally sensitive zones; floodways and floodplain boundaries; zoning districts
- Existing and proposed contours at 2’ intervals
- Construction limit line, showing all areas to remain undisturbed
- Site layout plan for proposed use(s) of the property showing required setbacks and other information required for zoning compliance
- Utilities plan, i.e., existing and proposed fire hydrants and sewer, water, gas, electric, and other utility lines and easements
- Storm drainage provisions
- Existing and proposed street rights-of-way and paved surfaces, including those abutting the site
- Existing and proposed parking and loading spaces and areas, including stalls, aisles, driveways, turning radii, landscaped areas and islands, and their dimensions as required
- All existing and proposed points of vehicular access to the site, and clear sight triangles for corner lots; and sight lines for proposed driveways
- Location, height, and materials of all retaining walls.
- Location of proposed outdoor bulk trash containers or dumpsters, and screening details
- Location of proposed on-site sewage disposal systems and reserve areas, and design computations
- Exterior lighting plan
- A block containing the following information:
  - Zoning district(s) in which the property lies;
  - Total area of the property to at least the nearest hundredths of a square foot;
  - Gross floor area of each building;
  - Proposed percentages of building coverage and impervious surface coverage;
  - Maximum height of all existing and proposed buildings and other structures in feet and stories;
- Number of parking spaces required and provided for each use, plus visitor spaces, and method of calculation;
- Number of handicap parking spaces required and provided;
- Proposed overall density for each lot (number of dwelling units per acre);
- Total trip generation of existing and proposed use(s);
- Minimum common and usable open space required and provided, in square feet.

☐ Architectural Plans and Drawings
  - Elevations of all buildings and structures. Elevations shall be drawn to scale, showing the height, location, and extent of all material.
  - Roof top plan showing all proposed mechanical equipment and screening.

☐ Landscaping Plan
☐ Master Signage Plan
☐ Drainage Report and Calculations (3 copies)
☐ Traffic Impact Assessment
Attachment to Special Permit Application – Town of Littleton

By: Taylor Street Littleton Trust
c/o The Gutierrez Company
200 Summit Drive, Suite 400
Burlington, MA 01803

2. **Project Description:** The Applicant proposes to extend the previously approved "**Master Planned / Major Commercial or Industrial Use Special Permit**" issued on September 4, 2003 (filed with the Office of the Littleton Town Clerk on September 16, 2003), and as extended on August 31, 2005 (filed with the Office of the Littleton Town Clerk on September 8, 2005), and as extended on October 4, 2007 (filed with the Office of the Littleton Town Clerk on October 12, 2007), and as extended on October 22, 2009 (filed with the Office of the Littleton Town Clerk on October 29, 2009), until October 2, 2011, and as extended by the Permit Extension Acts of 2010 and 2012, and as extended on November 17, 2015 (filed with the Office of the Littleton Town Clerk on December 3, 2015), until November 17, 2017, and as further extended on January 11, 2018 (filed with the Office of the Littleton Town Clerk on January 12, 2018), until January 11, 2020.
LITTLETON PLANNING BOARD
P.O. Box 1305
Littleton, MA 01460

EXTENSION TO MASTER PLANNED
MAJOR COMMERCIAL OR INDUSTRIAL USE SPECIAL PERMIT APPLICATION
DECISION

"The Gutierrez Company – Taylor Street"

January 12, 2018

Application: Modify Master Planned Major Commercial or Industrial Use Special Permit

Property Location: 225 Taylor Street, plus acreage in Boxborough; 56.17 acres
Map R-10, Parcels 3, 6, and 7, plus 5.80 acres in Boxborough

Applicant/Owner: The Gutierrez Company
c/o Taylor Street Littleton Trust
One Wall Street
Burlington, MA 01803

Dates of Legal Notice: October 13, and October 20, 2017

Public Hearing Dates: November 2, 2017
December 7, 2017
January 11, 2018

Members Present: Ed Mullen, Peter Scott, Mark Montanari, Rich Crowley and Jamie Cruz

The Littleton Planning Board held a public hearing on the above dates to consider the application of The Gutierrez Company to extend a Special Permit under the Master Planned Special Permit, Section 173-86 through 173-89 of the Town of Littleton Code.

The Public Hearing was closed on January 11, 2018.

At the meeting held on Thursday, January 11, 2018, a motion was made by Mr. Montanari and seconded by Mr. Crowley to extend the Master Planned Special Permit as previously granted by the Littleton Planning Board on September 4, 2003 and filed with the Office of the Littleton Town Clerk on September 16, 2003 (the “Special Permit”), as previously extended, with the prior conditions as listed in said Special Permit, plus the following new additional condition:
Modify Major Commercial Use Special Permit – 225 Taylor Street

NAI. The Special Permit, as extended, shall lapse twenty-four (24) months following January 11, 2018 (except such time required to pursue or await the determination of an appeal referred to in M. G. L. c 40A, Section 17) if a substantial use or construction has not sooner commenced, except for good cause. Commencement of construction of one (1) or more buildings as shown on the plan approved hereby shall constitute substantial use of this Special Permit.

The Planning Board members voted 4 to 0 to approve the Special Permit modification with the above conditions.

Signed:

Mark Montanari, Clerk

Date Filed with Town Clerk: January 16, 2018

Town Clerk, Diane Crocy

Appeals, if any, shall be made pursuant to Section 17 of Chapter 40A, Massachusetts G.L., and shall be filed within twenty (20) days after the date this decision is filed with Town Clerk.

TOWN CLERK CERTIFICATION:

To Whom It May Concern:

I, Diane Crocy, Clerk of the Town of Littleton hereby certify that twenty (20) days have elapsed since the filing of this decision by the Planning Board to grant this Special Permit and that no appeal concerning said decision has been filed, or that any appeal that has been filed has been dismissed or denied.

Town Clerk, Diane Crocy
Littleton, Mass.
### The Gutierrez Company

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**CHECK** 12/17/19  **CHECK NUMBER** 366  **TOTAL >** 250.00

**THE GUTIERREZ COMPANY**

200 Summit Drive, Ste. 400
Burlington, MA 01803

**Cambridge Savings Bank**

---

**DATE** December 17, 2019  **CHECK NO.** 366  **AMOUNT** *$250.00*

Pay: **************************************** Two hundred fifty dollars and no cents

**PAY**

**TO THE**

**ORDER OF**

**TOWN OF LITTLETON**
Monday, September 12, 2005

Ed Scioli, Project Manager
The Gutierrez Company
One Wall Street
Burlington, MA 01803

RE: Site Plan Approval for 225 Taylor Street

Dear Mr. Scioli:

This letter regards the 2003 Site Plan Approval for 225 Taylor Street. A copy of that approval is attached for reference.

The Planning Board has confirmed that the Site Plan Approval for 225 Taylor Street approved at the Planning Board meeting of September 4, 2003 is still valid and has no expiration date. At the Planning Board meeting of September 7, 2005, the Board confirmed that no extension was needed for the Site Plan.

Please feel free to call the Planning Board Office with any questions.

Sincerely,

[Signature]
Maren A. Toohill
Planning Board Coordinator
Site Plan – 225 Taylor Street - Gutierrez

3. Visibility of parking areas from public ways and residences is minimized, and lighting of these areas avoids glare on adjoining properties.

4. Major topographic changes or removal of existing trees is minimized.

5. Adequate access to each structure for fire and service equipment is provided.

6. Utilities and drainage in the vicinity either are or will be made adequate, based on the functional standards of the Planning Board’s Subdivision Regulations.

II. Waivers

The Planning Board hereby grants a waiver of the parking requirements of Section 173-32 of the Zoning By-Law; with parking approved as stipulated in the Master Planned/Major Commercial or Industrial Use Special Permit for this site.

III. Conditions of Approval

At the meeting held on September 4, 2003, Mr. Montanari made a motion to approve the 225 Taylor Street Site Plan for construction of 330,000 square foot buildings with the above waiver, and with the following conditions:

1. This site Plan is approved with the conditions stipulated in the Master Planned/Major Commercial or Industrial Use Special Permit approved for this site on September 4, 2003.

2. This Site Plan is approved with the conditions stipulated in the Aquifer District Special Permit approved for this site on September 4, 2003.

Mr. Wheaton seconded this motion, and the Board voted 4 to 0 in favor of this motion.

Signed:

Steven J. Wheaton, Clerk
APPLICATION: SITE PLAN – 225 Taylor Street - Gutierrez
Construct 3 Office Buildings totaling 330,000 sf

PROPERTY LOCATION: 225 Taylor Street
Map R-10, Parcel 3, 6, and 7 plus 5.80 acres in Boxborough

DESCRIPTION: Construct Building 1: 110,000 sf; building 2: 160,000 sf; building 3:
60,000 sf, and associated site improvements.

APPLICANT/OWNER: The Gutierrez Company
One Wall Street
Burlington, MA 01803

Record Owner: Daniel Sweeney, Class A Trustee, and Arturo J. Gutierrez and John
A. Cataldo, Class B Trustees of Taylor Street, Littleton Trust under declaration of
trust dated August 3, 2000 and
recorded with the Middlesex South Registry of Deeds in Book 32056 Page 296.

DATES OF MEETINGS: December 13, 2001; January 24, February 6, March 7, May 15, June 27, July 25, September 12, October 10, November 14, 2002; and
January 9, February 13, March 13, April 10, May 15, June 26, July 24, and August 21, 2003

MEMBERS PRESENT: David Campbell, Janet LaVigne, Steven J. Wheaton, and Mark
Montanari

REFERENCE PLANS: “SITE PLAN” dated 01/10/02 last revised 09/02/03; Sheet SP-1 by
Symmes, Maini & McKee Associates for The Gutierrez Company

I. Findings

Following the meetings, the Board, based on the application and the Reference Plans, and together
with the materials and testimony provided at the meetings, made the following specific findings
regarding the land in question and the proposed use:

1. In accordance with Littleton Code, Chapter 173, Article XVIII, Major Commercial or
Industrial Use, Section 173-89(A), that the Gutierrez Site Plan is consistent with the
Master Plan for the site, which was approved by the Planning Board on September 4,
2003 for the following reasons:

(a) The Site Plan shows no detrimental departure from locations of
improvements shown on the approved Master Plan;
(b) The Site Plan shows no increase above maximum floor areas by category of
use stipulated in the approved Master Plan; and
(c) Off-site improvements are being designed, scheduled and financed as
proposed.

Internal circulation and egress are such that traffic safety is protected, and access via
tributary streets servicing single-family homes is minimized.

Title Reference:
Book 220139 Page 213
Book 2206 Page 735
Book 1411 Page 72 (Instrument No. 1411 on 9/19/02)
Site Plan – 225 Taylor Street - Gutierrez

3. Visibility of parking areas from public ways and residences is minimized, and lighting of these areas avoids glare on adjoining properties.

4. Major topographic changes or removal of existing trees is minimized.

5. Adequate access to each structure for fire and service equipment is provided.

6. Utilities and drainage in the vicinity either are or will be made adequate, based on the functional standards of the Planning Board’s Subdivision Regulations.

II. Waivers

The Planning Board hereby grants a waiver of the parking requirements of Section 173-32 of the Zoning By-Law; with parking approved as stipulated in the Master Planned/Major Commercial or Industrial Use Special Permit for this site.

III. Conditions of Approval

At the meeting held on September 4, 2003, Mr. Montanari made a motion to approve the 225 Taylor Street Site Plan for construction of 330,000 square foot buildings with the above waiver, and with the following conditions:

1. This site Plan is approved with the conditions stipulated in the Master Planned/Major Commercial or Industrial Use Special Permit approved for this site on September 4, 2003.

2. This Site Plan is approved with the conditions stipulated in the Aquifer District Special Permit approved for this site on September 4, 2003.

Mr. Wheaton seconded this motion, and the Board voted 4 to 0 in favor of this motion.

Signed:

Steven J. Wheaton, Clerk

Attested a True Copy

Linda A. Kupke
Town Clerk

October 14, 2003
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**CHECK** 12/19/19 **CHECK NUMBER** 370 **TOTAL** 375.00

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**The Gutierrez Company**  
200 Summit Drive, Ste 400  
Burlington, MA 01803

Cambridge Savings Bank

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**DATE** December 19, 2019  
**CHECK NO.** 370  
**AMOUNT** $375.00

Pay:***********************Three hundred seventy-five dollars and no cents

PAY TO THE ORDER OF

TOWN OF LITTLETON

---

**Security Features Include: Microprinting • Voids • Chemical Reactant**
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AHERN DONALD W
93 LEONARD ROAD
BOXBOROUGH, MA 01719

BLATTERMAN III PRESCOTT H, TRU 
P.O. BOX 2118
KILMARMOCK, VA 22482

BOOTHROYD BRIAN J
360 LITTLETON ROAD 8-D 
CHELMSFORD, MA 01824

BROOKS MARK B, TRUSTEE 
P O BOX 683
ACTON, MA 01720

BAUCH AARON M 
7 LYNN CT
BELLINGHAM, MA 02019

BLEAKLEY JAMES R/ELENA T, TRUS 
20 LIBERTY AVENUE
LEXINGTON, MA 02420

BOUNDOKIN DMITRI
56 LEONARD RD
BOXBOROUGH, MA 01719

CANTINO FRANCIS J 
34 SHAKER LANE
LITTLETON, MA 01460

CHALISHAZAR NANDISH
17 SUTHERLAND DRIVE
NASHUA, NH 03062

COBLEIGH SHAWN, TRUSTEE 
84 LEONARD ROAD
BOXBOROUGH, MA 01719

CYR JOHN P, TRUSTEE 
36 LEONARD ROAD
BOXBOROUGH, MA 01719

DECELLES LAWRENCE P
10 STRAWBERRY LANE 
WESTFORD, MA 01886

DECELLES LAWRENCE P
10 STRAWBERRY LANE 
WESTFORD, MA 01886

EMSLAN 2, LLC 
72 CROSS STREET
NORTON, MA 02766

EFRAT ITAY 
37 ORCHARD LANE 
WAYLAND, MA 01778

EWING KEVIN R 
18 LEONARD ROAD
BOXBOROUGH, MA 01719

ESTATE OF HUGEL MARGUERITE 
PO BOX 554
ACTON, MA 01720

3E PROPERTIES LLC 
32 HOWARD RD. 
MAYNARD, MA 01754

BINTLFF LEIGH A 
8 LEONARD ROAD 
BOXBOROUGH, MA 01719

BONNELL BEVERLY L 
76 LEONARD ROAD 
BOXBOROUGH, MA 01719

BRADLEY GEORGIA A. 
1630 YORKSHIRE TRAIL 
LAKELAND, FL 33809

CAREY BRIAN J 
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BOXBOROUGH, MA 01719

CHAU ALBERT CM 
403 S MAIN ST 
SHARON, MA 02067

CONCEISON JAMES 
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CHENG-YAN MIN 
22 HODGDON TERRACE 
BOSTON, MA 02132

COBLEIGH SHAWN, TRUSTEE 
84 LEONARD ROAD
BOXBOROUGH, MA 01719

COSTIN DIANE 
21 SPARTAN ARROW ROAD 
LITTLETON, MA 01460

CYS JOHN P, TRUSTEE 
36 LEONARD ROAD
BOXBOROUGH, MA 01719

DECELLES LAWRENCE P
10 STRAWBERRY LANE 
WESTFORD, MA 01886

DECELLES LAWRENCE P
10 STRAWBERRY LANE 
WESTFORD, MA 01886

EMSLAN 2, LLC 
72 CROSS STREET
NORTON, MA 02766

EFRAT ITAY 
37 ORCHARD LANE 
WAYLAND, MA 01778

EWING KEVIN R 
18 LEONARD ROAD
BOXBOROUGH, MA 01719

ESTATE OF HUGEL MARGUERITE 
PO BOX 554
ACTON, MA 01720

3E PROPERTIES LLC 
32 HOWARD RD. 
MAYNARD, MA 01754

BINTLFF LEIGH A 
8 LEONARD ROAD 
BOXBOROUGH, MA 01719

BONNELL BEVERLY L 
76 LEONARD ROAD 
BOXBOROUGH, MA 01719

BRADLEY GEORGIA A. 
1630 YORKSHIRE TRAIL 
LAKELAND, FL 33809

CAREY BRIAN J 
69 LEONARD ROAD 
BOXBOROUGH, MA 01719

CHAU ALBERT CM 
403 S MAIN ST 
SHARON, MA 02067

CONCEISON JAMES 
88 LEONARD ROAD 
BOXBOROUGH, MA 01719

COSTIN DIANE 
21 SPARTAN ARROW ROAD 
LITTLETON, MA 01460

CHENG-YAN MIN 
22 HODGDON TERRACE 
BOSTON, MA 02132

COBLEIGH SHAWN, TRUSTEE 
84 LEONARD ROAD
BOXBOROUGH, MA 01719

CYS JOHN P, TRUSTEE 
36 LEONARD ROAD
BOXBOROUGH, MA 01719

DECELLES LAWRENCE P
10 STRAWBERRY LANE 
WESTFORD, MA 01886

DECELLES LAWRENCE P
10 STRAWBERRY LANE 
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37 ORCHARD LANE 
WAYLAND, MA 01778

EWING KEVIN R 
18 LEONARD ROAD
BOXBOROUGH, MA 01719

ESTATE OF HUGEL MARGUERITE 
PO BOX 554
ACTON, MA 01720
MEYER JOAN S, TRUSTEE
120 RUSSET LANE
BOXBOROUGH, MA 01719

MURPHY DANIEL
21 NOURSE STREET
WESTBOROUGH, MA 01581

MURPHY JOHN F.
44 LEONARD RD
BOXBOROUGH, MA 01719

MURPHY NANCY J
89 LEONARD ROAD
BOXBOROUGH, MA 01719

PAGE MICHAEL
50 PAGE ROAD
WESTON, MA 02493

PAGE THOMAS
50 PAGE ROAD
WESTON, MA 02493

PECULIS MATTHEW
1178 HILL RD
BOXBOROUGH, MA 01719

PERINI CAROLE
P.O. BOX 131
HARVARD, MA 01451

PETITPIERRE ERIC M
925 TICK NECK RD
FOSTER, VA 23056

RAJABANDARI BYAS
1 WILDERNESS ROAD
LITTLETON, MA 01460

RANJITKAR MANISH C
1293 TRAPELO ROAD
WALTHAM, MA 02451

RAVIN VLADIMIR
78 LEONARD ROAD
BOXBOROUGH, MA 01719

RICHARDSON JUDITH A.
35 LEONARD ROAD
BOXBOROUGH, MA 01719

RICHEY JAMES L JR
51 WILLOW STREET
ACTON, MA 01720

ROLLINS RICHARD
18 CARRIAGE LANE
STOW, MA 01775

ROMILLY EDGAR P/ KENT CHARLES
26 ORCHARD DRIVE
LITTLETON, MA 01460

RONG XIANHUI
150 MIDDLE ROAD
BOXBOROUGH, MA 01719

SAMILJAN GEORGE
491 RUNAROUND POND ROAD
DURHAM, ME 04222

SHAW LOIS A.
181 LITTLETON ROAD UNIT 433
CHELMSFORD, MA 01824

SIMON JONATHAN P.
7 LEONARD ROAD
BOXBOROUGH, MA 01719

SMITH JENNIFER A
270 SUNDERLAND ROAD #28
WORCESTER, MA 01604

SOLE NIKHIL
19 JOYCE LN
BOXBOROUGH, MA 01719

SUN YANGREN
8 HOLBROOK LANE
WESTFORD, MA 01886

SWEENEY BARBARA ANN, TRUSTEE
P.O. BOX 794
LITTLETON, MA 01460

SWEENEY DANIEL G, TRUSTEE
78 CENTURY MILL ROAD
BOLTON, MA 01740

SWEENEY BARBARA ANN, TRUSTEE
P.O. BOX 794
LITTLETON, MA 01460

SWEENEY DANIEL G
78 CENTURY MILL ROAD
BOLTON, MA 01740

SWEENEY BARBARA ANN, TRUSTEE
P.O. BOX 794
LITTLETON, MA 01460

SWEENEY DANIEL G TRUSTEE
78 CENTURY MILL ROAD
BOLTON, MA 01740
Date: December 18, 2019

Re: Certified List of Abutters for Planning Board (300 feet - public hearings, special permits)

Applicant: Edward M Scioli  Name of Firm: The Gutierrez Company
Mailing Address  200 Summit Dr, Suite 400, Burlington, MA 01803

Subject Parcel Location  1, 2, 3, 11 Westview Rd, Taylor St, 225 Taylor St
Subject Owner: Taylor St, Littleton Trust
Subject Parcel ID: R10-3-0, R10-3-1, R10-3-2, R10-3-3, R10-6-0, R10-7-0

M.G.L. Chapter 40A, Section 11. “In all cases where notice of a public hearing is required notice shall be given by publication in a newspaper of general circulation in the city or town once in each of two successive weeks, the first publication to be not less than fourteen days before the day of the hearing and by posting such notice in a conspicuous place in the city or town hall for a period of not less than fourteen days before the day of such hearing. In all cases where notice to individuals or specific boards or other agencies is required, notice shall be sent by mail, postage prepaid. “Parties in Interest” as used in this chapter shall mean the petitioner, abutters, owners of land directly opposite on any public or private street or way, and abutters to the abutters within three hundred feet of the property line of the petitioner as they appear on the most recent applicable tax list, notwithstanding that the land of any such owner is located in another city or town, the planning board of the city or town, and the planning board of every abutting city or town. The assessors maintaining any applicable tax list shall certify to the permit granting authority or special permit granting authority the names and addresses of parties in interest and such certification shall be conclusive for all purposes. The permit granting authority or special permit granting authority may accept a waiver of notice from or an affidavit of actual notice to any party in interest or, in his stead, any successor owner of record who may not have received a notice by mail, and may order special notice to any such person, giving not less than five nor more than ten additional days to reply.”

I hereby certify the attached list of abutter(s) as stated in the M.G.L. Chapter 40A, Section 11.

Number of Abutter(s) 26 including the subject parcels + 1 Applicant Requesting Abutter’s List.

Certified by:

[Signature]

Celia Jornet, M.A.
Assistant Assessor
R10-3-0 3 WESTVIEW RD
TAYLOR ST, LITTLETON TRUST
C/O THE GUTIERREZ COMPANY
200 WHEELER RD
BURLINGTON, 01803 01803

R10-3-1 1 WESTVIEW RD
TAYLOR ST, LITTLETON TRUST
C/O THE GUTIERREZ COMPANY
200 WHEELER RD
BURLINGTON, 01803 01803

R10-3-2 2 WESTVIEW RD
TAYLOR ST, LITTLETON TRUST
C/O THE GUTIERREZ COMPANY
200 WHEELER RD
BURLINGTON, 01803 01803

R10-6-0 TAYLOR ST
TAYLOR ST, LITTLETON TRUST
C/O THE GUTIERREZ COMPANY
200 WHEELER RD
BURLINGTON, 01803 01803

R10-7-0 225 TAYLOR ST
TAYLOR ST, LITTLETON TRUST
C/O THE GUTIERREZ COMPANY
200 WHEELER RD
BURLINGTON, 01803 01803

R10-10-0 215 TAYLOR ST
LELIEVRE DAVID J
LELIEVRE KRISTEN
215 TAYLOR ST
LITTLETON, 01460 01460

R10-11-0 205 TAYLOR ST
KENNEY REALTY TRUST
KENNEY KRISTEN TR
215 TAYLOR ST
LITTLETON, 01460 01460

R10-13-0 151 TAYLOR ST
NBPII LITTLETON LLC
ATTN: DEAN WATKINS, MGR
401 EDGATER PL STE 107
WAKEFIELD, 01880 01880

R10-14-0 1250 HILL RD
COGGINS SCOTT R
COGGINS LISA A ROUX
1250 HILL RD
LITTLETON, 01460 01460

R10-19-0 1250 HILL RD
COGGINS SCOTT R
COGGINS LISA A ROUX
1250 HILL RD
LITTLETON, 01460 01460

R10-20-0 1252 HILL RD
KLOCK JAMES
CAMPBELL-KLOCK PRISCILLA
1252 HILL RD
LITTLETON, 01460 01460

R10-21-0 1254 HILL RD
MARRERE CHRISTOPHER R
MARRERE NANCY L
1254 HILL RD
LITTLETON, 01460 01460

R10-22-0 1256 HILL RD
MORRISON BRUCE A
MORRISON NANCY L
1256 HILL RD
LITTLETON, 01460 01460

R10-23-0 1248 HILL RD
BUSA FRANCIS V
BUSA SUSAN D
1248 HILL RD
LITTLETON, 01460 01460

R10-3-8-0 219 TAYLOR ST
FOSS WILLIAM R, FOSS JANICE M
CHARLTON ELIZABETH A
219 TAYLOR ST
LITTLETON, 01460 01460

R10-3-3 311 WESTVIEW RD
TAYLOR ST, LITTLETON TRUST
C/O THE GUTIERREZ COMPANY
200 WHEELER RD
BURLINGTON, 01803 01803

R10-3-3 236 TAYLOR ST
CURRAN JAMES P
RIGALI YOLANDA M
236 TAYLOR ST
LITTLETON, 01460 01460

R09-32-0 230 TAYLOR ST
FOSTER/TAYLOR REALTY TRUST
GRADY JOHN K TRUSTEE
CONCORD ASSC- 323 WEST MAIN ST
AYER, 01432 01432

R09-32-A 232 TAYLOR ST
CONCORD ASSC FOSTER ST TRUST
GRADY J. D RICE TRUSTEES
323 WEST MAIN STREET
AYER, 01432 01432

R09-34-0 234 TAYLOR ST
234 TAYLOR LLC
C/O CALARE PROPERTIES
30 SPEEN ST STE 200
FRAMINGHAM, 01701 01701

R09-10-0 213 TAYLOR ST
LELIEVRE DAVID J
LELIEVRE KRISTEN
213 TAYLOR ST
LITTLETON, 01460 01460

R10-15-0 151 TAYLOR ST
NBPII LITTLETON LLC
ATTN: DEAN WATKINS, MGR
401 EDGATER PL STE 107
WAKEFIELD, 01880 01880

R10-19-0 1250 HILL RD
COGGINS SCOTT R
COGGINS LISA A ROUX
1250 HILL RD
LITTLETON, 01460 01460

R10-21-0 1254 HILL RD
MARRERE CHRISTOPHER R
MARRERE NANCY L
1254 HILL RD
LITTLETON, 01460 01460

R10-22-0 1256 HILL RD
MORRISON BRUCE A
MORRISON NANCY L
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LITTLETON, 01460 01460

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BUSA FRANCIS V
BUSA SUSAN D
1248 HILL RD
LITTLETON, 01460 01460

R10-3-8-0 219 TAYLOR ST
FOSS WILLIAM R, FOSS JANICE M
CHARLTON ELIZABETH A
219 TAYLOR ST
LITTLETON, 01460 01460

R09-32-A 232 TAYLOR ST
CONCORD ASSC FOSTER ST TRUST
GRADY J. D RICE TRUSTEES
323 WEST MAIN STREET
AYER, 01432 01432

R10-3-8-0 219 TAYLOR ST
FOSS WILLIAM R, FOSS JANICE M
CHARLTON ELIZABETH A
219 TAYLOR ST
LITTLETON, 01460 01460

REQUESTOR: EDWARD M SCIOLI
THE GUTIERREZ COMPANY
200 SUMMIT DR, STE 400
BURLINGTON, 01803 01803

R10-3-3 311 WESTVIEW RD
TAYLOR ST, LITTLETON TRUST
C/O THE GUTIERREZ COMPANY
200 WHEELER RD
BURLINGTON, 01803 01803

R10-3-3 236 TAYLOR ST
CURRAN JAMES P
RIGALI YOLANDA M
236 TAYLOR ST
LITTLETON, 01460 01460

R09-32-0 230 TAYLOR ST
FOSTER/TAYLOR REALTY TRUST
GRADY JOHN K TRUSTEE
CONCORD ASSC- 323 WEST MAIN ST
AYER, 01432 01432

R09-32-A 232 TAYLOR ST
CONCORD ASSC FOSTER ST TRUST
GRADY J. D RICE TRUSTEES
323 WEST MAIN STREET
AYER, 01432 01432

R10-21-0 1254 HILL RD
MARRERE CHRISTOPHER R
MARRERE NANCY L
1254 HILL RD
LITTLETON, 01460 01460

R10-22-0 1256 HILL RD
MORRISON BRUCE A
MORRISON NANCY L
1256 HILL RD
LITTLETON, 01460 01460

R10-23-0 1248 HILL RD
BUSA FRANCIS V
BUSA SUSAN D
1248 HILL RD
LITTLETON, 01460 01460
December 20, 2019

Mr. Mark Montanari  
Chair - Littleton Planning Board  
Littleton Town Offices  
37 Shattuck Street, Room 303  
Littleton, MA 01460  

Re: 225 Taylor Street - Littleton  
Site Plan minor modification and Special Permit extension request  
SMMA No. 18100

Dear Mr. Montanari:

On behalf of our client, The Gutierrez Company, SMMA is pleased to submit this letter to the Town of Littleton Planning Board requesting a minor modification to the existing Site Plan approval and extensions of the two Special Permits for the above referenced project.

The Gutierrez Company submitted a new Notice of Intent to the Littleton Conservation Commission in November 2018 for the previously approved project with upgrades and changes to the site design and stormwater management system in order to comply with the current MA DEP stormwater regulations and the Littleton Wetland Protection Bylaw and Regulations. As a result of the ongoing Conservation Commission hearing process, the internal access driveway between Buildings 1 & 2 and Building 3 has been removed to eliminate a wetland crossing and reduce disturbance within the 50-ft wetland buffer. The Gutierrez Company proposes a stone dust pedestrian trail connecting the two building areas. The driveways and curb cuts to Taylor Street are revised to the configuration proposed prior to the internal access driveway addition to the site design.

In addition to the minor modification request, The Gutierrez Company requests extensions to the current Aquifer District Special Permit and Master Planned Major Commercial or Industrial Use Special Permit. Both of these Special Permits received extensions approved on January 11, 2018 – refer to two attachments. These extensions are requested in order to maintain current approvals as The Gutierrez Company continues to market this property to prospective tenants.

The Gutierrez Company and SMMA request to be included on the next available Planning Board hearing agenda to review these items with the Planning Board. Should you have any questions, please feel free to contact me at 617-520-9210.

Very truly yours,

SMMA

[Signature]

William Park, PE  
Senior Associate | Civil Engineer

cc: Ed Sciol - The Gutierrez Company, (MF)

LITTLETON PLANNING BOARD
Littleton Town Offices
37 Shattuck Street, Room 303
Littleton, MA 01460

SPECIAL PERMIT APPLICATION
Updated Oct 15, 2018

PART I. BASIC APPLICATION

Project Summary & Applicant Information

Project Name: Littleton Technology Park
Location (Street Address): 225 Taylor Street, Littleton, MA, plus acreage in Boxborough
Assessor’s Map/Parcel(s): R10-3-0,3-1,3-2,3-3,6-6,7-0, + 5.80-acres in Boxborough

Applicant: Taylor Street Littleton Trust c/o The Gutierrez Company
Address: 200 Summit Drive, Suite 400, Burlington, MA 01803
Telephone: (781) 272-7000 Email: edscioli@gutierrezco.com

Property Owner: Taylor Street Littleton Trust c/o The Gutierrez Company
Address: 200 Summit Drive, Suite 400, Burlington, MA 01803
Telephone: (781) 272-7000 Email: edscioli@gutierrezco.com

Registry: Middlesex
Book: 32096 Page: 206

Site Information
Total Area (Acres): 56.17-acres Lot Frontage (Lin. Ft): 1,130

Zoning District(s):
☐ Residence ☐ Village Common ☐ Industrial-A
☐ Industrial-B

☐ Wetlands ☐ Floodplains ☐ Aquifer District
☐ Registered Marijuana Dispensary Overlay District
☐ Water Resource District
☐ Littleton Village Overlay District West — Beaver Brook Area

PART II. SPECIAL PERMIT REQUESTED
PART III. APPLICANT AND OWNER CERTIFICATIONS

The undersigned hereby certifies that he/she has read and examined this Application, including all attachments hereto, and that the proposed project is accurately represented in the statements made in this Application. The undersigned also certifies that this application has been filed both with the Planning Board and Town Clerk, and that all submission requirements in the Planning Board’s Rules and Regulations have been met.

Property Owner
I/we hereby acknowledge that the Applicant is authorized to act on my/our behalf and that any and all representations made by the Applicant will be binding on me/us as Owners of the property.

Signature:

Print: Gloria M. Gutierrez, Trustee of Taylor Street Littleton Trust

Signature:

Date: December 19, 2019

Date: 

Applicant

Signature:

Print: Gloria M. Gutierrez, Trustee of Taylor Street Littleton Trust

Signature:

Date: December 19, 2019

Date: 

Applicant is: ☑Owner  Agent/Attorney  Purchaser
SUBMISSION REQUIREMENTS

☑ Special Permit Application Form: 7 print copies and one electronic copy.

☑ Site Plan; 2 full-sheet sets and 5 reduced copies (11” x 17”). Plans and drawings must be sealed by a registered professional engineer, registered architect, landscape architect, surveyor, or other design professional in their area of expertise.
   • Vicinity map showing all lots, streets, and driveways within 500 feet from the exterior boundary of the lot
   • Existing conditions plan, showing existing uses; inventory of natural features; all watercourses, wetlands, bogs, swamps, marshes, and boundaries of public water supply watersheds and environmentally sensitive zones; floodways and floodplain boundaries; zoning districts
   • Existing and proposed contours at 2' intervals
   • Construction limit line, showing all areas to remain undisturbed
   • Site layout plan for proposed use(s) of the property showing required setbacks and other information required for zoning compliance
   • Utilities plan, i.e., existing and proposed fire hydrants and sewer, water, gas, electric, and other utility lines and easements
   • Storm drainage provisions
   • Existing and proposed street rights-of-way and paved surfaces, including those abutting the site
   • Existing and proposed parking and loading spaces and areas, including stalls, aisles, driveways, turning radii, landscaped areas and islands, and their dimensions as required
   • All existing and proposed points of vehicular access to the site, and clear sight triangles for corner lots; and sight lines for proposed driveways
   • Location, height, and materials of all retaining walls.
   • Location of proposed outdoor bulk trash containers or dumpsters, and screening details
   • Location of proposed on-site sewage disposal systems and reserve areas, and design computations
   • Exterior lighting plan
   • A block containing the following information:
   o Zoning district(s) in which the property lies;
   o Total area of the property to at least the nearest hundredths of a square foot;
   o Gross floor area of each building;
   o Proposed percentages of building coverage and impervious surface coverage;
   o Maximum height of all existing and proposed buildings and other structures in feet and stories;
- Number of parking spaces required and provided for each use, plus visitor spaces, and method of calculation;
- Number of handicap parking spaces required and provided;
- Proposed overall density for each lot (number of dwelling units per acre);
- Total trip generation of existing and proposed use(s);
- Minimum common and usable open space required and provided, in square feet.

☐ Architectural Plans and Drawings
- Elevations of all buildings and structures. Elevations shall be drawn to scale, showing the height, location, and extent of all material.
- Roof top plan showing all proposed mechanical equipment and screening.

☐ Landscaping Plan
☐ Master Signage Plan
☐ Drainage Report and Calculations (3 copies)
☐ Traffic Impact Assessment
Attachment to Special Permit Application – Town of Littleton

By: Taylor Street Littleton Trust
c/o The Gutierrez Company
200 Summit Drive, Suite 400
Burlington, MA 01803

2. **Project Description:** The Applicant proposes to extend the previously approved “Aquifer / Water Resource District Special Permit” issued on September 4, 2003 (filed with the Office of the Littleton Town Clerk on September 16, 2003), and as extended on August 31, 2005 (filed with the Office of the Littleton Town Clerk on September 8, 2005), and as extended on October 4, 2007 (filed with the Office of the Littleton Town Clerk on October 12, 2007), and as extended on October 22, 2009 (filed with the Office of the Littleton Town Clerk on October 29, 2009), until October 2, 2011, and as extended by the Permit Extension Acts of 2010 and 2012, and as extended on November 12, 2015 (filed with the Office of the Littleton Town Clerk on November 17, 2015), until November 12, 2017, and as further extended on January 11, 2018 (filed with the Office of the Littleton Town Clerk on January 12, 2018), until January 11, 2020.
EXTENSION TO AQUIFER DISTRICT SPECIAL PERMIT DECISION

“The Gutierrez Company – Taylor Street”

January 12, 2018

Application: Modify Aquifer/Water Resource District Special Permit

Property Location: 225 Taylor Street, plus acreage in Boxborough; 56.17 acres
Map R-10, Parcels 3, 6, and 7, plus land in Boxborough

 Applicant/Owner: The Gutierrez Company
c/o Taylor Street Littleton Trust
One Wall Street
Burlington, MA 01803

DANIEL SWEENEY CLASS A TRUSTEE

APPALOOSA GUTIERREZ CLASS B. TRUSTEES

OF TAYLOR STREET LITTLETON TRUST

Dates of Legal Notice: October 13 and 20, 2017

Public Hearing Date: November 2, 2017
December 7, 2017
January 11, 2018

Members Present: Ed Mullen, Jamie Cruz, Mark Montanari, Peter Scott, and Rich Crowley

The Littleton Planning Board held a public hearing on the above dates to consider the application of The Gutierrez Company to extend a Special Permit under the Aquifer and Water Resource District, Sections 173-61 through 173-64 of the Town of Littleton Code as listed above.

The Public Hearing was closed on January 11, 2018.

At the meeting held on Thursday, January 11, 2018, a motion was made by Mr. Montanari and seconded by Mr. Crowley to extend the Aquifer District Special Permit as previously granted by the Littleton Planning Board on September 4, 2003 and filed with the Office of the Littleton Town Clerk on September 16, 2003 (the “Special Permit”), as previously extended, with the prior conditions as listed in said Special Permit, plus the following new additional condition:

NA1. The Special Permit, as extended, shall lapse twenty-four (24) months following January 11, 2018 (except such time required to pursue or await the determination of an appeal referred to in M. G. L. c 40A, Section 17) if a substantial

225 Taylor St – Gutierrez/Aquifer & Water Resource District Special Permit Extension
use or construction has not sooner commenced, except for good cause. Commencement of construction of one (1) or more buildings as shown on the plan approved hereby shall constitute substantial use of this Special Permit.

The Planning Board members voted 4 to 0 to approve the Special Permit modification with the above condition.

Signed:

[Signature]
Mark Montanari, Clerk

Date filed with Town Clerk: January 10, 2018

[Signature]
Diane Crory, Clerk

Appeals, if any, shall be made pursuant to Section 17 of the Zoning Law, Massachusetts General Law, Chapter 40A, and shall be filed within twenty (20) days after the filing of the decision with Town Clerk.

Dated April 6, 2018

I hereby certify that twenty (20) days have elapsed since the date this Decision was filed with the Town Clerk, and no notice of appeal has been filed during that period.

[Signature]
Diane Crory, Town Clerk

225 Taylor St – Gutierrez/Aquifer & Water Resource District Special Permit Extension
The Gutierrez Company

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TOTAL > 250.00

PLEASE DETACH AND RETAIN FOR YOUR RECORDS

The Gutierrez Company

200 Summit Drive, Ste 400
Burlington, MA 01803

Cambridge Savings Bank

DATE
December 17, 2019

AMOUNT
$250.00

Pay: Two hundred fifty dollars and no cents

PAY TO THE ORDER OF TOWN OF LITTLETON

SECURITY FEATURES INCLUDE: MICROPRINTING - VOID PHOTOCOPY - ENCODING - MAGNETIC ILLUSIONS - WATERMARK - CHEMICAL REACTION

0000000367" 21137112011086916"
### PART I. BASIC APPLICATION

**Project Summary & Applicant Information**

*Project Name:* Littleton Technology Park  
*Location (Street Address):* 225 Taylor Street, Littleton, MA, plus acreage in Boxborough  
*Assessor's Map/Parcel (s):* R10-3-0.3-1.3-2.3-3.6-5.7-0, + 5.80-acres in Boxborough

*Applicant:* Taylor Street Littleton Trust c/o The Gutierrez Company  
*Address:* 200 Summit Drive, Suite 400, Burlington, MA 01803  
*Telephone:* (781) 272-7000  
*Email:* edscioli@gutierrezco.com

*Property Owner:* Taylor Street Littleton Trust c/o The Gutierrez Company  
*Address:* 200 Summit Drive, Suite 400, Burlington, MA 01803  
*Telephone:* (781) 272-7000  
*Email:* edscioli@gutierrezco.com

*Registry:* Middlesex  
*Book:* 32096  
*Page:* 206

**Site Information**

*Total Area (Acres):* 56.17-acres  
*Lot Frontage (Lin. Ft):* 1,130

**Zoning District(s):**

- Residence
- Village Common
- Business
- Industrial-A
- Industrial-B
- Wetlands
- Floodplains
- Aquifer District
- Registered Marijuana Dispensary Overlay District
- Water Resource District
- Littleton Village Overlay District West
  — Beaver Brook Area

### PART II. SPECIAL PERMIT REQUESTED
PART III. APPLICANT AND OWNER CERTIFICATIONS

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Signature: ____________________________ Date: December 19, 2019
Print: Gloria M. Gutierrez, Trustee of Taylor Street Littleton Trust

Signature: ____________________________ Date: December 19, 2019
Print: ____________________________

Applicant

Signature: ____________________________ Date: December 19, 2019
Print: Gloria M. Gutierrez, Trustee of Taylor Street Littleton Trust

Signature: ____________________________ Date: December 19, 2019
Print: ____________________________

Applicant is:  ✔ Owner   Agent/Attorney   Purchaser
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☑ Special Permit Application Form: 7 print copies and one electronic copy.

☑ Site Plan; 2 full-sheet sets and 5 reduced copies (11" x 17"). Plans and drawings must be sealed by a registered professional engineer, registered architect, landscape architect, surveyor, or other design professional in their area of expertise.

- Vicinity map showing all lots, streets, and driveways within 500 feet from the exterior boundary of the lot
- Existing conditions plan, showing existing uses; inventory of natural features; all watercourses, wetlands, bogs, swamps, marshes, and boundaries of public water supply watersheds and environmentally sensitive zones; floodways and floodplain boundaries; zoning districts
- Existing and proposed contours at 2’ intervals
- Construction limit line, showing all areas to remain undisturbed
- Site layout plan for proposed use(s) of the property showing required setbacks and other information required for zoning compliance
- Utilities plan, i.e., existing and proposed fire hydrants and sewer, water, gas, electric, and other utility lines and easements
- Storm drainage provisions
- Existing and proposed street rights-of-way and paved surfaces, including those abutting the site
- Existing and proposed parking and loading spaces and areas, including stalls, aisles, driveways, turning radii, landscaped areas and islands, and their dimensions as required
- All existing and proposed points of vehicular access to the site, and clear sight triangles for corner lots; and sight lines for proposed driveways
- Location, height, and materials of all retaining walls.
- Location of proposed outdoor bulk trash containers or dumpsters, and screening details
- Location of proposed on-site sewage disposal systems and reserve areas, and design computations
- Exterior lighting plan
- A block containing the following information:
  - Zoning district(s) in which the property lies;
  - Total area of the property to at least the nearest hundredths of a square foot;
  - Gross floor area of each building;
  - Proposed percentages of building coverage and impervious surface coverage;
  - Maximum height of all existing and proposed buildings and other structures in feet and stories;
- Number of parking spaces required and provided for each use, plus visitor spaces, and method of calculation;
- Number of handicap parking spaces required and provided;
- Proposed overall density for each lot (number of dwelling units per acre);
- Total trip generation of existing and proposed use(s);
- Minimum common and usable open space required and provided, in square feet.

☐ Architectural Plans and Drawings
  - Elevations of all buildings and structures. Elevations shall be drawn to scale, showing the height, location, and extent of all material.
  - Roof top plan showing all proposed mechanical equipment and screening.

☐ Landscaping Plan
☐ Master Signage Plan
☐ Drainage Report and Calculations (3 copies)
☐ Traffic Impact Assessment
December 13, 2019

Ms. Maren Toohill, AICP
Town Planner
Town of Littleton
37 Shattuck Street, PO Box 1305
Littleton MA, 01460

Reference: Proposed Warehouse Facility
151 Taylor Street, Littleton, Massachusetts
Site Plan Review

Dear Ms. Toohill:

On behalf of NBPII Littleton LLC, Beals Associates, Inc. is pleased to submit plans and supporting documentation for a Site Plan Review of a proposed redevelopment of the property at 151 Taylor Street in Littleton, Massachusetts. The proposed project will consist of an industrial warehouse with a footprint of 143,640 square feet and potential mezzanine office space of 15,960 square foot for a total GFA of 159,600 square feet. Supporting this facility will be fourteen (14) truck docks and 200 passenger vehicle parking spaces.

The proposed site for this facility is a developed parcel of approximately 28.8 acres and is identified by the Town of Littleton Assessor’s Office as Tax Map R10 Lot 14. The property is located within the Industrial A Zone and is also within the Aquifer and Water Resource Protection District. The site currently contains a two-story office building with a footprint of approximately 50,755 square feet. This building will be demolished to prepare the site for the new facility.

Access to the site will continue to utilize the existing private driveway off Taylor Street. The intersection of the private driveway and Taylor Street will be widened to provide improved access for large trucks. Vehicular parking will be located on three sides of the building and the truck docks will be located on the westerly side of the facility with adequate room to enter the site, maneuver and leave the site.

The subject property was recently reviewed for a 144,000+ warehouse facility that was proposed by the prior site owners. This facility was eventually approved by the Planning Board and the Conservation Commission. In preparing the plans and documentation for this new application, our office benefited from the information that was available on the Town of Littleton website pertaining to the prior application.

Specific details regarding the Site Plan Review package, including plans, supplemental information, Traffic Impact Analyses and Stormwater Management Reports will be submitted under separate cover. We trust this letter will allow the applicant to secure placement on the next available Planning Board agenda to commence review of the overall project. In addition to Site Plan Review, the project will be seeking Planning Board approval of two Special Permits; a Major Industrial Use Special Permit as
well as an Aquifer and Water Resource District Special Permit. The project will also require an Order of Conditions from the Conservation Commission for minor impacts to the buffer zone of the Bordering Vegetated Wetland resource areas that exist on the property.

Our office looks forward to presenting this project with all of the supporting documentation to the Planning Board at the upcoming meetings. We anticipate submitting the supporting documentation in advance of the December 20, 2019. If you have any questions or comments on this matter, please do not hesitate to contact either myself (morey@bealsassociates.com) or Matt Costa (mcosta@bealsassociates.com) directly.

Sincerely,

Beals Associates, Inc.

Todd P. Morey, P.E.
Vice President

C: Brian Orr, NBPII
   Owen Hall, NBPII
   Daniel Holmes, Lerner & Holmes
   C-1071 File
PLANNING BOARD SPECIAL PERMITS
151 TAYLOR STREET

The Town of Littleton Planning Board will hold a consolidated Public Hearing on Thursday, January 9 at 8:00 p.m. in Room 103 of Town Offices, 37 Shattuck Street to consider the application for Special Permits Pursuant to MGL Chapter 40A and the Code of the Town of Littleton Zoning. The application is for Major Commercial or Industrial Use Special Permit under Sections 173-86 through 173-88, an Aquifer and Water Resource District Special Permit under Sections 173-61 through 173-64, and Site Plan Review under Section 173-16 through 173-19 of the Littleton Zoning Bylaws.

Property Location: 151 Taylor Street, Map R-10, Parcel 14
Applicant and Owner: NBP II Littleton, LLC

The applicant is seeking Special Permit approvals to allow redevelopment of industrial zoned property, including demolition of the existing two-story office building and constructing and operating an industrial warehouse of approximately 159,600 gross square feet of floor area.

Application and plans can be viewed at the Planning Board and Town Clerk’s Office during their business hours. Any person interested or wishing to be heard on the proposed plan should appear at the time and place designated, or provide written comment by Jan. 8 if possible to MToohill@littletonma.org or PO Box 1305 Littleton, MA 01460.

Maren Toohill, Town Planner

Phone: 978/540-2425 Fax: 978/952-2321
LITTLETON PLANNING BOARD
Littleton Town Offices
37 Shattuck Street, Room 303
Littleton, MA 01460

SPECIAL PERMIT APPLICATION

PART I. BASIC APPLICATION

Project Summary & Applicant Information

Project Name: 151 Taylor Street Warehouse Facility
Location (Street Address): 151 Taylor Street
Assessor's Map/Block/Lot Number (s): R-10, Lot 14

Applicant: NBP II Littleton, LLC.
Address: 401 Edgewater Place Suite #107
Telephone: 617-702-1604 Email: brian.orr@northbridgecre.com

Property Owner: NBP II Littleton, LLC.
Address: 401 Edgewater Place Suite #107
Telephone: 617-702-1604 Email: brian.orr@northbridgecre.com

Registry: Middlesex County Book: 43657 Page: 369

Site Information

Total Area (Acres): 28.763 Acres Lot Frontage (Lin. Ft): 159.06 Feet

Zoning District(s):
- Residence
- Village Common
- Business
- Industrial-A
- Industrial-B
- Wetlands
- Floodplains
- Aquifer Water Resource
- Aquifer Water Resource
- Registered Marijuana Dispensary Overlay District
- Littleton Village Overlay District West—Beaver Brook Area

All or a portion of the Site is also located in one or more overlay districts:
PART II. SPECIAL PERMIT REQUESTED

☐ Accessory Business Uses at Active Farms (§173-57)
☐ Adult Uses (§173-140 - §173-142)
☐ Aquifer and Water Resource District (§173-61 - §173-64); Attach Form IA.
☐ Commercial Solar Photovoltaic Installations (§173-180 - §173-184); Attach Form 1D.
☐ Conversion of Municipal Building (§173-69)
☐ Inclusionary Housing (§173-196 - §173-205); Attach Form 1F.
☐ Littleton Village Overlay District West-Beaver Brook Area (§173-167 - §173-179)
☐ Major Commercial or Industrial Use (§173-86 - §173-88)
☐ Master Planned Development (§173-89)
☐ Mixed Use in Village Common Business District (§173-165 - §173-166)
☐ Open Space Development (§173-93 - §173-118)
☐ Senior Residential Development (§173-145 - §173-152); Attach Form 1E.
☐ Shared Residential Driveways (§173-125 - §173-127)
☐ Vehicular Retail Sales (§173-26)
☐ Wireless Telecommunications Towers and Facilities (§173-128 - §173-133); Attach Form 1B.
☐ Registered Marijuana Dispensary (§ 173-85 – §173-92) Attach Form 1C.

PART III. APPLICANT AND OWNER CERTIFICATIONS

The undersigned hereby certifies that he/she has read and examined this Application, including all attachments hereto, and that the proposed project is accurately represented in the statements made in this Application. The undersigned also certifies that this application has been filed both with the Planning Board and Town Clerk, and that all submission requirements in the Planning Board’s Rules and Regulations have been met.

Property Owner
I/we hereby acknowledge that the Applicant is authorized to act on my/our behalf and that any and all representations made by the Applicant will be binding on me/us as Owners of the property.

Signature: ___________________________ Date: December 12, 2019
Print: Dean Atkins; Managing Director

Signature: ___________________________ Date: ___________________________
Print: ___________________________

Applicant
Signature: ___________________________ Date: ___________________________
Print: ___________________________
Signature: ___________________________ Date: ___________________________
Print: ___________________________

Applicant is: ☒ Owner  ☐ Agent/Attorney  ☐ Purchaser
SUBMISSION REQUIREMENTS

- Special Permit Application Form: 7 print copies and one electronic copy.
- Site Plan; 2 full-sheet sets and 5 reduced copies (11" x 17"). Plans and drawings must be sealed by a registered professional engineer, registered architect, landscape architect, surveyor, or other design professional in their area of expertise.
  - Vicinity map showing all lots, streets, and driveways within 500 feet from the exterior boundary of the lot
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  - Location, height, and materials of all retaining walls.
  - Location of proposed outdoor bulk trash containers or dumpsters, and screening details
  - Location of proposed on-site sewage disposal systems and reserve areas, and design computations
  - Exterior lighting plan
  - A block containing the following information:
    - Zoning district(s) in which the property lies;
    - Total area of the property to at least the nearest hundredths of a square foot;
    - Gross floor area of each building;
    - Proposed percentages of building coverage and impervious surface coverage;
    - Maximum height of all existing and proposed buildings and other structures in feet and stories;
- Number of parking spaces required and provided for each use, plus visitor spaces, and method of calculation;
- Number of handicap parking spaces required and provided;
- Proposed overall density for each lot (number of dwelling units per acre);
- Total trip generation of existing and proposed use(s);
- Minimum common and usable open space required and provided, in square feet.

☐ Architectural Plans and Drawings
  - Elevations of all buildings and structures. Elevations shall be drawn to scale, showing the height, location, and extent of all material.
  - Roof top plan showing all proposed mechanical equipment and screening.

☐ Landscaping Plan
☐ Master Signage Plan
☐ Drainage Report and Calculations (3 copies)
☐ Traffic Impact Assessment
PART IV. PROJECT SUMMARY

Project Name: 151 Taylor Street Warehouse Facility

Location (Street Address): 151 Taylor Street

Assessor’s Map/Parcel Number (s): R-10, Lot 14

YES Parcel in Aquifer District or YES Parcel in Water Resource District

Submission Requirements. Per § 173-62 (D) of the Littleton Zoning Bylaw, the following must be attached to this application for a special permit.

☐ Attached checklist, completed
☐ Complete list of potentially toxic or hazardous materials used or stored on the premises
☐ Description of protective and preventive measures
☐ Description of potentially toxic or hazardous wastes with storage and disposal method
☐ Evidence of DEP approval of waste system
☐ Evidence of qualified professional supervision of underground storage system design and installation
☐ Analysis by qualified engineer
Identify the uses proposed in this Special Permit application.

<table>
<thead>
<tr>
<th>Use</th>
<th>Proposed</th>
<th>Allowed in either Aquifer Protection or Water Resource District</th>
<th>Allowed only in Aquifer Protection District</th>
<th>Allowed only in Water Resource District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Use</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>• Self-Storage Facility</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>• Truck Terminal</td>
<td></td>
<td>X</td>
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<td>X</td>
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<tr>
<td>• Sanitary landfill, junkyard, salvage yard, other solid waste disposal</td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>• Motor vehicle service or washing station</td>
<td></td>
<td>X</td>
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<td></td>
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<tr>
<td>Accessory Use</td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>• Manufacture, use, transport, storage or disposal of toxic or hazardous materials in excess of 5 gallons or 25 pounds dry weight of any substance or a total of all substances not to exceed 50 gallons or 250 pounds dry weight, on a site at any one time as an accessory activity for nonresidential and nonagricultural principal activities</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Parking area with 100 or more spaces capacity</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Waste characteristics: Hazardous waste generation, treatment or storage in quantities not to exceed Very Small Quantity Generators (VSQGs) as defined in DEP 310 CMR 22.21(2)(a)(7) or subsequent equivalent regulation(s) currently in effect</td>
<td></td>
<td>X</td>
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<tr>
<td>• On-site disposal of industrial waste</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>• Grading resulting in exterior grades less than five feet</td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Use</td>
<td>Proposed</td>
<td>Allowed in either Aquifer Protection or Water Resource District</td>
<td>Allowed only in Aquifer Protection District</td>
<td>Allowed only in Water Resource District</td>
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<td>----------------------------------------------------------------------</td>
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<tr>
<td>above maximum groundwater elevation</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>• Estimated sewage flow greater than 6 gallons/day per 1,000 s.f. of lot area</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>• Estimated sewage flow greater than 15,000 gallons per day</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>• Use retaining less than 30% of lot area in natural state</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>• Underground storage of gasoline or chemicals</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>• Storage of heating oil or petroleum in quantities greater than 500 gallons</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>• Disposal of snow from outside the district</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>• Storage of sludge and/or septage not stored in accordance with DEP 310 CMR 22.21(2)(b)(1)</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**Impervious Surfaces**

| • Rendering impervious more than 20% but not less than 50% of any lot or parcel in Water Resource District | X        |                                                                | X                                           |                                          |
| • Rendering impervious more than 15% or 2500 square feet of any lot or parcel but less than 30% in Aquifer District | X        |                                                                | X                                           |                                          |
$173-62(B)$ Special Permit Criteria

- Groundwater quality performance rule met
- Location of water quality wells shown

$173-63$: Design and Operation Guidelines *

- Safeguards against materials discharge or loss adequate
- Location of potential pollution source outside district where feasible
- Waste disposal provisions adequate
- Provision for on-site stormwater recharge or waived during site plan review*
- Oil, grease, and sediment traps provided, if applicable*
- Separate collection of drainage from loading areas for toxic or hazardous materials*
- Monitoring adequate, if required
- Storage of ice control chemicals adequate

*Provision shall be made for on-site recharge of stormwater runoff from impervious surfaces without degradation to groundwater if a special permit is to be granted for greater than 15% coverage (but less than 30%) in the Aquifer District and for impervious cover greater than 20% (but less than 50%) in the Water Resource District. Such recharge shall include (but not limited to) infiltration through methods as outlined in the Town of Littleton Low Impact Design/Best Management Practices Manual (latest edition) unless otherwise approved by the Planning Board during site plan review. Where dry wells or leaching basins are used, they shall be preceded by oil, grease and sediment traps. Drainage from loading areas for toxic or hazardous materials shall be separately collected for safe disposal.”
APPLICATION: SCENIC ROAD REVIEW
199 Whitcomb Avenue

DESCRIPTION: Scenic Road Special Permit to allow for removal of up to two (2) linear feet of stone wall to allow trail access.

OWNER/APPLICANT: Sudbury Valley Trustees
c/o Dan Stimson
18 Wolbach Road
Sudbury, MA 01776-2429

MEETING DATE: January 9, 2020

MEMBERS PRESENT: Anna Hueston, Delisa Laterzo, Mark Montanari, and Gerald Portante

DECISION: At the Board meeting of Thursday, January 9, 2020, a motion was made by NAME HERE and seconded by NAME HERE to grant/deny the Scenic Road Request to allow removal of up to two (2) feet of stone wall to improve trail access to the property. Stones removed to create the opening shall be placed behind the existing wall to make a short section of double width wall.

The Board voted XX to YY in favor of this motion.

Signed:

Delisa Laterzo, Clerk
December 23, 2019

Planning Board
Littleton Town Offices
37 Shattuck Street
Littleton, MA 01460

Dear Members of the Planning Board,

Sudbury Valley Trustees has recently opened our newest trail off Whitcomb Ave in Littleton. The Smith Conservation Land, located at 199 Whitcomb Ave, extends to the Harvard line and beyond, connecting to additional conservation lands owned by the Town of Harvard. The Littleton Conservation Trust holds a Conservation Restriction over this land and they have been working with us as we prepare the trails for visitors.

Because the property lies on both sides of Whitcomb Ave, we've been working to make the crossing as easy and safe as possible for our visitors. Currently, the existing breaks in the stone wall do not line up for a direct crossing. On the west side of the road there is a wide opening at the entrance of a small field which we are utilizing as overflow parking for organized walks. We've routed the trail through this opening. To reach the existing break on the east side of the road, hikers must walk north along the side of the road approximately 75'. This is especially challenging in winter, when the narrow shoulders are taken up by snow piles.

We propose to make a narrow break in the stone wall on the east side of Whitcomb Ave, which would allow hikers to directly cross the road to access both sides of the trail. There is a spot in the wall where there are several tumbled rocks, already creating a dip in the wall. We would like to open a break of approximately 2 feet in width here to allow walkers to enter and access the adjacent trail. We would clean up the tumbled stones and place these, and the ones removed from the wall to create the opening, behind the existing wall, making a short section of double width wall.

Littleton Conservation Trust has confirmed this is acceptable under the Conservation Restriction and is in support of this proposal for the improvement of the trail. We are writing to you for your review of this proposal because of Whitcomb Avenue’s status as a Scenic Road.

Photographs and a parcel map of the area are attached. Thank you for your review.

Sincerely,

Dan Stimson

cc: Littleton Conservation Trust
Hi Maren,
Please let me know if you have any questions about the attached letter, thanks for your help.
Dan

Dan Stimson
Assistant Director of Stewardship

Sudbury Valley Trustees
18 Wolboch Road
Sudbury, MA 01776
978-443-5588 ext. 136
www.svtweb.org
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