
Littleton Housing Production Plan

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District Local Technical Assistance (DLTA)



Prepared for

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Goal 1: Maintain Littleton's SHI Above 10% Through 2020 & Beyond

Strategy 1.1: Monitor and Preserve Existing Affordable Units

Littleton's subsidized housing inventory is currently at 12.52%, above the state-mandated law requiring at least 10% of year-round housing units to be deed-restricted affordable housing. This is a substantial stock of affordable housing that needs to be monitored to ensure compliance with deed restrictions and to ensure eligible low- and moderate-income households are residing in units. Additionally, a number of affordable units in two developments are currently at risk of losing their affordability restrictions. This includes 8 units at Minuteman Housing, which are set to expire in 2022, and 50 units at Mill Pond Apartments, which are set to expire in 2024. Expiration could reduce the Town's current standing of 12.52% on the SHI. The Town should work with the respective owners of these properties as well as State agencies such as the Community Economic Development Assistance Corporation (CEDAC) to preserve expiring units so that they remain on the SHI. CEDAC or other state subsidizing agencies may be able to provide the respective owners of these properties with housing subsidies that will enable owners to continue to rent units at an affordable price and to households who earn at or below 80% of the area median income.

Action Plan

- Monitor existing inventory
- Work with owners of expiring SHI units to renew affordability terms before expiration

Strategy 1.2: Meet Market-Rate Development with Friendly 40Bs As Needed

Littleton is motivated to maintain its 12.52% affordable housing ratio so as to avoid new housing development that circumnavigates the Town's zoning ordinance. While expiring units potentially pose a threat to this ratio, so too does new market-rate development. As new housing units come on the market, increasing the 2020 decennial Census count of total year-round housing units, the Town should work with affordable housing developers to increase the supply of deed-restricted housing in tandem. So-called "friendly 40Bs," or those that are generally in keeping with the needs and objectives of the community, are a way to build affordable housing of a type and in a location the Town supports. As part of the 40B development process, the Town will ensure that most future Comprehensive Permit developments will require the creation of at least 10% of all units as 3-bedroom units.

Action Plan

- Monitor market-rate housing development to calculate its impact on the decennial Census count in 2020
- Cultivate relationships with non-profit housing developers
- Promote sites identified for affordable housing development

Goal 2: Build Community Awareness of Housing Issues & Activities

Strategy 2.1: Increase Resident Awareness of Unmet Housing Need and Demand & Explore Real and Perceived Impacts of Housing Development on the Community

Littleton should continue to build and maintain support for and respond to opposition to affordable housing development. Towards that end, the Town should clearly articulate the unmet housing needs and demand for new housing outlined in this plan to public and private partners

and to the general public. Issues related to the preservation of Littleton's character, housing density and design, the needs of lower-income residents, and other real or perceived community impacts must be recognized and addressed. Littleton should consult the many studies exploring a variety of concerns related to multi-family housing development. For additional information on strategies that can be applied in Littleton, the Massachusetts Toolbox provides clear steps to gaining support and addressing fears of new development, specifically around affordable housing initiatives, including strategies for community engagement and dispelling misperceptions: http://www.housingpolicy.org/toolbox/index_MA.html.

Action Plan

- Define what affordable housing means to Littleton, educate the community about households in need, explain the consequences of lack of action to address this issue, and advocate for greater housing diversity and affordability
- Work with community partners and provide online educational materials via the Town's website to raise awareness about affordable housing issues and activities
- Hold an annual housing forum to discuss progress towards housing goals and to celebrate successes

Strategy 2.2: Provide Affordable and Fair Housing Educational/Training Opportunities to Town Staff & Ensure Compliance with the Fair Housing Act and Other Legal Housing Requirements

Littleton has created a foundation for future investment in affordable housing through this HPP, and the Town should ensure that its staff is well-positioned to achieve the goals stated herein. Towards that end, employees and board members must be educated on the requirements of M.G.L. Chapter 40B and federal and state fair housing laws. These rules, regulations, and executive orders inform municipalities (and developers) of their fair housing obligations and the rights of protected classes. For example, the Fair Housing Act prohibits discrimination in the sale, rental, financing, and insuring of dwellings. HUD's Affirmatively Furthering Fair Housing (AFFH) Proposed Rule provides direction and guidance on how to promote fair housing choice by emphasizing public participation and incorporating fair housing planning into planning processes. The Massachusetts General Law Chapter 151B is the state's fair housing law that outlaws discrimination in housing and mandates accessibility in new construction of housing with three units or more. Municipal zoning must support opportunities for community-based housing for people with disabilities, such as group homes. Municipalities also have the obligation to analyze and modify rules, policies, and practices that have potential discriminatory effects/disparate impact. Littleton should review the rules and regulations applicable to Town decision-making in regards to housing and take the necessary steps to ensure compliance. Both increased awareness of these requirements and compliance training will help position the Town to meet legal requirements and address housing needs in Littleton.

Action Plan

- Disseminate information to all town boards, commissions, departments, and elected officials about housing and fair housing laws
- Hold trainings for Town staff and board members on M.G.L. Chapter 40B and fair housing laws
- Ensure zoning, local housing authority, and other municipal entities are in compliance with said laws

Strategy 2.3: Ensure Cross-Town Board Coordination and Alignment on Housing Activities

The Town made an important commitment to addressing local housing issues by updating this plan. Local leadership and continued advocacy are critical ingredients to implementing the community's housing goals. That commitment should be maintained throughout the housing development process, from project concept to completion. In order to ensure that housing strategies are implemented in a way that is compatible with other planning goals, particularly the preservation of open space and economic development, coordination with all land use boards and town officials engaged in land use policy setting and decision-making is vital.

Action Plan

- Hold quarterly all land-use board meetings

Goal 3: Address Unmet Housing Needs Through Programming & Development

Strategy 3.1: Promote Existing Programs Aimed at Helping Seniors to Stay in Their Homes, Such As Housing Rehabilitation and Modification, Emergency Repair Services, and Buy-Down Programs

As with the 2004 HPP, the analysis of housing needs included earlier in this report identified a significant number of senior households in need of potential housing assistance due to cost burden and other issues related to maintaining their homes. To respond to the needs of this demographic, the Town should work with the Council on Aging to promote existing programs to assist seniors who would like to stay in their homes.

The Board of Health has done impressive work implementing its Septic Upgrade program, which provides low-interest loans to qualified homeowners. In addition, there are non-local programs the Town can work to connect seniors with, including a Home Modification Loan Program offered by the Southern Middlesex Opportunity Council, a regional non-profit agency serving many communities in Middlesex County, which can be further leveraged with local CPA or HOME funds. This program offers no- and low-interest loans of up to \$30,000 (inclusive of costs) to modify the homes of seniors and individuals with disabilities. Homeowners who are frail, have disabilities, or are renting to someone with disabilities and who have incomes of up to 100% (and sometimes 200%) of AMI are eligible.

The Town should also promote existing State programs that assist with weatherization, rehabilitation, modifications, and other home repairs. For a full listing, visit:

http://www.massresources.org/massachusetts_energy_assistance_d.html.

Lastly, Littleton should consider sponsoring a small grant Emergency Repair program designed to provide assistance to income-eligible seniors making repairs and alternations to their homes for safety and health reasons, such as minor plumbing or electrical work, light carpentry, smoke and carbon monoxide detector installation, weather stripping, grab bars and railings, and State Building Code updates.

Action Plan

- Disseminate existing information about State and regional programs that assist seniors with home repairs

Strategy 3.2: Identify and Promote Sites for Development of Housing Varying in Type, Tenure, and Affordability

Though Littleton is currently above the 10% threshold established under M.G.L. Chapter 40B, there is unmet housing need in town, as is evident by the key findings of the comprehensive housing need and demand assessment earlier in this document. One fundamental way to meet this need is to increase Littleton's quantity and variety of housing.

Action Plan

- Pursue development of key sites in town
- Modeled after the Massachusetts Housing Partnership's handbook on housing design, develop criteria for the design of 40B development and a Design Element Checklist to encourage consistent decision-making on design elements and a focus on design aspects that may require mitigation: <http://www.mass.gov/hed/docs/dhcd/cd/handbook-ch40b/handbook-approachtoch40b-designreview.pdf>

Strategy 3.3: Host a Forum for Housing Developers

Attendees of public meetings expressed concern that even if zoning allows the type of housing development for which there is local need and demand, it might not be built. In order to better understand Littleton's housing market from the developers' and realtors' perspectives and to begin to forge effective relationships with the real estate development community, the Town should host a forum for developers of the housing types needed in Littleton. Discussion should focus on multi-family housing, starter homes, senior housing, and affordable housing, as well as the need for developers to address septic issues wherever they may build housing.

Action Plan

- Compile a list of local housing developers and realtors
- Hold a meeting with the Housing Committee and select developers and realtors to design the developer/realtor forum and to identify replicable developments for Littleton
- Invite developers and realtors to a housing forum to discuss the town's housing goals via this plan, the local market, housing typologies, what amenities appeal to specific demographics, and what is needed to attract desirable housing development

Goal 4: Adopt Zoning Changes to Advance Affordable Housing Production

Strategy 4.1: Amend the Accessory Dwelling Bylaw to Allow Occupation by Non-Relatives and Possibly Deed Restriction

Under current zoning, special permits for accessory dwellings may be granted in the Residential, Village Common, and Business districts. However, accessory dwellings must be occupied by persons related by blood or marriage, or who are functionally dependent on the occupants of the main unit. This is a step in the right direction, but strictly limits who can take advantage of the opportunity to live in an accessory dwelling unit.

Accessory dwelling units should be viewed more broadly, as a means to encourage multi-generational and/or lower-cost housing for non-family households. Consider two categories of accessory dwelling units: (1) an Accessory Dwelling Unit that is unrestricted and available to any occupant(s) (including non-related); and (2) a Deed-Restricted Accessory Dwelling unit that is designated for households earning at or below 80% of AMI and which must be affirmatively

marketed following M.G.L. Chapter 40B, 20-23 and 760 CMR 56.00, Local Initiative Program for Accessory Apartments.

Lastly, parking requirements for these units should be amended. Currently, the primary and accessory dwelling units each require two off-street parking spaces. Instead, consider reducing the minimum parking requirement for an accessory dwelling unit to one off-street parking space.

Action Plan

- Amend current zoning to permit the development of accessory dwellings for non-family households, including deed-restricted accessory dwellings
- Amend current zoning to require only 1 off-street parking space for each accessory dwelling

Strategy 4.2: Amend the Cluster Zoning Bylaw to Allow Various Housing Types and Require the Inclusion of Affordable Units

Littleton is concerned with the impact of sprawl-style development (lower densities that infringe upon open space). Even after the post-war residential development boom, the town still has large swaths of unprotected farmland and vacant land that are potential properties which use could be changed to stimulate residential development. In order to preserve these spaces while accommodating the need for increased housing in town is through cluster zoning. Typically, this type of zoning permits residential uses to be clustered more closely together than typical zoning allows, allowing more units to be developed on smaller sites and a substantial portion of the site to be left as open space.

Under Littleton’s cluster zoning bylaw, the Open Space Development article, all residential projects involving the subdivision of 10 acres or more of land must submit an application to the Special Permit Granting Authority (SPGA). If it is determined that the open space is no less beneficial to the town than a conventional subdivision of the same property, it can grant a special permit. A minimum of 70% of the subdivision must remain open space and placed under permanent conservation restriction. Meanwhile, housing must be single-family detached units. This last requirement strictly limits the number of units created on Littleton’s remaining developable land, increases housing costs for developer and buyer, and does not address the needs of the large senior population looking to downsize. The Town should considering permitting duplex housing in Open Space Developments, perhaps with design guidelines that encourage the appearance of single-family housing through one primary entrance to the building. Another amendment to the bylaw that would help meet Littleton’s housing needs is to apply inclusionary zoning to Open Space Developments and/or provide density bonuses in exchange for inclusion of senior and/or handicap-accessible units.

Action Plan

- Amend cluster zoning bylaw to allow duplex housing
- Apply inclusionary zoning to the Open Space Development article of at least 15% affordable housing units
- Amend cluster zoning bylaw to provide incentives for the inclusion of senior and/or handicap-accessible units

Strategy 4.3: Consider Overlay Zoning Districts

Land near the commuter rail T stop that is currently zoned residential may be well-suited for a Chapter 40R District. This is an overlay zoning mechanism to advance M.G.L. Chapter 40R Smart Growth Zoning and Housing Production that is accompanied by state incentives and sometimes reimbursement for school costs related to new housing development under Chapter 40S. To learn

more about how 40R has been used throughout Massachusetts at a variety of scales and in rural or urban communities, see: <http://www.mass.gov/hed/docs/dhcd/cd/ch40r/theuseofch40rinma.pdf> Alternatively, a Compact Neighborhood District may be favorable in Littleton. A complement to 40R for communities wishing to develop housing at a smaller scale and lower density, this policy differs from 40R in that the overlay zoning district allows for one or more of the following densities as of right: a density of at least 8 units per acre for developable land zoned for multi-family residential use (2-family housing or more) or at least 4 units per acre for developable land zoned for single-family residential use. Additionally, instead of the 20-25% of all units designated affordable under 40R, Compact Neighborhoods requires a municipality to provide no less than 10% of all units constructed within projects of more than 12 units as affordable. The Compact Neighborhoods program does not provide incentives, density bonus, or school reimbursement payments. Additional information about the program can be found here: <http://www.mass.gov/hed/community/planning/compact-neighborhoods.html>

Action Plan

- Present information about 40R Districts, sample by-laws, 40R applications, and information on Compact Neighborhoods to the Planning Board and Housing Committee
- Identify potential sites for Chapter 40R Smart Growth Overlay or Compact Neighborhood Zoning Districts
- Amend zoning to reflect the new overlay district

Strategy 4.4: Amend the Village Common District to Allow Mixed-Use By Right

There is Town and resident support for the development of a vibrant, mixed-use community in the Village Common. Residents have expressed the desire for housing in greater proximity to amenities and, in these select locations, of a higher density. One way to achieve this is through mixed-used, multi-family housing development. Currently, zoning limits mixed-use development to the Village Common District by special permit, and does not permit multi-family dwelling anywhere in town.

The Village Common District is intended to offer an alternative to sprawl development and to lessen car dependency. In order to fully leverage the assets and amenities in and near the Village Common, mixed-use development should be allowed by-right with site plan review and multi-family housing should be allowed by special permit. This will provide opportunities for greater housing development in a walkable context.

Action Plan

- Amend current zoning to permit mixed-use development by-right and multi-family housing by special permit in the Village Common District

Strategy 4.5: Consider an Inclusionary Zoning Bylaw

Inclusionary zoning is an effective and predictable way to increase affordable housing stock. It is especially important to leverage larger market-rate projects that might be proposed if zoning is amended to permit multi-family housing in the Village Common. The by-law can include an in-lieu payment that reflects the price of affordable housing development and land availability in Littleton. Inclusionary zoning would also ensure that new sizable market-rate development will not adversely affect the Town's SHI percentage. Inclusionary zoning can be applied town-wide or to a particular area.

Action Plan

- Discuss inclusionary zoning options and framework for Littleton with the Planning Board, Housing Committee, and planning staff
- Draft an inclusionary zoning by-law

Strategy 4.6: Adopt an Infill Development Zoning Bylaw

Current infill development in Town has resulted in the development of larger homes on small lots in Long Lake District. At the public forum where housing goals and strategies were discussed, attendees expressed preference for the development of smaller starter homes on small lots. Littleton has a fair amount of vacant or underutilized land, including small and irregular parcels, some of which might be well suited to infill development.

This technique is often used to provide affordable housing or to fulfill a municipality's need for various housing types, while conserving land and limiting sprawl by reducing demand to develop farmland and open space, by allowing the development of small, affordable single-family homes on substandard vacant lots that are interspersed in developed residential areas. Littleton should identify areas to encourage infill development, establish criteria that these sites meet, and develop a zoning bylaw that would apply to areas that meet said criteria. In developing the bylaw, the Town should consider appropriate setbacks, minimum lot size, minimum frontage, maximum lot coverage, parking ratios, and building height and footprint. Regulations and design guidelines should help promote the development of smaller units that by their nature require less maintenance and are less costly.

The Town should also consider whether the bylaw might require or incentivize units created through it to be affordable in perpetuity. The provision could require a special permit to ensure full compliance with DHCD's requirements under the local action unit program to create units that will count on the SHI or to create workforce housing at a higher income level to target teachers and other municipal workers.

Action Plan

- Assess vacant and underutilized land, and identify sites for infill development
- Establish criteria for sites to which an infill development zoning bylaw would apply
- Draft zoning bylaw to promote the development of small, affordable single-family homes

Strategy 4.7: Adopt a Bylaw that Provides Density Bonuses for Including Senior and/or Handicap-Accessible Units

In Littleton, there are very few private affordable housing options appropriate for seniors on limited incomes or for those wishing to downsize from larger homes. While Littleton has an Over-55 Developments article, described earlier in this document, housing developed under it is 100% age restricted. Another strategy to address the need for senior housing is a zoning by-law that would provide density bonuses to developers that include senior and/or handicap-accessible units as part of the overall unit mix of general developments. Moreover, community supportive housing services should be integrated into or connected with new development. This inclusive housing should be rental rather than for-sale because many of Littleton's seniors may not qualify for deed-restricted homeownership housing.

Action Plan

- Encourage accessible and adaptable units in new private development
- Study potential for a Senior Housing bylaw that would provide density bonuses to developers that include accessible and adaptable units in new developments
- Integrate or connect community supportive housing services in new development

Goal 5: Build Local Capacity for Housing Development

Strategy 5.1: Hire a Housing Specialist by Leveraging CPA and/or Town Funds

Ideally, a dedicated and experienced staff person is needed to work with town officials and volunteers to ensure timely and efficient implementation of this plan. Creating affordable housing in compliance with all state legislation, regulation, and guidelines, meets the preferences of the community, and enhances the character of the town requires time, energy, and expertise. A housing specialist who provides a central focal point for housing-related activities in Littleton would enable the Town to progress in many of its housing initiatives. There is precedent for using CPA for these purposes, including the towns of Carlisle, Hamilton, Marshfield, Medway, Mendon, and Sudbury.

Action Plan

- Draft housing specialist job description
- Provide CPA funding for a Community Housing Specialist for FY15
- Hire housing specialist in FY15 or by July 1, 2015

Strategy 5.2: Establish an Affordable Housing Trust Fund

Littleton should establish a municipal affordable housing trust fund by vote for collection of CPA funds and any potential new housing funds, such as those resulting from adoption of an inclusionary zoning policy with in-lieu of development provisions. Under M.G.L. Chapter 44, Section 55C, a Municipal Affordable Housing Trust creates a separate fund for local initiatives to create and preserve affordable housing. Such initiatives can include providing financial support for affordable housing development, rehabilitation, conversion, or recertification, or creating low-income homeownership or rehabilitation programs.

Action Plan¹

- Work with the Board of Selectmen to review M.G.L. Chapter 44, Section 55C, provisions, and identify staff and volunteers to draft Trust charter and bylaws
- Adopt Trust and appoint members

Strategy 5.3: Continue Existing and Establish New Regional Housing Partnerships

Littleton and other municipalities are currently working with MAPC on a Housing Authority Collaboration. Littleton, Groton, Bedford, Acton, Westford, Stow, Maynard, Sudbury, and Hudson, are exploring ways to work together to procure goods and services under the new Act to Regionalize Housing Authorities. Littleton should continue to participate in the exploration of this collaboration, and take the recommended steps that emerge from this project.

In addition, Littleton might investigate the potential for establishing a Regional Affordable Housing Services Office, which would provide similar benefits to the town in regards to its non-housing authority affordable housing stock. MAPC set a precedent for this type of partnership with the development of a Regional Affordable Housing Services Office model. Beginning in 2009, MAPC worked with six MetroWest communities to investigate potential models for shared services for affordable housing administration. The project culminated with the establishment of a Regional Affordable Housing Services Office that assists with planning, permitting, monitoring,

¹ "Municipal Affordable Housing Trust Guidebook," Massachusetts Housing Partnership, November 2009.

and maintaining affordable housing stock in exchange for an annual fee. This model would help expand Littleton's capacity for affordable housing activities.

Action Plan

- Participate in the ongoing Housing Authority Collaboration project
- Identify neighboring communities with whom to explore the benefits of a Regional Affordable Housing Services Office
 - Engage consultant to guide this investigation as needed

Strategy 5.4: Seek Out Opportunities to Work Collaboratively with the Littleton Housing Authority

There are many ways towns can work collaboratively with their local housing authorities. Littleton should consider providing CPA or other local funds to preserve existing and/or support the development of new LHA units. The Town might also consider developing affordable housing on housing authority-owned land. Other potential collaborations include assisting housing authority residents with social services, providing assistance with snow/ice removal, or sharing leadership (such as Town leaders serve on the housing authority board and vice versa). The LHA might take on the role of monitoring Littleton's SHI, certifying units, or determining income eligibility for new buyers or renters of housing for lower-income households.

Action Plan

- Earmark CPA and town funding for collaboration with the LHA and housing development on LHA-owned land
- Discuss specific opportunities to collaborate, including procurement, human resources, and MIS/IT
- Establish an action plan to move forward

Strategy 5.5: Cultivate Partnerships with Non-Profit Housing Developers

There are many opportunities to partner with non-profit housing developers that may benefit the Town of Littleton. Through the use of CPA funds, the Town can assist with the purchase of properties at-risk of losing their affordability restrictions, pre-development costs related to affordable housing development, and the cost of construction of affordable housing. The Town can also provide support for mortgage and rental assistance programs in the region that serve Littleton. Littleton can also make funding available to the LHA to start a non-profit development arm and then provide funding to support its activities. Lastly, Littleton can provide resources to assist with affordable housing advocacy work.

Action Plan

- Engage non-profit developers active in the MAPC region and Littleton area to assess the potential for developing partnerships

Strategy 5.7: Identify and Leverage Funding for Affordable Housing Development

The Town should seek competitive federal and state funds available for affordable housing initiatives. The MassWorks Infrastructure Program through the MA Executive Office of Housing and Economic Development, for example, provides assistance to municipalities supporting mixed-use projects with an emphasis on multi-family or small lot single-family residential development. Planning Assistance Toward Housing (PATH) funding through DHCD is available to assist municipalities to identify and implement strategies that will increase the production of multi-family housing.

Action Plan

- When appropriate, identify and apply for additional federal, State, and local funds to support existing and future housing development

Strategy 5.8: Consider Increasing the CPA Surcharge

In 2007, Littleton voters adopted the Community Preservation Act, a smart growth tool that allows communities to create a local Community Preservation Fund for affordable housing, open space protection, and historic preservation. Community preservation funds are raised through a tax surcharge no more than 3% of the tax levy against real property; in Littleton, the surcharge is 1%. The state matches the monies raised, of which a minimum of 10% must go to affordable housing initiatives.

In May 2014, Littleton voters accepted the amended Community Preservation Act, under which communities like Littleton with a property tax surcharge of at least 1%, but less than the full 3% surcharge, are allowed to increase the base for state CPA matching funds by appropriating local funds up to an equivalent of that 3%. In Littleton's case, the annual 1% CPA surcharge on all classes of property raises \$208,000 per year, and so future town meetings could vote to add up to \$416,000—for a total of \$624,000 annually—as the base for Littleton's state matching funds. To further increase the base for state matching funds, the Town should consider increasing the CPA surcharge. An increase of 1% (to 2%) would not impact Littleton's ability to appropriate local funds for matching purposes, but would significantly increase the town's base for additional state matching funds.

Action Plan

- Assess the potential for increasing the CPA surcharge, which would generate \$416,000 additional funds annually toward community housing activities

Goal 6: Promote Healthy Housing

Strategy 6.1: Support Healthy Aging through Housing Location

With a median population age that's higher than the state's and projected to increase, seniors are and will continue to be an important population to support through housing in Littleton. The Massachusetts Healthy Aging Collaborative focuses on six key "ingredients" of healthy aging: healthy diet, physically activity, involvement in the community, and safety. Consequently, housing near amenities that allows seniors to remain connected to their existing social networks and that is located in neighborhoods with good sidewalks, lighting, and connectivity is essential. The town should resist opportunities to locate senior-focused housing in isolated locations, and instead guide new housing development to areas that support senior health, mobility, independence, and participation in the community. Taken together, these factors will promote positive mental and physical aging among seniors in Littleton.

Action Plan

- Work with Littleton Council on Aging to facilitate a discussion about healthy aging in Littleton
- Define principles of healthy aging in place in Littleton
- Ensure that the Planning Board and Zoning Board of Appeals review proposals for senior housing development by using principles of healthy aging in place
- Provide property owners, developers, and other interested parties with the following information:

- Massachusetts Healthy Aging Collaborative: Housing, <http://mahealthyagingcollaborative.org/sitewide-topics/?sitewide-topic=housing>
- Pioneer Valley Planning Commission Healthy Community Design Toolkit, http://www.pvpc.org/sites/default/files/files/HCDT_2ndEdition_140624_01.pdf
- Tufts Health Plan Foundation, <http://www.tuftshealthplanfoundation.org/>
- National Association of Home Builders, http://www.nahb.org/reference_list.aspx?sectionID=717

Strategy 6.2: Site Housing to Minimize Exposure to Outdoor Pollutants

In considering sites for new housing development, the Town should bear in mind that research shows that housing located near air pollutants, caused by contributors such as traffic emissions, can have harmful impacts on residents. Housing should not be developed near Route 119 or Interstate 495 without taking necessary precautions. There are several techniques to reduce resident exposure to traffic emissions, including the use of high-efficiency particulate air (HEPA) filtration in buildings, urban design that varies building sizes and shapes to promote air circulation, and use of vegetation and/or sound wall barriers.

Action Plan

- During review of housing proposals, review selected site for potential proximity to high vehicular traffic corridors
- Provide developers with the following resources:
 - MassDEP Resources, <http://www.mass.gov/eea/agencies/massdep/cleanup/programs/>
 - MassDevelopment Brownfield Redevelopment Fund, <http://www.massdevelopment.com/financing/specialty-loan-programs/brownfields-redevelopment-fund/>
 - Improving the Health of Near Highway Communities, <http://sites.tufts.edu/cafeh/project-description/improving-the-health-of-near-highway-communities/>

Strategy 6.3: Connect Homeowners and Renters to Energy Efficiency/Renewable Energy Programs and Incentives

Retrofitting existing residential properties to meet energy efficiency guidelines can greatly reduce household utility bills. The installation of renewable energy sources, such as solar panels, can protect against energy price volatility. There are several state and federal programs that offer technical assistance, subsidies, and complete financing for renewable energy sources and energy saving home-upgrades. Available resources include, but are not limited to, complimentary energy audit from the Littleton Electric Light Department (LELD) and savings on subsequent efficiency improvements, the Mass Save Gas Residential Rebate program, Mass Save HEAT Loan Program, Massachusetts Residential New Construction Program, the Massachusetts Department of Housing and Economic Development's Weatherization Assistance Program, and other energy and conservation services, and the Commonwealth Solar Hot Water Program. A sampling of Massachusetts-specific renewable and energy efficiency retrofit incentives can be found at these websites:

- <http://dsireusa.org/incentives/homeowner.cfm?state=MA&re=0&ee=0>
- http://www.lelwd.com/index.php/electric-department/content/electric_conservation_products
- <http://www.masssave.com/residential/offers/12-homes-rebates>
- <http://www.masscec.com/programs/commonwealth-solar-hot-water>
- <http://www.mass.gov/hed/community/energy/>

Action Plan

- Host a forum with the Littleton electric and gas utilities and relevant government officials to raise awareness among community residents of the financial benefits of energy efficiency and to connect residents to available programs

Strategy 6.4: Encourage Property Owners and Renters to Minimize In-Home Exposure to Irritants and Pollutants

Research shows that indoor environmental pollutants such as lead, pests, mold, secondhand smoke, and other irritants can lead to or exacerbate chronic health conditions and impair quality of life. The Town can encourage property owners and residents to take steps to mitigate these hazards. For example, property owners can conduct risk assessments and lead abatement; adopt integrated pest management (IPM) techniques to reduce exposure to indoor and outdoor pests; and make use of drainage systems, insulating cold HVAC and plumbing components, or watertight and weather-tight sealing materials to prevent mold. To reduce indoor exposure to secondhand smoke, property owners should adopt smoke-free housing policies that prohibit smoking in the residence and preferably exclude smoking on the premises or, at least limit smoking to a designated outdoor smoking area a minimum of 25 feet away from the building.

Action Plan

- Hold a Smoke-Free Housing Policy Forum with the local housing authority and property owners/developers of multi-family housing and the Littleton Board of Health
- Provide property owners/developers with the following resources:
 - DHCD Guidelines for Smoke-free Housing Policies, <http://www.mass.gov/hed/docs/dhcd/ph/publicnotices/14-08guidelines.pdf>
 - Environmental Protection Agency (EPA) Lead Resources, <http://www2.epa.gov/lead/protect-your-family>
 - MassHousing Get the Lead Out Loan Program, https://www.masshousing.com/portal/server.pt/community/home_owner_loans/228/get_the_lead_out
 - Environmental Protection Agency (EPA) Integrated Planning Model Fact Sheet, <http://www.epa.gov/opp00001/factsheets/ipm.htm>
 - EPA Mold Remediation, http://www.epa.gov/mold/mold_remediation.html or <http://www.epa.gov/mold/index.html>
 - Massachusetts Tobacco Control Program, <http://www.mass.gov/eohhs/gov/departments/dph/programs/mtcp/tobacco-control-prevention-and-cessation.html>

Implementation Plan

Table 23: Town of Littleton Housing Implementation Plan, 2015-2020				
	Responsible Entities		Time Frame	Page #
	Board/Policy Leadership	Staff/Administration		
Goal 1: Maintain Littleton's SHI Above 10% Through 2020 & Beyond				
Strategy 1.1: Monitor and Preserve Existing Affordable Units	Board of Selectmen	Town Administrator/Housing Specialist	Near Term	44
Strategy 1.2: Meet Market-Rate Development with Friendly 40Bs As Needed	Board of Selectmen, Planning Board	Planning Department, Housing Committee	Ongoing	44
Goal 2: Build Community Awareness of Housing Issues & Activities				
Strategy 2.1: Increase Resident Awareness of Unmet Housing Needs and Demand, and Explore Real and Perceived Impacts of Housing Development on the Community		Planning Department, Housing Committee	Ongoing	44
Strategy 2.2: Provide Affordable and Fair Housing Educational/Training Opportunities to Town Staff, and Ensure Compliance with Fair Housing Laws and Other Legal Housing Requirements		Town Administrator/Housing Specialist, Planning Department via Consultant(s)	Immediate	45
Strategy 2.3: Ensure Cross-Town Board Coordination and Alignment on Housing Activities	Planning Board	Town Administrator,	Ongoing	46
Goal 3: Address Unmet Housing Needs Through Programming & Development				
Strategy 3.1: Promote Existing Programs Aimed at Helping Seniors to Stay in Their Homes, Such As Housing Rehabilitation & Modification, Emergency Repair Services, & Buy-Down Programs		Town Administrator/Housing Specialist, Planning Department, Housing Committee, Council on Aging	Near Term	46
Strategy 3.2: Identify & Promote Sites for Development of Housing Varying in Type, Tenure, and Affordability	Planning Board, Board of Selectmen	Town Administrator/Housing Specialist, Planning Department, Housing Committee	Mid-Term	47
Strategy 3.3: Host a Forum for Housing Developers	Planning Board	Planning Department	Mid-Term	47
Goal 4: Adopt Zoning Changes to Advance Affordable Housing Production				
Strategy 4.1: Amend the Accessory Dwelling Bylaw to Allow Occupation by Non-Relatives and Possibly Deed Restriction	Board of Selectmen	Town Administrator/Housing Specialist, Housing Committee	Midterm	48
Strategy 4.2: Amend the Cluster Zoning Bylaw to Allow Various Housing Types and Require the Inclusion of Affordable Units	Board of Selectmen	Town Administrator/Housing Specialist, Housing Committee	Midterm	49
Strategy 4.3: Consider Overlay Zoning Districts	Board of Selectmen	Town Administrator/Housing Specialist, Housing Committee	Long Term	49
Strategy 4.4: Amend the Village Common District to Allow Mixed-Use By-Right	Board of Selectmen	Town Administrator/Housing Specialist, Housing Committee	Midterm	50
Strategy 4.5: Consider an Inclusionary Zoning Bylaw	Board of Selectmen	Town Administrator/Housing Specialist, Housing Committee	Long Term	50
Strategy 4.6: Adopt an Infill Development Zoning Bylaw	Board of Selectmen	Town Administrator/Housing Specialist, Housing Committee	Long Term	51
Strategy 4.7: Adopt a Bylaw that Provides Density Bonuses for Including Senior and/or Handicap-Accessible Units	Board of Selectmen	Town Administrator/Housing Specialist, Housing Committee, Disability Commission	Ongoing	52
Goal 5: Build Local Capacity for Housing Development				
Strategy 5.1: Hire a Housing Specialist by Leveraging CPA and/or Town Funds	Board of Selectmen	Community Preservation Committee, Town Administrator, Planning Department	Near Term	52
Strategy 5.2: Establish an Affordable Housing Trust Fund	Board of Selectmen	Town Administrator/Housing Specialist, Housing Committee	Midterm	52
Strategy 5.3: Continue Existing and Establish New Regional Housing Partnerships	Board of Selectmen	Town Administrator/Housing Specialist, Consortia, Planning Department, Housing Committee	Ongoing	53
Strategy 5.4: Seek Out Opportunities to Work Collaboratively with the Littleton Housing Authority	Board of Selectmen	Town Administrator/Housing Specialist, Littleton Housing Authority, Housing Committee	Ongoing	53
Strategy 5.5: Cultivate Partnerships with Non-Profit Housing Developers		Planning Department, Housing Committee	Midterm	54
Strategy 5.7: Identify & Leverage Funding for Affordable Housing Development	Board of Selectmen, Planning Board	Town Administrator/Housing Specialist, Planning Department, Housing Committee	Midterm	54
Strategy 5.8: Consider Increasing the CPA Surcharge	Board of Selectmen	Community Preservation Committee	Midterm	55
Goal 6: Promote Healthy Housing				
Strategy 6.1: Support Healthy Aging through Housing Location				55
Strategy 6.2: Site Housing to Minimize Exposure to Outdoor Pollutants	Planning Board	Planning Department	Ongoing	56
Strategy 6.3: Connect Homeowners and Renters to Energy Efficiency/Renewable Energy Programs and Incentives		Town Administrator/Housing Specialist, Planning Department, Housing Committee, Council on Aging	Near Term	56
Strategy 6.4: Encourage Property Owners and Renters to Minimize In-Home Exposure to Irritants and Pollutants	Board of Selectmen	Planning Department, Littleton Housing Authority	Near Term	57