

MEMORANDUM

To	Maren Toohill, AICP, Town Planner, Town of Littleton
From	Emily Keys Innes, AICP, LEED AP ND, Principal
Date	November 30, 2022
Project	22108 – Littleton: MBTA Communities Zoning Study
Subject	Public Engagement Plan - Draft
Cc:	Eric Halvorsen, AICP, Principal, RKG Associates Chris Herlich, AICP, Senior Market Analyst/Urban Planner, RKG Associates

The purpose of this memorandum is to describe the proposed public engagement plan to encourage community involvement in discussing options for new or revised zoning in Littleton to comply with the MBTA Communities zoning requirements (Section 3A).

This engagement will include a series of up to three workshops in online, virtual or hybrid formats. The workshops will build on work already done by the Town of Littleton in developing the draft 40R zoning for Littleton Station and the Village Common Form-Based Code. The goal of the engagement is to build community consensus around draft zoning that could be presented to Town Meeting in the fall of 2023.

The workshops will include scenario planning to support conversations about the location and intensity of development around the station balanced with how new development would fit within the physical character of Littleton's existing built environment. The scenarios will include two- and three-dimensional illustrations and three options for district boundaries, with the largest boundary to include the existing office developments on Foster Street and the smallest boundary tied to the minimum requirements for the MBTA Communities multifamily unit capacity and district density. The districts will also include subareas that vary by housing typology and development intensity. Traffic concerns can be documented but are not part of this study.

The Town of Littleton has a history of engaging the community around zoning, with several meetings for both the Village Common Form-Based Code and the draft 40R for Littleton Station. Based on the policy discussion on November 16, 2022, with members of the Planning Board, Select Board, Municipal Finance Committee, and Affordable Housing Trust, the Town's preference is to build on the previous public engagement sessions and progress for the draft Littleton Station 40R.

Recommended Timeline and Content for Public Engagement Plan

Date	Public Outreach Path	Consultant Team Path
December 2022	Task 1. Confirm public outreach plan.	Begin Task 2.
January 2023	<p>Check and confirm meeting spaces based on dates below.</p> <p>Work with town staff to identify appropriate places for physical flyers, relevant social media accounts (not all will be Town-sponsored), ad placement, and people with email chains.</p> <p>Develop budget of ads, food, other expenses.</p>	<p>Task 2: Initial Analysis:</p> <ul style="list-style-type: none"> • Review existing and draft zoning. • Review MBTA Guidelines. • Review prior planning work. • Prepare Analysis. <p>Due January 15, 2022.</p>
February 2023	<p>If catering food, then identify and confirm caterers.</p> <p>Establish timeline to send flyers and posts to correct people for distribution consistent with the dates below.</p>	<p>Task 3. Preparation</p> <p>Prepare outreach materials.</p> <p>Prepare 2-D and 3-D fit studies.</p> <p>Due March 1, 2022</p>
March 10 (FRI)	<p>First notice for all three workshops.</p> <p>Flyers and ads for all three dates posted and sent via social media/email.</p>	<p>Confirm and distribute outreach materials.</p> <p>Confirm final workshop materials.</p>
March 24 (FRI)	Social media/email reminders of first public workshop	
April 8 (SAT)	<p>First Public Workshop (in-person)</p> <p>Timing</p> <ul style="list-style-type: none"> • Pre-meeting site walk at the MBTA parking lot • 10 am – 1 pm (Serve lunch!) <p>Format</p> <ul style="list-style-type: none"> • Presentation and Tables • Content • Review feedback from initial 40R process. 	<p>Task 3. Facilitation #1</p> <p>Post-meeting analysis of results to be incorporated into next meeting and final report.</p> <p>Begin prep for May workshop based on results of April workshop.</p>

Date	Public Outreach Path	Consultant Team Path
	<ul style="list-style-type: none"> • Review existing draft of 40R district. • Discuss requirements for MBTA Communities: how much density needs to be where. • Present demographic implications for housing – what is needed and by whom? • Initial scenarios and housing typologies (relationship to draft 40R zoning and design guidelines). Conduct VPS of typologies tied to draft subareas? <p>(Spring break is April 17-21; should be early enough not to conflict with budget season)</p>	
May 1 (MON)	Announce second workshop at Town Meeting	
May 9 (FRI)	<p>Social media/email reminders of second public workshop.</p> <p>Target flyers and adds to be up before this date.</p>	
May 16 (TUES)	<p>Second Public Workshop (online)</p> <p>Timing</p> <ul style="list-style-type: none"> • 6-7:30 pm or 7-8:30 pm <p>Format</p> <ul style="list-style-type: none"> • Presentation and Q&A; either breakout rooms or poll on images/maps. <p>Content</p> <ul style="list-style-type: none"> • Overlap Workshops 1 and 2 to capture those who cannot be there in person. • Review results from last meeting 	<p>Task 3. Facilitation #2</p> <p>Post-meeting analysis of results to be incorporated into next meeting and final report.</p> <p>Begin prep for June workshop based on results of May workshop.</p>

Date	Public Outreach Path	Consultant Team Path
	<ul style="list-style-type: none"> • Present hybrid scenario and draft boundaries, subareas, and intensities • Discuss implications for existing draft 40R district and related design standards 	<p>(Town Meeting starts May 1; should be finished by May 16.)</p>
June 2 (FRI)	<p>Social media/email reminders of third public workshop.</p> <p>Target flyers and adds to be up before this date.</p>	
June 10 (SAT)	<p>Final Public Workshop (in-person)</p>	Task 3. Facilitation #3
	<p>Timing</p> <ul style="list-style-type: none"> • 9 am – 11 am or 10 am – 12 pm 	<p>Post-meeting analysis of results to be incorporated into next meeting and final report.</p>
	<p>Format</p> <ul style="list-style-type: none"> • Presentation and Tables 	<p>Complete write-up due on July 1, 2023.</p>
	<p>Content</p> <ul style="list-style-type: none"> • Review previous two meetings • Recommended district boundaries and intensities • Implications for municipal budget • Required modifications to existing draft 40R 	Begin Task 4.: Draft Zoning
	<p>(Father's Day weekend/Juneteenth is the following weekend, School ends June 23 unless snow days;)</p>	
July 1	<p>Deadline for summary of public engagement and implications.</p>	
July 15	<p>Deliver first draft of zoning for discussion with Town staff.</p>	

Date	Public Outreach Path	Consultant Team Path
July-August	<p>Facilitate 2-3 focus groups that include representatives from the following, as needed:</p> <ul style="list-style-type: none"> • Officials from the Town's land use boards • Select Board members • Lawyers and engineers who regularly appear before those boards • Local developers • State agencies 	<p>Document recommendations from focus groups.</p>
August	<p>Present draft to joint meeting of Planning Board and Select Board.</p>	<p>Begin Task 5.</p> <p>Revise draft prior to presentation.</p> <p>Apply DHCD's Compliance Model to the Final Zoning.</p> <p>Revise draft post-presentation (if needed).</p> <p>Begin Task 6.</p>
September	<p>Present final draft to joint meeting of Planning Board and Select Board.</p> <p>Attend the Planning Board's public hearing on the proposed bylaw.</p>	<p>Prepare materials for town Meeting.</p> <p>Due September 15, , 2023.</p>