

 270 Littleton Road, Suite 32 Westford, MA

 (978) 577-6255

 (978) 577-6276

 www.WestfordLawFirm.com

MELISSA E. ROBBINS
ATTORNEY AT LAW
Licensed in Massachusetts and New Hampshire
 Melissa@Westfordlawfirm.com

KATHRYN LORAH FARRELL
ATTORNEY AT LAW
Licensed in Massachusetts
 Kathy@Westfordlawfirm.com

PAULA R.C. BACHTELL
ATTORNEY AT LAW
Licensed in Massachusetts
 Paula@Westfordlawfirm.com

July 27, 2023

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

RE: 12 Robinson Road – Site Plan Review Application

Dear Members of the Board,

This office represents Joseph Cataldo, regarding the enclosed Site Plan Review Application for the redevelopment of 12 Robinson Road. The property is located in the Business (B) Zoning District and Village Common (VC) Overlay Zoning District.

The proposed project entails the restoration of the existing historic building, known as the “Benjamin Kimball House” into two (2) residential units. The existing historic building will be preserved with guidance from the Historic Commission. Two (2) additional units will be constructed in a new duplex style building, for a total of four (4) units. The development will also include a detached garage, pocket park, sidewalk, and parking areas.

The Project is subject to Site Plan Approval by the Planning Board per Section 173-219B of the Zoning Bylaw. In addition to Site Plan Approval, an application to the Planning Board for the Village Common & King Street Common FBC Area is also required, as such, we have enclosed three (3) copies of the following materials for your review:

1. Application Forms and Checklists:
 - a. Form 1 Application
 - b. Site Plan Review Checklist
 - c. Form 1H: Village Common & King St Common Supplement
 - d. VC & KC Form- Based Code Area Checklist (Existing building)
 - e. VC & KC Form- Based Code Area Checklist (Proposed duplex)
 - f. VC & KC Form- Based Code Area Checklist (Proposed garage)
2. Development Team Qualifications
3. Supplemental Data Report
4. Design Guidelines Narrative

5. Landscape Narrative
6. Economic Development Narrative
7. Purchase and Sale Agreement
8. Plans:
 - a. Civil
 - b. Landscape
 - c. Architectural

The enclosed application meets Article IV Site Plan requirements and the Project is in accordance with the purpose and intent of the Village Common District, Article XXX Section 173-215 and Section 173-216.

Thank you for your time and consideration, kindly schedule this matter for your next Planning Board hearing.

Very truly yours,



Melissa E. Robbins

Enclosures.

Application Forms and Checklists



**TOWN OF LITTLETON
PLANNING BOARD
FORM 1 APPLICATION
ADOPTED FEB. 2, 2022**

Littleton Town Offices
37 Shattuck Street
Room 303
Littleton, MA 01460
(978) 540-2425

Filing Date: _____
Planning Board: _____
Town Clerk: _____
Filing Fee: _____
 Abutters List Attached

PART I. BASIC APPLICATION

Project Summary & Applicant Information

Project Name: 12 Robinson

Location (Street Address): 12 Robinson Road, Littleton, MA 01460

Assessor's Map/Parcel (s): U07 15 0

Applicant: Joseph Cataldo

Address: c/o Melissa E. Robbins, Farrell & Robbins, P.C. 270 Littleton Rd, Ste. 32, Westford, MA 01886

Telephone: 978-577-6255 Email: melissa@westfordlawfirm.com

Property Owner: Town of Littleton

Address: 37 Shattuck Street, Littleton, MA 01460

Telephone: 978-540-2401 Email: _____

Registry: Middlesex South Book: 71265 Page: 451

Site Information

Total Area
(Acres): 0.71 Ac. Lot Frontage (Lin. Ft): 141 ft.

Zoning District(s): Residence King Street Common
 Village Common Industrial-A
 Business Industrial-B

All or a portion of the Site is also located in
one or more overlay districts:

Wetlands Water Resource
 Floodplains District
 Aquifer District Littleton Village
 Adult Use Marijuana Overlay District
District West—Beaver Brook
Area

PART II. SPECIAL PERMIT(S) REQUESTED (check all that apply)

- Site Plan Review
 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 1A.*
 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 FBC District (§173-166) *Attach form 1H.*
 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.*
 Sidewalk Curb Cut (§173-224) *Attach Form 1H.*
 VC District + AWRD Lot Coverage (§173-224) *Attach Form 1H.*
-

PART III. APPLICANT AND OWNER CERTIFICATIONS

The undersigned hereby certifies that they have 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: 7/27/23

Print: TOWN of Littleton *

Signature: _____

Date: _____

Print: _____

Applicant

Signature: J. Cataldo

Date: 7/27/23

Print: Joseph Cataldo, Jr.

Signature: _____

Date: _____

Print: _____

Applicant is: Owner Agent/Attorney Purchaser

Form 1/ Planning Board Form 1 – Site Plan and Special Permit(s) Main Form

* Authorization through Paragraph 31 of Purchase and Sale Agreement. (Attached)

PART IV. SUBMITTAL REQUIREMENTS

ALL APPLICATIONS

Required Materials		Notes
<input checked="" type="checkbox"/>	Application Cover Page	2 prints 1 electronic
<input checked="" type="checkbox"/>	Plans sealed by a registered professional engineer, registered architect, landscape architect, surveyor, or other design professional in their area of expertise.	1 full size print 1 reduced print (11x17) 1 electronic

SPECIAL PERMIT APPLICATIONS

Required Information & Materials		Notes
<input type="checkbox"/>	Forms & Checklists	See Application Cover Page for required forms & checklists based on specific special permits requested
<input type="checkbox"/>	Summary Table (Required/Existing/Proposed)	Zoning District Lot Area Gross Floor Area Lot Coverage Building Height Parking Spaces Density Trip Generation Open Space
<input type="checkbox"/>	Vicinity map	all lots, streets, and driveways within 500 feet from the exterior boundary of the lot
<input type="checkbox"/>	Existing conditions plan	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
<input type="checkbox"/>	Existing & proposed topography	contours at 2' intervals
<input type="checkbox"/>	Construction area plan	showing all areas to remain undisturbed
<input type="checkbox"/>	Site layout plan	showing required setbacks and other information required for zoning compliance; 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
<input type="checkbox"/>	Utility plan	existing and proposed fire hydrants and sewer, water, gas, electric, and other utility lines and easements

<input type="checkbox"/>	Storm drainage plan	
<input type="checkbox"/>	Parking, loading, & access plan	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
<input type="checkbox"/>	Exterior lighting plan	
<input type="checkbox"/>	Architectural plans	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
<input type="checkbox"/>	Landscape plan	
<input type="checkbox"/>	Sign plan	
<input type="checkbox"/>	Drainage report (with calculations)	
<input type="checkbox"/>	Traffic impact assessment	

SITE PLAN REVIEW APPLICATIONS

Required Information & Materials	Notes
<input checked="" type="checkbox"/> Site Plan Review Checklist	

SITE PLAN REVIEW APPLICATIONS (Village Common & King Street Common FBC Area)

Required Information & Materials	Notes
<input checked="" type="checkbox"/> Site Plan Review Checklist	
<input checked="" type="checkbox"/> Form 1H	
<input checked="" type="checkbox"/> VC & KSC FBC Area Checklist	

If you wish to review application requirements and/or materials with Planning Department Staff prior to submitting your application, please call or email us.



**TOWN OF LITTLETON
SITE PLAN REVIEW CHECKLIST**

Littleton Town Offices
37 Shattuck Street
Room 303
Littleton, MA 01460
(978) 540-2425

Drawing # _____
Drawing Date _____

Proposed Title 12 Robinson Reviewer _____

Applicant Joseph Cataldo _____

Application Date 7/27/23 _____

Date of Formal Review by Planning Board _____

Project Description: _____

The project includes redeveloping the existing building into two (2) residential units and constructing a new duplex building for a total of four (4) units. The development will preserve the existing building in accordance with the Historic Commission's guidance.

PLANNING BOARD ACTION

APPROVED

APPROVED SUBJECT TO MODIFICATION

DISAPPROVED

By vote of the Littleton Planning Board

Date: _____

Date of Notice to Building Commissioner _____

POLICY ON TRAFFIC & PEDESTRIAN MITIGATION

Calculated Fee (\$100 per parking space) _____

Fee Paid

Fee Waived

DRAWING REQUIREMENT: §173-17: Littleton Zoning Bylaw

- Boundary Lines
- Adjacent streets and ways shown
- Topography, existing and proposed
- Structures, existing and proposed
- Walkways
- Principal drives
- Service entries
- Parking
- Landscaping
- Screening
- Park or recreation areas
- Utilities:
- a. Water
- b. Electricity
- c. Gas
- d. Telephone
- Sanitary sewerage
- Storm drainage
- ↓ Seal of registered Architect, Landscape Architect, or Professional Engineer
- +++++

DESIGN REQUIREMENTS §173-18

- Internal Circulation safe
- Egress safe
- Access via minor streets minimized
- Visibility of parking areas minimized
- Lighting avoids glare
- Major topography change, tree removal minimized
- Adequate access to each structure for emergency equipment
- Utilities adequate
- ↓ Drainage adequate

+++++USE AND INTENSITY REGULATION+++++

USE AND INTENSITY REGULATION

§173-22: Establishment of districts

Parcel is located in zoning district type: Village Common

Section 173-25: Use Regulations

Use for which application is made: Multi-Family Residential

 Use allowed **OR**

Special Permit Required (§173-7) because:

+++++Intensity of Use Regulation & Schedule+++++

§173-27 & 173-31: Intensity of Use Regulation & Schedule

- Lot area adequate (see also Definitions)
- Lot frontage adequate
- Reduced lot frontage approved, if applicable
- Front yard adequate (see also Definitions)
- Smaller setback approved, if applicable
- Side, rear yards adequate (see also Definitions)
- Building height conforming (see also Definitions)
- Greater building height approved, if applicable
- Building coverage conforming (see also Definitions)
- Building plus paving coverage conforming
- Floor area ratio conforming

Project within Article XXX
Village Common

GENERAL REGULATIONS §173-32 & 173-33

- Parking and Loading Requirements
- Location of parking conforming
- Number of spaces adequate or waived
- Computation 2 spaces per dwelling unit x 4 Units = 8 spaces

(11 spaces provided)

§173-32 Parking Area Design

- No parking within 10 feet of street line
- Parking paved, bumper guards conforming or waived
- No backing into public way (§173-32, C.1)
- Egress spacing adequate (§173-32 C. C1)

Screened from abutting residential uses, public ways (§173-32, C.3) for 8 or more cars

§ 173-33: Loading Requirements

N/A No need for trucks to back onto or off a public way

N/A No need for trucks to park on a public way while loading, unloading, or waiting to do so

§ 173-34: Sign Regulation administered by Board of Selectmen, not included in Site Plan Review.

§ 173-43: Landscaping and Screening

N/A Outdoor sales display, commercial outdoor recreation screened

N/A Industrial "A" buffer provided

X Corner vision clear

X Exterior lighting complies

SPECIAL REGULATIONS

§ 173-52: Motor Vehicle Services

N/A Requirements met, if applicable

§ 173-53: Accessory Uses

N/A Floor and Land area requirements met, if applicable

173-61: Aquifer and Water Resource District

N/A Aquifer District applicable

N/A Water Resource District applicable

N/A Regulations met, if applicable (See separate checklist)

173-72: Wetlands and Flood Plain Regulations

N/A Wetlands and flood plain regulations met, if applicable

173-78: Noise Regulations

X Applicant informed of existence of requirements



TOWN OF LITTLETON
APPLICATION TO THE PLANNING BOARD
Village Common & King Street Common FBC Area
ADOPTED Feb. 3, 2022

Littleton Town Offices
37 Shattuck Street
Room 303
Littleton, MA 01460
(978) 540-2425

*Submit this Application with Form 1H Checklist for any project that is required to comply with Article XXX and applicable sections of Article XXXI

PART I. PROJECT SUMMARY

Project Name: 12 Robinson

Project Type: New Construction Interior Renovation (No exterior change) Exterior Renovation and/or Addition Other

Project Uses: (e.g., Multifamily dwelling)	Existing Gross Sq. Ft.	Proposed Gross Sq. Ft.	If Residential, Number of Units
Existing House/Barn	3,923	4,082	Two (2)
Existing Garage	704	-	-
Proposed Duplex	-	3,224	Two (2)
Proposed Garage	-	1,152	-
Total:	4,627	8,458	Four (4)

*For additional uses, please attach a separate sheet.

Total Off-street Parking Spaces: Eleven (11)

Site Coverage:

1. Total Site Area (sq. ft.)	<u>30,760</u>
2. Total Building Footprint (sq. ft.)	<u>6,081</u>
3. Total Building Coverage (%)	<u>19%</u>
4. Total Paved Surfaces (sq. ft.) (including access drives, parking, walkways, etc.)	<u>6,912</u>
5. Total Impervious Area (sq. ft.) (#2 + #4)	<u>12,993</u>
6. Total Impervious Cover Ratio (%)	<u>42%</u>

PART II. PROJECT TEAM & EXPERIENCE

DEVELOPER

Name of Entity & Business Address	Contact:
Name: M.J. Cataldo, Inc.	Name: Joseph A. Cataldo, Jr.
Address Line 1: 66 Westford Road	Phone: 978-501-6831
Address Line 2:	Email: jcatado@mjcataldo.com
City/State/Zip: Ayer, MA 01432	
Phone: 978-501-6831	

SITE / CIVIL ENGINEER

Name of Entity & Business Address	Contact:
Name: LandTech Consultants, Inc.	Name: Matthew A. Waterman, P.E.
Address Line 1: 515 Groton Road	Phone: 978-692-6100
Address Line 2:	Email: mwaterman@landtechinc.com
City/State/Zip: Westford, MA 01886	
Phone: 978-692-6100	

ARCHITECT

Name of Entity & Business Address	Contact:
Name: The MZO GROUP	Name: James A. Zegowitz
Address Line 1: 335 Main Street, Suite 201	Phone: 781-279-4446
Address Line 2:	Email: jzegowitz@mzogroup.com
City/State/Zip: Stoneham, MA 02180	
Phone: 781-279-4446	

LANDSCAPE ARCHITECT

Name of Entity & Business Address	Contact:
Name: Beals and Thomas, Inc.	Name: Regan E. Andreola, RLA
Address Line 1: 144 Turnpike Road	Phone: 508-366-0560
Address Line 2:	Email: randreola@bealsandthomas.com
City/State/Zip: Southborough, MA 01772	
Phone: 508-366-0560	

*For additional team members, please attach a separate sheet.

PART II. PROJECT TEAM & EXPERIENCE CONTINUED

ATTORNEY

Name of Entity & Business Address	Contact:
Name: Farrell & Robbins, P.C.	Name: Melissa E. Robbins
Address Line 1: 270 Littleton Road, Suite 32	Phone: 978-577-6255
Address Line 2:	Email: melissa@westfordlawfirm.com
City/State/Zip: Westford, MA 01886	
Phone: 978-577-6255	

PART III: REQUIRED ATTACHMENTS

Submitted materials must provide the following, based on the scope of the proposed development:

- Project Narrative.** Applicant must provide a detailed project narrative providing enough information for the Planning Board to understand the proposed development and how it will meet the goals of the Village Common or King St Common districts. In particular, the narrative must address, at minimum, the following:

- Economic development
- Pedestrian safety (including, but not limited to, accessibility and universal design)
- Sustainability (including, but not limited to, stormwater management, low-impact development, energy efficiency, photovoltaic (PV) devices, electrical vehicle charging)
- Site and landscape design (including, but not limited to, open space gathering areas, native plantings, outdoor lighting control, noise mitigation)

- Development Team Qualifications.** A narrative description of the experience and qualifications of members of the development team. Identify recent comparable developments completed in Massachusetts by project name, location, year completed, and summary details. Identify developments where proposed team members collaborated on projects in the past.

To facilitate Lot Standards (§173-220) and Site Standards (§173-224) review:

- Site Plan(s).** In addition to Site Plan Review requirements, the VC/KC Site Plan(s) must include the following information:
- General:
 - North arrow and graphic scale
 - Lot lines
 - Adjacent rights-of-way, street names, and easements
 - Abutting properties and respective uses
 - Buildings:
 - Position of all existing and proposed buildings
 - Indication and overall dimensions of primary massing(s) and building component(s)
 - Distance of all building setbacks measured perpendicular to lot lines
 - Distance of separation between all buildings, including existing and proposed
 - Sidewalk width(s) along front lot line(s)
 - Vehicular Access and Parking:
 - Location and design of proposed curb cut(s) and widths, if applicable
 - Location and width(s) of driveway(s)
 - Location and number of off-street parking spaces, including handicap spaces
 - Distance of parking setback from front lot line(s)
 - Location of shared driveway and/or cross-access connection(s), if applicable
 - Screens where abutting residential use
 - Parking structure, if applicable
 - Lot Development:
 - Total lot area (sq. ft.)

- Building footprint(s) (sq. ft.)
- Paved surfaces (sq. ft.), including access drives, parking, walkways, etc.
- Façade Build Out and Frontage Types:
 - Total lot width
 - Total width of all building façade(s)
 - Indication of frontage type(s) along front lot line(s)
- Open Space:
 - Pedestrian walkways
 - Parks and recreation areas
- Screens:
 - Location of screens for loading facilities, service areas, and mechanical equipment

To facilitate Building Standards (§173-221) review, submit the following drawing set (Conceptual Building Plan(s), Building Elevations, and Cross Sections) for each proposed building.

Conceptual Building Plan(s) per building, showing:

- General:
 - ✓ North arrow and graphic scale
 - ✓ Adjacent rights-of-way, street names, and easements, if applicable
- Primary Massing(s) and Building Assembly:
 - ✓ Indication of primary massing(s) and building component(s)
 - ✓ Width and depths of primary massing(s)
 - ✓ If more than one primary massing, distance of offset between exterior walls of primary massings
- Uses and Features:
 - ✓ Indication of use(s) and floor area per floor
 - ✓ For residential use, number of dwelling units
 - ✓ Indication of principal entrance(s)
- Building Components:
 - ✓ Dimension requirements for all building component(s), including, but not limited to, setback from primary massing, widths, depths, stories, heights, projections, and setback encroachments.
- Frontage Types:
 - ✓ Indication of frontage type(s)
 - Dimension and design requirements for all frontage type(s), including, but not limited to, paved areas, landscaped areas, structure projections, bicycle parking, and seating.

Minimum Four (4) Building Elevations per building, showing:

- General:
 - ✓ Graphic scale
- Primary Massing(s):
 - ✓ Widths, depths, and heights of primary massing(s)
 - ✓ Indication of roof pitch type
 - Indication of roof architectural features, including, but not limited to, mechanical and stairwell; penthouses; vents or exhausts; solar pens or skylights; etc. (§173-221.I.a.)
- Building Height and Features:

- ✓ Total building height (as defined in Article II, Definitions)
 - ✓ Indication of principal entrance(s)
 - Building Components:
 - ✓ Dimension requirements for all building component(s), including, but not limited to, setback from primary massing, widths, depths, stories, heights, projections, and setback encroachments.
 - Fenestration:
 - ✓ Ground story fenestration dimensions and total glazing percent
 - ✓ Upper story fenestration dimensions and total glazing percent
 - Frontage Types:
 - ✓ Indication of frontage type
 - Dimension and design requirements for all frontage type(s), including, but not limited to, paved areas, landscaped areas, structure projections, bicycle parking, and seating.
 - Screens:
 - Dimensions and design of screens for loading facilities, service area, and mechanical area
- **Minimum Two (2) Cross Sections per building**, showing:
- General:
 - ✓ Graphic scale
 - Story Height:
 - ✓ Heights of ground story and second story (as defined in §173-221.D.a.i.)
 - ✓ Heights of half story(ies), (as defined in §173-221.D.a.ii.)
 - ✓ For half story(ies), distance between where roof rafters intersect the wall plate or top of wall frame of the exterior walls and the finished floor of the half story (as defined in §173-221.D.b.).
 - Number of Stories:
 - ✓ Indication of the number of stories (as defined in §173-221.E.)
- **Perspective Views.** Perspective views are strongly encouraged, but not required and can include:
- Aerial view(s) showing the full extent of the project and lot
 - Ground-level view(s) from the primary rights-of-way
 - Ground-level view(s) of principal building frontage areas and entrances

To facilitate Design Guidelines (§173-222) review:

- ✓ **Written Design Guidelines Narrative.** Narrative explaining consistency with the Design Guidelines, referencing application drawings or additional drawings as necessary.

If you wish to review application requirements and/or materials with Planning Department Staff prior to submitting your application, please call 978-540-2425, or email the Planning Department.



**TOWN OF LITTLETON
CHECKLIST**
Village Common & King Street Common FBC Area
ADOPTED Feb. 3, 2022

Littleton Town Offices
37 Shattuck Street
Room 303
Littleton, MA 01460
(978) 540-2425

*Submit this Checklist with the Form 1H Application for any project that is required to comply with Article XXX and applicable sections of Article XXXI

LOT STANDARDS (§173-220)

Existing Building

Fill out columns "Existing" and "Proposed", as applicable:

Standards	Required	Existing	Proposed	Compliant (Internal Use Only)
Building Setbacks				
Front Setback, Primary (min / max)	10 ft / 20 ft (Subject to the sidewalk setback requirements of §173-220.A.d.)	32.7 ft	32.7 ft	<input type="checkbox"/>
Front Setback, Secondary, if applicable (min / max)	10 ft / 20 ft			<input type="checkbox"/>
Left Side Setback (min)	10 ft	22.6 ft	22.6 ft	<input type="checkbox"/>
Right Side Setback (min)	10 ft	18.8 ft	18.8 ft	<input type="checkbox"/>
Rear Setback (min)	10 ft	189.4 ft	189.4 ft	<input type="checkbox"/>
Parking				
Parking Setback, Primary (min)	20 ft	0 ft	92 ft	<input type="checkbox"/>
Parking Setback, Secondary, if applicable (min)	20 ft			<input type="checkbox"/>
Parking Spaces (min) (See §173-224.A. and include calculations)		3 (see site plan)	5	<input type="checkbox"/>
Lot Development				
Lot Coverage (max)	80% (Subject to the requirements of the Article XIV Aquifer and Water Resource District and §173-224.J.)	12%	42%	<input type="checkbox"/>
Façade Build Out (min)	60%			<input type="checkbox"/>

SITE STANDARDS (§173-224)

Check if Compliant (Internal Use Only):

Parking Standards (§173-224.A. thru G.):

- Parking & Driveway Location
- Driveway Design
- Parking Lot Design
- Parking Lot Access
- Parking Structure, if applicable (§173-224.G.a. and §173-233.H.d.)

Sidewalk Curb Cuts (Optional and only allowed by Special Permit per §173-221.H.a.):

- If the location of the new curb cut will minimize potentially dangerous conflicts between motor vehicles and pedestrians;
- If the property owner has, to every extent practicable, attempted to avoid the creation of a new curb cut by creating a cross-access connection between parking lots, utilizing or establishing shared driveway access, or creating a parking lot that is shared between multiple uses on the same block face; and
- If efforts have been made to locate the new curb cut on Great Road, King Street, Meetinghouse Road or Stevens Street. Locating the curb cut on side streets shall be discouraged.

Screening Standards (§173-224.I.):

- Loading Facilities
- Service Areas
- Mechanical Equipment

Impervious Area Lot Coverage Maximum (excess of maximum only allowed by Special Permit per §173-224.J.b.):

- The Littleton Water Department has been given an opportunity to review and comment on the Special Permit application, including the proposed impervious area lot coverage and provisions for stormwater management and artificial recharge of groundwater.
- The development complies with the Massachusetts Department of Environmental Protection Stormwater Standards and the Littleton Planning Board Stormwater Management and Erosion Control Regulations. Up to date precipitation data, such as in NOAA Atlas 14, must be used for meaningful stormwater control.
- The artificial recharge provided as part of the development's stormwater management design will not degrade groundwater.
- The proposed development is compliant with §173-63.A. through F. of Article XIV, Aquifer and Water Resource District.
- The proposed development is compliant with §173-220 Lot Standards of this Article.

Site Design Guidelines (§173-222)

- Landscape design in the frontage area complements adjacent sidewalk and provides additional pedestrian amenities.
- Site landscaping prioritize materials common to Littleton's agrarian history.
- Site landscaping prioritize native plant species and xeriscaping.
- Rain gardens and bioswales installed to infiltrate runoff from impervious surfaces.
- Existing historic structures preserved and incorporated into new development to every extent practicable.
- Where vegetative solutions are not feasible, porous concrete or porous asphalt should be used for impervious surfaces to infiltrate stormwater.

BUILDING STANDARDS (§173-221) Building Name/Address/No.: Existing House-Barn

Fill out columns “Existing and “Proposed”. Attach separate Building Standards sheets (pages 8 & 9) for each additional building.

Standards	Required	Existing	Proposed	Compliant (Internal Use Only)
Primary Massing(s)				
Width(s) (max)	45 ft (If narrow end oriented front)	85'-4"	85'-4"	<input type="checkbox"/>
	60 ft (If long side oriented front)			<input type="checkbox"/>
Depth(s) (max)	90 ft (If narrow end oriented front)	47'-8"	47'-8"	<input type="checkbox"/>
	45 ft (If long side oriented front)			<input type="checkbox"/>
Heights (Subject to §173-233.H. in applicable areas of the KC district)				
Number of Stories (max)	2.5	2	2	<input type="checkbox"/>
Ground Story Height	14 ft (If Commercial)	7'-6" House	7'-6" House 8'-1" Barn	<input type="checkbox"/>
	10 ft min / 12 ft max (If Residential)			<input type="checkbox"/>
Second Story Height, if applicable (min / max)	10 ft / 12 ft	7'-3" House	7'-3" House 8'-2" Barn	<input type="checkbox"/>
Half Story Height, if applicable (min / max)	10 ft / 16 ft (If Commercial)			<input type="checkbox"/>
	10 ft / 12 ft (If Residential)			<input type="checkbox"/>
Building Height (max)	36 ft (If Mixed Use)	20'-4"	20'-4"	<input type="checkbox"/>
	32 ft (If All Residential)			<input type="checkbox"/>
Use and Features				
Ground Story	Any Use, subject to the requirements of Article V and §173-221.J	Residential	Residential	<input type="checkbox"/>
Upper Story	Any Use, subject to the requirements of Article V and §173-221.J	Residential	Residential	<input type="checkbox"/>
Ground Story Fenestration	60% min (If Commercial)	14%	18%	<input type="checkbox"/>
	15% min / 25% max (If Residential)			<input type="checkbox"/>
Upper Story Fenestration (min / max)	15% / 25%	12%	14%	<input type="checkbox"/>
Continued on next page				

Building Separation				
Distance from any other building(s) (min)	20 ft		>20'	<input type="checkbox"/>

Check if Compliant (Internal Use Only):

- Roof Features (§173-221.I.)
- Building Assembly (§173-221.M.)

Building Component (§173-221.L.):

- Side Addition(s), if applicable
- Rear Addition(s), if applicable
- Projecting Gable(s), if applicable
- Projecting Storefront(s), if applicable
- Dormer(s), if applicable
- Cross Gable(s), if applicable
- Bay Window(s), if applicable
- Balcony(ies), if applicable

Frontage Types (§173-221.N.):

- Gallery(ies), if applicable
- Entry Plaza(s), if applicable
- Dining Patio(s), if applicable
- Front Garden(s), if applicable
- Porch(es), if applicable
- Dooryard(s) or Stoop(s), if applicable
- Common Lobby(ies), if applicable

Building Design Guidelines (§173-222):

- Building assembly differs on abutting lots.
- Architectural design complements the Town's architectural character.
- Consistent and harmonious composition of materials, windows, doors, and ornamentation.
- Type and color of materials for building kept to a minimum, and wall materials have the appearance of natural materials.
- Galleries and porches constructed out of light steel, wood, or wood-appearing materials.
- Buildings for people age fifty-five (55) and over designed with features specified in §173-149 Age-appropriate design.

If you wish to review application requirements and/or materials with Planning Department Staff prior to submitting your application, please call 978-54-2425, or email the Planning Department.



**TOWN OF LITTLETON
CHECKLIST
Village Common & King Street Common FBC Area
ADOPTED Feb. 3, 2022**

Littleton Town Offices
37 Shattuck Street
Room 303
Littleton, MA 01460
(978) 540-2425

*Submit this Checklist with the Form 1H Application for any project that is required to
comply with Article XXX and applicable sections of Article XXXI

LOT STANDARDS (§173-220)

Proposed Duplex

Fill out columns "Existing" and "Proposed", as applicable:

Standards	Required	Existing	Proposed	Compliant (Internal Use Only)
Building Setbacks				
Front Setback, Primary (min / max)	10 ft / 20 ft (Subject to the sidewalk setback requirements of §173-220.A.d.)	-	205 ft	<input type="checkbox"/>
Front Setback, Secondary, if applicable (min / max)	10 ft / 20 ft			<input type="checkbox"/>
Left Side Setback (min)	10 ft	-	12.8 ft	<input type="checkbox"/>
Right Side Setback (min)	10 ft	-	14.5 ft	<input type="checkbox"/>
Rear Setback (min)	10 ft	-	24.4 ft	<input type="checkbox"/>
Parking				
Parking Setback, Primary (min)	20 ft	0 ft	119.5 ft	<input type="checkbox"/>
Parking Setback, Secondary, if applicable (min)	20 ft			<input type="checkbox"/>
Parking Spaces (min) (See §173-224.A. and include calculations)		- (see site plan)	6	<input type="checkbox"/>
Lot Development				
Lot Coverage (max)	80% (Subject to the requirements of the Article XIV Aquifer and Water Resource District and §173-224.J.)	12%	42%	<input type="checkbox"/>
Facade Build Out (min)	60%			<input type="checkbox"/>

SITE STANDARDS (§173-224)

Check if Compliant (Internal Use Only):

Parking Standards (§173-224.A. thru G.):

- Parking & Driveway Location
- Driveway Design
- Parking Lot Design
- Parking Lot Access
- Parking Structure, if applicable (§173-224.G.a. and §173-233.H.d.)

Sidewalk Curb Cuts (Optional and only allowed by Special Permit per §173-221.H.a.):

- If the location of the new curb cut will minimize potentially dangerous conflicts between motor vehicles and pedestrians;
- If the property owner has, to every extent practicable, attempted to avoid the creation of a new curb cut by creating a cross-access connection between parking lots, utilizing or establishing shared driveway access, or creating a parking lot that is shared between multiple uses on the same block face; and
- If efforts have been made to locate the new curb cut on Great Road, King Street, Meetinghouse Road or Stevens Street. Locating the curb cut on side streets shall be discouraged.

Screening Standards (§173-224.I.):

- Loading Facilities
- Service Areas
- Mechanical Equipment

Impervious Area Lot Coverage Maximum (excess of maximum only allowed by Special Permit per §173-224.J.b.):

- The Littleton Water Department has been given an opportunity to review and comment on the Special Permit application, including the proposed impervious area lot coverage and provisions for stormwater management and artificial recharge of groundwater.
- The development complies with the Massachusetts Department of Environmental Protection Stormwater Standards and the Littleton Planning Board Stormwater Management and Erosion Control Regulations. Up to date precipitation data, such as in NOAA Atlas 14, must be used for meaningful stormwater control.
- The artificial recharge provided as part of the development's stormwater management design will not degrade groundwater.
- The proposed development is compliant with §173-63.A. through F. of Article XIV, Aquifer and Water Resource District.
- The proposed development is compliant with §173-220 Lot Standards of this Article.

Site Design Guidelines (§173-222)

- Landscape design in the frontage area complements adjacent sidewalk and provides additional pedestrian amenities.
- Site landscaping prioritize materials common to Littleton's agrarian history.
- Site landscaping prioritize native plant species and xeriscaping.
- Rain gardens and bioswales installed to infiltrate runoff from impervious surfaces.
- Existing historic structures preserved and incorporated into new development to every extent practicable.
- Where vegetative solutions are not feasible, porous concrete or porous asphalt should be used for impervious surfaces to infiltrate stormwater.

BUILDING STANDARDS (§173-221) Building Name/Address/No.: Duplex

Fill out columns “Existing and “Proposed”. Attach separate Building Standards sheets (pages 8 & 9) for each additional building.

Standards	Required	Existing	Proposed	Compliant (Internal Use Only)
Primary Massing(s)				
Width(s) (max)	45 ft (If narrow end oriented front)		59'-0"	<input type="checkbox"/>
	60 ft (If long side oriented front)			<input type="checkbox"/>
Depth(s) (max)	90 ft (If narrow end oriented front)		40'-0"	<input type="checkbox"/>
	45 ft (If long side oriented front)			<input type="checkbox"/>
Heights (Subject to §173-233.H. in applicable areas of the KC district)				
Number of Stories (max)	2.5		1.5	<input type="checkbox"/>
Ground Story Height	14 ft (If Commercial)		10'-1 1/8"	<input type="checkbox"/>
	10 ft min / 12 ft max (If Residential)			<input type="checkbox"/>
Second Story Height, if applicable (min / max)	10 ft / 12 ft			<input type="checkbox"/>
Half Story Height, if applicable (min / max)	10 ft / 16 ft (If Commercial)		10'-0"	<input type="checkbox"/>
	10 ft / 12 ft (If Residential)			<input type="checkbox"/>
Building Height (max)	36 ft (If Mixed Use)		22'-9"	<input type="checkbox"/>
	32 ft (If All Residential)			<input type="checkbox"/>
Use and Features				
Ground Story	Any Use, subject to the requirements of Article V and §173-221.J		Residential	<input type="checkbox"/>
Upper Story	Any Use, subject to the requirements of Article V and §173-221.J		Residential	<input type="checkbox"/>
Ground Story Fenestration	60% min (If Commercial)		25%	<input type="checkbox"/>
	15% min / 25% max (If Residential)			<input type="checkbox"/>
Upper Story Fenestration (min / max)	15% / 25%		20%	<input type="checkbox"/>
Continued on next page				

Building Separation				
Distance from any other building(s) (min)	20 ft		>20'	<input type="checkbox"/>

Check if Compliant (Internal Use Only):

- Roof Features (§173-221.L.)
- Building Assembly (§173-221.M.)

Building Component (§173-221.L.):

- Side Addition(s), if applicable
- Rear Addition(s), if applicable
- Projecting Gable(s), if applicable
- Projecting Storefront(s), if applicable
- Dormer(s), if applicable
- Cross Gable(s), if applicable
- Bay Window(s), if applicable
- Balcony(ies), if applicable

Frontage Types (§173-221.N.):

- Gallery(ies), if applicable
- Entry Plaza(s), if applicable
- Dining Patio(s), if applicable
- Front Garden(s), if applicable
- Porch(es), if applicable
- Dooryard(s) or Stoop(s), if applicable
- Common Lobby(ies), if applicable

Building Design Guidelines (§173-222):

- Building assembly differs on abutting lots.
- Architectural design complements the Town's architectural character.
- Consistent and harmonious composition of materials, windows, doors, and ornamentation.
- Type and color of materials for building kept to a minimum, and wall materials have the appearance of natural materials.
- Galleries and porches constructed out of light steel, wood, or wood-appearing materials.
- Buildings for people age fifty-five (55) and over designed with features specified in §173-149 Age-appropriate design.

If you wish to review application requirements and/or materials with Planning Department Staff prior to submitting your application, please call 978-54-2425, or email the Planning Department.



**TOWN OF LITTLETON
CHECKLIST**
Village Common & King Street Common FBC Area
ADOPTED Feb. 3, 2022

Littleton Town Offices
37 Shattuck Street
Room 303
Littleton, MA 01460
(978) 540-2425

*Submit this Checklist with the Form 1H Application for any project that is required to comply with Article XXX and applicable sections of Article XXXI

LOT STANDARDS (§173-220)

Proposed Garage

Fill out columns "Existing" and "Proposed", as applicable:

Standards	Required	Existing	Proposed	Compliant (<u>Internal Use Only</u>)
Building Setbacks				
Front Setback, Primary (min / max)	10 ft / 20 ft (Subject to the sidewalk setback requirements of §173-220.A.d.)	-	119.5 ft	<input type="checkbox"/>
Front Setback, Secondary, if applicable (min / max)	10 ft / 20 ft			<input type="checkbox"/>
Left Side Setback (min)	10 ft	-	15.3 ft	<input type="checkbox"/>
Right Side Setback (min)	10 ft	-	46.3 ft	<input type="checkbox"/>
Rear Setback (min)	10 ft	-	124.6 ft	<input type="checkbox"/>
Parking				
Parking Setback, Primary (min)	20 ft	0 ft	92 ft	<input type="checkbox"/>
Parking Setback, Secondary, if applicable (min)	20 ft			<input type="checkbox"/>
Parking Spaces (min) (See §173-224.A. and include calculations)		- (see site plan)	11	<input type="checkbox"/>
Lot Development				
Lot Coverage (max)	80% (Subject to the requirements of the Article XIV Aquifer and Water Resource District and §173-224.J.)	12%	42%	<input type="checkbox"/>
Façade Build Out (min)	60%			<input type="checkbox"/>

SITE STANDARDS (§173-224)

Check if Compliant (Internal Use Only):

Parking Standards (§173-224.A. thru G.):

- Parking & Driveway Location
- Driveway Design
- Parking Lot Design
- Parking Lot Access
- Parking Structure, if applicable (§173-224.G.a. and §173-233.H.d.)

Sidewalk Curb Cuts (Optional and only allowed by Special Permit per §173-221.H.a.):

- If the location of the new curb cut will minimize potentially dangerous conflicts between motor vehicles and pedestrians;
- If the property owner has, to every extent practicable, attempted to avoid the creation of a new curb cut by creating a cross-access connection between parking lots, utilizing or establishing shared driveway access, or creating a parking lot that is shared between multiple uses on the same block face; and
- If efforts have been made to locate the new curb cut on Great Road, King Street, Meetinghouse Road or Stevens Street. Locating the curb cut on side streets shall be discouraged.

Screening Standards (§173-224.I.):

- Loading Facilities
- Service Areas
- Mechanical Equipment

Impervious Area Lot Coverage Maximum (excess of maximum only allowed by Special Permit per §173-224.J.b.):

- The Littleton Water Department has been given an opportunity to review and comment on the Special Permit application, including the proposed impervious area lot coverage and provisions for stormwater management and artificial recharge of groundwater.
- The development complies with the Massachusetts Department of Environmental Protection Stormwater Standards and the Littleton Planning Board Stormwater Management and Erosion Control Regulations. Up to date precipitation data, such as in NOAA Atlas 14, must be used for meaningful stormwater control.
- The artificial recharge provided as part of the development's stormwater management design will not degrade groundwater.
- The proposed development is compliant with §173-63.A. through F. of Article XIV, Aquifer and Water Resource District.
- The proposed development is compliant with §173-220 Lot Standards of this Article.

Site Design Guidelines (§173-222)

- Landscape design in the frontage area complements adjacent sidewalk and provides additional pedestrian amenities.
- Site landscaping prioritize materials common to Littleton's agrarian history.
- Site landscaping prioritize native plant species and xeriscaping.
- Rain gardens and bioswales installed to infiltrate runoff from impervious surfaces.
- Existing historic structures preserved and incorporated into new development to every extent practicable.
- Where vegetative solutions are not feasible, porous concrete or porous asphalt should be used for impervious surfaces to infiltrate stormwater.

BUILDING STANDARDS (§173-221) Building Name/Address/No.: Garage

Fill out columns “Existing and “Proposed”. Attach separate Building Standards sheets (pages 8 & 9) for each additional building.

Standards	Required	Existing	Proposed	Compliant (Internal Use Only)
Primary Massing(s)				
Width(s) (max)	45 ft (If narrow end oriented front)		48'-0"	<input type="checkbox"/>
	60 ft (If long side oriented front)			<input type="checkbox"/>
Depth(s) (max)	90 ft (If narrow end oriented front)		24'-0"	<input type="checkbox"/>
	45 ft (If long side oriented front)			<input type="checkbox"/>
Heights (Subject to §173-233.H. in applicable areas of the KC district)				
Number of Stories (max)	2.5		1	<input type="checkbox"/>
Ground Story Height	14 ft (If Commercial)		10'-3"	<input type="checkbox"/>
	10 ft min / 12 ft max (If Residential)			<input type="checkbox"/>
Second Story Height, if applicable (min / max)	10 ft / 12 ft			<input type="checkbox"/>
Half Story Height, if applicable (min / max)	10 ft / 16 ft (If Commercial)			<input type="checkbox"/>
	10 ft / 12 ft (If Residential)			<input type="checkbox"/>
Building Height (max)	36 ft (If Mixed Use)		14'-6"	<input type="checkbox"/>
	32 ft (If All Residential)			<input type="checkbox"/>
Use and Features				
Ground Story	Any Use, subject to the requirements of Article V and §173-221.J		Private Garage	<input type="checkbox"/>
Upper Story	Any Use, subject to the requirements of Article V and §173-221.J			<input type="checkbox"/>
Ground Story Fenestration	60% min (If Commercial)		35%	<input type="checkbox"/>
	15% min / 25% max (If Residential)			<input type="checkbox"/>
Upper Story Fenestration (min / max)	15% / 25%			<input type="checkbox"/>
Continued on next page				

Garage

Building Separation				
Distance from any other building(s) (min)	20 ft		>20'	<input type="checkbox"/>

Check if Compliant (Internal Use Only):

- Roof Features (§173-221.L.)
- Building Assembly (§173-221.M.)

Building Component (§173-221.L.):

- Side Addition(s), if applicable
- Rear Addition(s), if applicable
- Projecting Gable(s), if applicable
- Projecting Storefront(s), if applicable
- Dormer(s), if applicable
- Cross Gable(s), if applicable
- Bay Window(s), if applicable
- Balcony(ies), if applicable

Frontage Types (§173-221.N.):

- Gallery(ies), if applicable
- Entry Plaza(s), if applicable
- Dining Patio(s), if applicable
- Front Garden(s), if applicable
- Porch(es), if applicable
- Dooryard(s) or Stoop(s), if applicable
- Common Lobby(ies), if applicable

Building Design Guidelines (§173-222):

- Building assembly differs on abutting lots.
- Architectural design complements the Town's architectural character.
- Consistent and harmonious composition of materials, windows, doors, and ornamentation.
- Type and color of materials for building kept to a minimum, and wall materials have the appearance of natural materials.
- Galleries and porches constructed out of light steel, wood, or wood-appearing materials.
- Buildings for people age fifty-five (55) and over designed with features specified in §173-149 Age-appropriate design.

If you wish to review application requirements and/or materials with Planning Department Staff prior to submitting your application, please call 978-54-2425, or email the Planning Department.

Development Team Qualifications

Joseph A. Cataldo Jr.
41 Robinson Road
Littleton, Mass. 01460
List of Restoration Projects

41 Robinson Road, Littleton, Mass

In 1984 I worked on renovating the existing farmhouse to bring it up to the current building codes while keeping the historic features intact such as the exposed beams, the roof structure beams. I also updated the electric wiring from knob & tube, changed electric services, replaced the heating system, replaced all rotted sills as well as other construction items necessary.

41 Robinson Road, Littleton, Mass

In 1984 I worked on renovating the existing barn to bring the floors up to the current building code floor loads. I removed any unsalvageable beams and floorboards and replaced rotted sills. I replaced and restored the king corner posts and beams while keeping historic features of the barn frame. The electric and water services also were updated.

41 Robinson Road Littleton, Mass

In 2012 I added an addition onto my farmhouse. I excavated and underpinned my fieldstone foundation, replaced all rotted sills, and worked alongside the architect to match new windows and trim details with existing trim of 200 plus year old house.

144 Main Street Concord Mass

Concord Academy 2010-2021

From 2010 to 2021 I worked on Concord Academy renovation. I restored wrought iron fencing, replaced granite and brick pavers, rebuilt historic stone walls, restored granite posts and also added native plant material in keeping with Concord Historic District Commission.

124 Main Street Westford, Mass

I am currently renovating the existing farmhouse while keeping historic features of home intact. My company and I are working with Westford's Historic Commission and Building Department to determine the reuse of materials within the remodeling of the home. I am salvaging wooden beams, granite steps and foundation blocks for future use.



March 30, 2022

Town of Littleton
Town Offices
37 Shattuck Street
Littleton, MA 01460

RE: Proposal – Sale of 12 Robinson Road
Littleton, MA 01460

To Whom it May Concern,

Please accept this letter as formal notification that LandTech Consultants, Inc. has been hired by Joseph Cataldo to provide site engineering and related surveying services for the re-use of 12 Robinson Road, Littleton, MA.

LandTech Consultants Inc. was formed in 1990 as a full-service Civil Engineering and Land Surveying firm. Our clients range from large private developers and corporations to individual homeowners and municipalities. Projects completed by our office include individual septic system designs to some of the largest private developments undertaken in the area in the last twenty years. All of our projects have been approached with the same level of commitment and professionalism regardless of the size. Project examples include the following.

Hick Farm

The project included the redevelopment of the Historic Hicks Farmhouse, 124 Main Street, Westford, MA. This project rehabilitated the existing farmhouse and office into four dwelling units while preserving the historic buildings onsite.

Cameron Senior Center

The project included the expansion of the Historic Cameron School, 20 Pleasant Street, Westford, MA. This project provided a large building addition to meet the goals of the expanding Council on Aging, Senior Center while preserving the historic components of the building.

Westford Town Hall

The project included the rehabilitation and expansion of Town Hall, 55 Main Street, Westford, MA. This project included detailed parking analysis and design to accommodate the increasing needs of the Town, designed in accordance with the Town Center Historic District guidelines.

Thank you and please feel free to contact our office if you have any questions or comments.



Sincerely,
LANDTECH CONSULTANTS, INC.

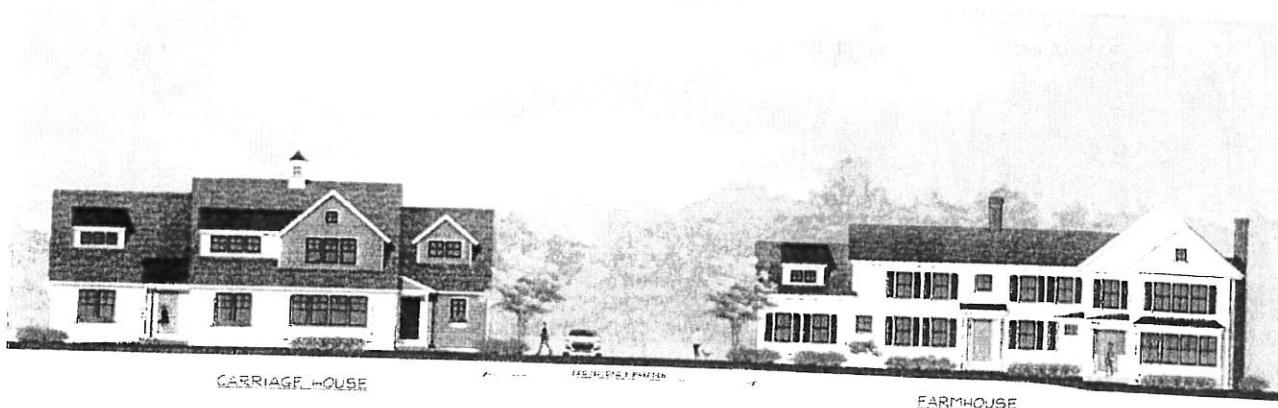
A handwritten signature in black ink that reads "Matthew A. Waterman". The signature is fluid and cursive, with "Matthew" on the top line and "A. Waterman" on the bottom line.

Matthew A. Waterman, P.E.
Senior Project Engineer

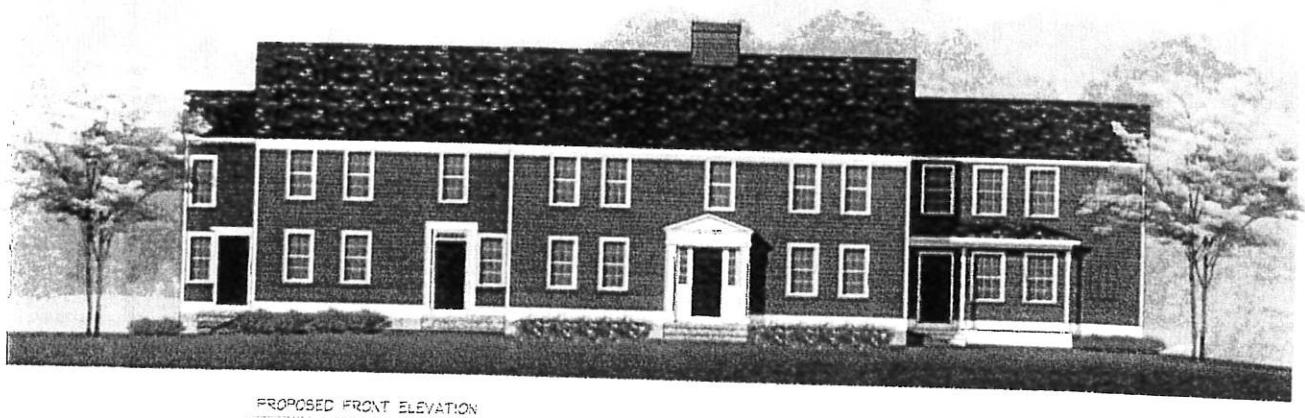
Cf Joseph Cataldo (email)
 Attorney Melissa Robbins (email)
 Jim Zegowitz, The MZO Group (email)

Selection Criteria 3: Work Examples with Reference Contact Information

124 Main Street, Westford
MJ Cataldo, Inc. - Applicant



164 Main Street, Westford
Jeff Morey
978-413-3306
MGBC, Inc.
2 Franklin Street
Westford, MA



Graystone at Winchester Condominiums

Kevin Duffy

781-647-5775

Duffy Properties, LLC

465 Waverly Oaks Rd, Suite 500

Waltham, MA 02452



Colburn School Renovations and Additions Project

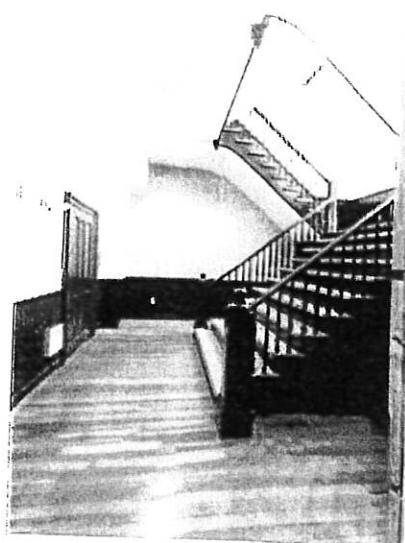
Michael Coffman

508-588-0560

Coffman Development Group

632 Washington Street

S. Easton, MA 02375



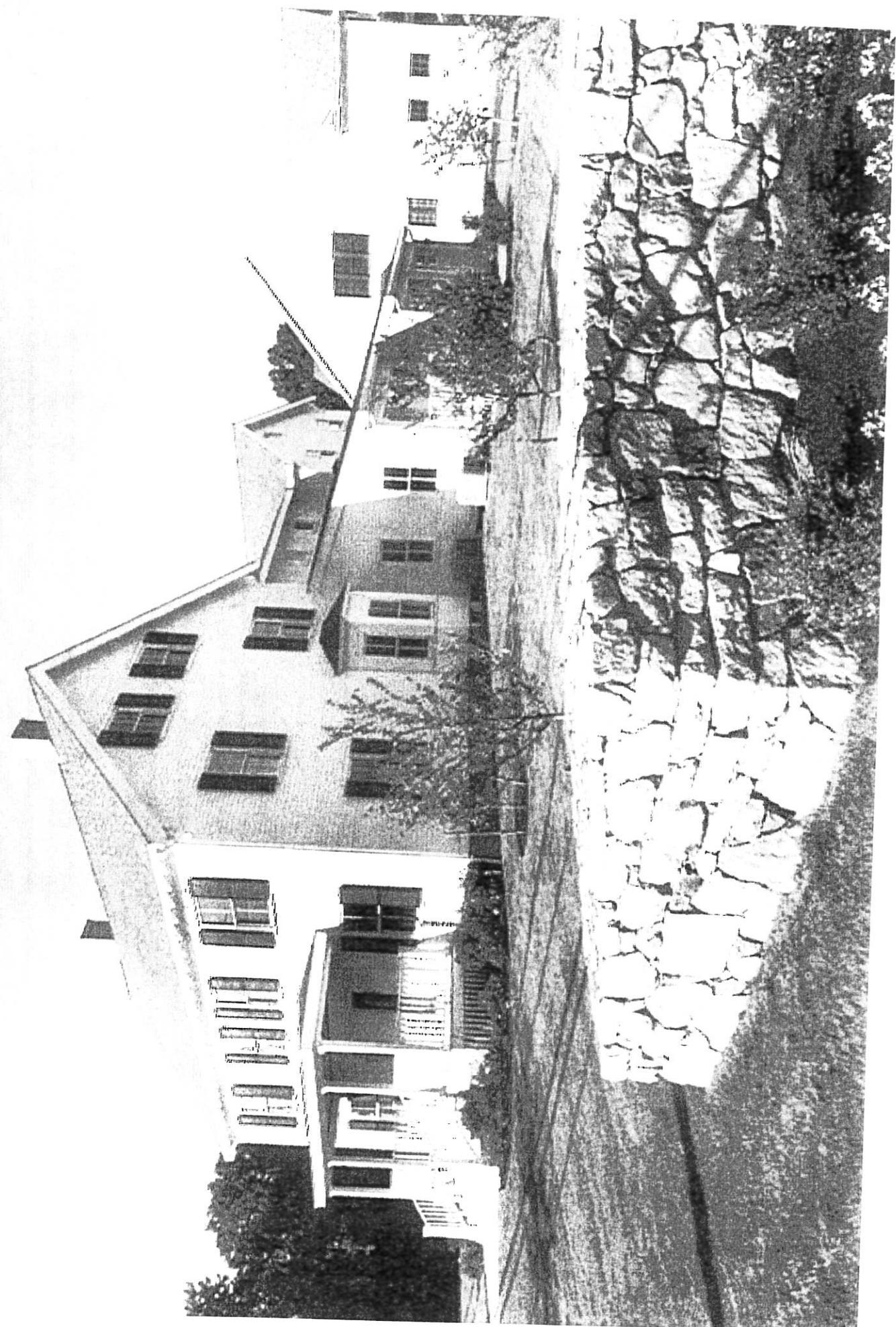


Andrew T. Zalewski AIA
President
(Loc: Ia, MA, PA, NJ, CT, RI, NH, OH)

Selection Criteria 3: Experience and Qualifications

The MZO GROUP Architects principal and President Andrew T. Zalewski, AIA and Sr. Project Manager James Zegowitz bring over 80 years of combined experience to the project with extensive and varied architectural backgrounds including a wide variety of historical preservation projects of many types, sizes and building uses. Heading up this project would be Mr. Zegowitz who began his career working with a small firm in Lowell during the revitalization of the downtown historic district and was involved with many of the restoration and preservation projects throughout the downtown including the Bon Marche Block and others on Merrimack Street, renovations and additions to the 1893 Lowell Post Office, street level restoration of the 1888 Central Fire Station on Middle Street, and a variety of others throughout the city.

The MZO GROUP specializes in residential and light commercial architecture and planning with a record of successful projects including the Colburn School Renovations and Additions project where 1870's Second Empire Victorian school was moved to a new location on site where it received renovations and additions to create size residential units over a commercial use first floor. Another project similar in nature 12 Robinson was the Henry Grover House in Winchester. This was a two-family farmhouse built in 1885 in Winchester that was part of a large parcel developed into townhouse project. The building was moved to a prominent location at the entry of the development and renovated to include additions sympathetic to the historic nature of the building by working with the local boards and commissions. In addition to 124 Main Street, Westford currently being developed by the applicant, MZO is working on several redevelopment projects with historical preservation requirements. Of these are 164 Main Street Westford where the project hopes to renovate the building into three units with very minor revisions to street and side elevations of the existing building while preserving the historic siding styles, configurations, and patterns as well as window and door locations, styles. Also in permitting are select renovations and improvements to the Albree-Hall-Lawrence Farm House, Medford which is a pre- 1785 house with a number of pre-1900's additions maintained with exceptional originality. Improvements are slated for a number of spaces on the interior and a very small increase in size to a covered patio area. All improvements are to remain unseen from view unless in the back yard.





Regan E. Andreola RLA, LEED AP, SITES AP

Associate

Regan brings her expertise in land planning, sustainable site design and horticulture to the Beals and Thomas, Inc. project team. Her strong understanding of landscape construction methods, planting design, hardscape materials and site amenities, design development, and graphic communication is easily transferrable into successful design solutions for our clients. As an Associate and Senior Landscape Architect, Regan manages the design and permitting of various project types that range from single family residential and mixed-use developments, to commercial and municipal projects.

REPRESENTATIVE PROJECT EXPERIENCE

Betty Price Playground, Worcester, MA
Blair Square, Holliston, MA
Brae Burn Country Club, Newton, MA
Camp Tel Noar, Hampstead, NH
Canterbury Street School Playground, Worcester, MA
Coal Mine Brook Park, Worcester, MA
Cohasset Golf Club, Cohasset, MA
Contrabands and Freedmen's Cemetery Memorial Competition, Arlington, VA
Cornelia Warren Playground, Waltham, MA
Deaconess Abundant Life Communities, Concord, MA
Elm Park, Worcester, MA
Fay School, Southborough, MA
Goodwill Park, Holliston, MA
Grant Square Park, Worcester, MA
Houghton's Pond Ball Fields at Blue Hill Reservation, Milton, MA
Indian Lake Parks Master Plan, Worcester, MA
Mountain Park, Holyoke, MA
Nathaniel Thayer Memorial Park, Lancaster, MA
Planned Residential Development, Dedham, MA
Portland Country Club, Falmouth, ME
Shore Park, Worcester, MA
Springs Brook Park, Bedford, MA
Tropical Products, Salem, MA
University Park Master Plan, Worcester, MA
Vineyard Transit Authority Visitor Center, Edgartown, MA
Walpole to Holbrook Visual Impact Mitigation, Multiple Towns, MA
Waverley Oaks Office Park, Waltham, MA



Professional Licensure

Registered Landscape Architect – MA, RI

Professional Affiliations

American Society of Landscape Architects (ASLA)

Boston Society of Landscape Architects (BSLA)

U. S. Green Building Council (USGBC)

Professional Certifications

LEED Accredited Professional

SITES Accredited Professional

Education

B.S., Landscape Architecture,
Cornell University, 2006

B.S., Plant Sciences,
Cornell University, 2006

Years of Experience

Beals and Thomas, Inc.: 17

Total: 17

FR FARRELL & ROBBINS, P.C.

270 Littleton Road, Suite 32 Westford, MA 01886

☎ (978) 577-6255

📠 (978) 577-6276

🌐 www.WestfordLawFirm.com

MELISSA E. ROBBINS
ATTORNEY AT LAW
Licensed in Massachusetts and New Hampshire
✉ Melissa@Westfordlawfirm.com

KATHRYN LORAH FARRELL
ATTORNEY AT LAW
Licensed in Massachusetts
✉ Kathy@Westfordlawfirm.com

April 1, 2022

Joseph Laydon
Assistant Town Administrator / Chief Procurement Officer
Town of Littleton
Town Offices
37 Shattuck Street
Littleton, MA 01460

RE: Proposal – Sale of 12 Robinson Road
Littleton, MA 01460

Dear Mr. Laydon,

This office represents Joseph Cataldo regarding the zoning and permitting for the reuse of 12 Robinson Road, Littleton, MA.

Farrell & Robbins, P.C. was formed in 2021 as a law firm providing full services in Real Estate and Land Use and Development. Our firm represents large private developers and corporations as well as individual homeowners and non-profit entities. All projects taken on for our clients are handled and provided the highest quality legal service. Farrell & Robbins, P.C. has extensive experience in zoning and permitting and preserving historical structures.

Project examples include the following:

124 Main Street, Westford

This project consisted of the redevelopment of the Historic Hicks Farmhouse, located on 124 Main Street, Westford, MA. The project included the rehabilitation of the existing farmhouse and office into four dwelling units while still preserving the historical building onsite.

164 Main Street, Westford

This home which was originally built in 1746 is currently being redeveloped from a prior 1955 single-family dwelling to a four units of family housing. This rehabilitation will still allow for the historic home to be maintained along Main Street, Westford, MA while providing a new housing type and diversity of housing types on the property.

Old Fellows Hall, Chelmsford

This project located at 44 Central Square, Chelmsford, MA, a historic building constructed in 1896 was previously used as a fraternal meeting hall and general store. The structure will be redeveloped into a new 100 seat restaurant on the first floor and multi-family rental housing on the second and third floors all while preserving and renovating both the historic Odd Fellows Hall.

Please feel free to contact our office if you have any questions or comments.

Very truly yours,



Melissa E. Robbins