

**BEDFORD PLANNING BOARD
Town Hall—Selectmen’s Meeting Room
Regular Session Minutes
August 11, 2015**

MEMBERS PRESENT: Amy Lloyd, Chair, Sandra Hackman, Clerk,
Jeffrey Cohen, Shawn Hanegan and Lisa Mustapich

MEMBERS ABSENT: None

STAFF PRESENT: Glenn Garber, Planning Director; Catherine Perry, Assistant Planner
Cathy Silvestrone, Planning A.A.

OTHERS PRESENT: Meredith McCulloch (Bedford Citizen), Terry Gleason (Bicycle Advisory
Committee), Elaine Davis and Karen Kenny, (Residents)

Amy Lloyd, Chair convened the Planning Board meeting at 7:30 PM

Emergency Evacuation notice - read by Sandra Hackman, Clerk

Sandra Hackman, Clerk, also informed the public that the best way to stay informed of town
board & committee meetings, agendas, and minutes is by subscribing to E-Info. on the town’s
website.

Note: All meeting submittals are available for review in the Planning Office.

OLD BUSINESS:

Economic Development Expansion Studies discussion— the following documentation was
provided by Director Garber; Overview of Industrial Expansion Studies and revised data
spreadsheets.

The Planning Board and staff continued its discussion of likely industrial zoning district amendments
for 2015-16. The fully revised version of the industrial land use analysis and selected expansion case
studies was presented by Planning Director Glenn Garber. He also outlined some of the probable
amendments to which these studies pointed. These include prudent increases in floor area ratio in
Industrial B and C, limited height increases in IND B, reducing of unrealistic 50% landscaping
requirements to 25% in all districts, some adjustments to unrealistically small minimum lot sizes in
B, and certain re-zonings from General Business and IND A to IND B. Other adjustments to
dimensional standards studied at earlier stages, can be incorporated as well.

Much of the discussion centered, however, on the heavy development permitting workload and
continued delays in the filing of new submissions and/or revisions to continued cases, as well as a
very tight time schedule set by the Town Manager for Special Town Meeting on November 2, 2015.
Of particular concern is the significant completion date of September 16, 2015, in which draft articles

need to be submitted to the Selectmen and reviewed during their September 2 meeting, which means the actual wording of the text needs to be completed right away to make these extremely tight deadlines and allow further deliberations by the Planning Board, followed by a required scheduled public hearing.

Some Board members felt that even a small piece of the package should proceed to Special Town Meeting, just to show progress. The rezoning of the GB zone at Bedford Woods office park, and possibly the rezoning of the IND A zones at F.W. Webb Co. and at Wyman Road (both on Middlesex Turnpike), all to IND B, were suggested as a package. Staff pointed out that there could be some issues with these actions lowering the FAR in the GB parcel from .50 to .40 with the landowners. In general, staff was concerned about the extremely short time frame allowing no further refinement of the proposals, public dialogue, public education, and outreach to specific business groups. As an alternative, a high quality, fairly detailed and informative public presentation to STM in November was suggested as a demonstration of Planning's major progress. It was pointed out that special presentations are the exception rather than the norm at STM.

1) Complete Streets Policy discussion—the following documentation was provided;

Draft letter addressed to the Selectmen from Soraya Stevens, Chair on behalf of the Transportation Advisory Committee (TAC) highlighting the importance of Bedford expediting Complete Streets certification process to enable the town to qualify for Complete Streets program funding. Attached to the letter, a copy of Town of Littleton's Complete Streets Policy (used as a model to assist Bedford with its draft policy) and a copy of Bedford's newly drafted Complete Streets Policy.

Shawn Hanegan, Planning liaison, reported that TAC is interested in promoting a Complete Streets Policy for Bedford. Mr. Hanegan explained that Complete Streets are designed and operated to provide safety and accessibility for all the users of the roadways which include pedestrians, bicyclists and vehicles of various types; and that when reviewing development, Complete Streets principals should be considered. Mr. Hanegan further reported that TAC took the award-winning Town of Littleton, MA Complete Streets Policy and used it as a model to tailor Bedford's draft Complete Streets Policy; as well as citing the Comprehensive Plan in the document. A draft letter to the Selectmen outlining the seven criteria that a town needs to meet in order to be certified as a Complete Streets Community was attached to the draft policy and presented to the Selectmen on August 3 in efforts to seek policy approval.

Mr. Hanegan said there was still some question as to who would manage this effort; and noted that there is supposed to be a review committee who oversees town documentation; however TAC wants to lead this charge, but others could be involved.

Chair Lloyd commented that the Selectmen were generally in favor of the policy favor however, there was some caution from the Town Manager. Mr. Reed didn't want any unintentional consequences regarding reporting requirements and who the responsible party is. TAC Chair tried to make it clear that this is a phase, incremental process and that TAC is looking for a show of support and Bedford's willingness to explore adopting a policy. It was noted that the State

hasn't given its full set of guidelines yet; however, in the certification program; the State goes out of its way to caution that the requirements are not onerous; they try to encourage, not discourage or be prescriptive. Chair Lloyd said that the Planning Board would be involved if there was a bylaw change, but TAC is looking to get approval on a policy, not a bylaw change.

Shawn Hanegan said Complete Streets is a policy and is not as binding as a bylaw. Mr. Hanegan and Chair Lloyd both shared some recent development examples where flexibility was exercised because of site sensitivity. One particular example was the Board's recent decision not to include a sidewalk in the Beacon/Hartwell subdivision because by doing so there was potential to impact drainage on site.

Sandra Hackman shared concern with the language in the fourth paragraph under Best Practices which states; "*The Town of Bedford recognizes that "Complete Streets" may be achieved by incorporating elements into a project at the start of by adding elements incrementally through a series of smaller improvements or maintenance activities over time*". Ms. Hackman agreed that flexibility is key, however; this language may provide too many outs. Ms. Hackman informed the Board that there are more than seven steps to become a Complete Streets community and one particularly important step is that Town Meeting needs to approve the Town's participation in this program and she hopes that the Selectmen will bring this to Special Town Meeting.

Chair Lloyd said that there are two things TAC is trying to accomplish with a Complete Streets Policy; 1) it's great to have our streets look good and be safe for all and 2) this effort can bring state funding for needed projects.

Sandra Hackman agreed it is a well thought out program, but it will take some work. Ms. Hackman commented that it would be great to have TAC involved and possibly others. Ms. Hackman mentioned Healthy Bedford as one possibility amongst others.

Lisa Mustapich expressed that a Complete Streets Policy is good idea; and then asked about the cost to the town. Board members had a brief discussion about cost and felt there would be minimal cost to the town. When developers propose a project they could potentially absorb some area improvement costs; however, in some instances there may be potential for DPW to have some indirect cost through labor hours.

Catherine Perry commented that the balance between prescriptive and flexibility in the draft policy is about right; and that the town would have to decide what projects should be part of the capital budget plan.

Chair Lloyd said the potential benefit is when work is being done the town should consider what other improvements are needed in that area, so things can get done at the same time and not be piecemealed.

Jeffrey Cohen shared that having safe roads is important; and therefore he is in favor of Bedford adopting a Complete Streets policy. Mr. Cohen also suggested educating the public before town meeting what Complete Streets means. There is some perception from the public that by implementing Complete Streets the town roads will become narrow and more dangerous.

Terry Gleason, Bicycle Committee, said at the Selectmen's meeting, TAC's Chair said the intent was to use Littleton's Complete Street Policy as a model for Bedford and present it at Special Fall Town Meeting. He added that Rick Reed, Town Manager commented that the State was behind on its progress. Mr. Gleason also provided some information on two Master Plan Open House meetings being held. One in the Fall and the other in the Spring. He said this Master Plan will provide an explicit list of work programs for the town and that this plan should be the go-to documents when work is being done.

REPORTS/DEVELOPMENT UPDATE (verbal reports; non-deliberative)

Staff update on Development Chart—

- **152-162 South Road Planned Residential Development (PRD)**—special permit with subdivision approval; Planning staff meeting with developer/applicant on Tuesday to discuss options.
- **56 Evergreen Avenue/Yaukoes Farm Preliminary Subdivision Review**—applicant likely to file a PRD special permit with subdivision approval. Planning staff will continue its discussions with the applicant to sort out landscape details etc. before filing.
- **Page Place Condominium Expansion**—proponent recently prepared a draft zoning amendment in preparation of Special Fall Town Meeting. Planning staff is currently reviewing/critiquing the proposed language.
- **Bedford Business Park/Crosby Drive IMU**—applicant recently contacted the Planning Office and suggested that they are getting ready for the next phase of development; no details were given; however staff has scheduled to meet with applicant next week.

Planning Board members (as liaisons to other boards & committee) verbal updates:

Assistant Planner Perry reported the following: 1) a letter was received from the Metropolitan Area Planning Council (MAPC) confirming that the Town's proposal for District Local Technical Assistance for a land use study of the east end of Great Road was not accepted for this year's program. It could be re-submitted but inter-town projects are believed to be preferred, and the land use issues concerned here do not really extend across the Lexington line. 2) Ms. Perry reviewed Special Town Meeting schedule and commented that; providing Attorney Brown submits draft language for a potential Zoning Amendment Article regarding Page Place expansion to the Selectmen, time will be allotted on the Planning Board's September 1 agenda to discuss this language. Ms. Perry noted that a public hearing needs to be advertised and held prior to Selectmen closing the warrant on October 5.

Ms. Perry also informed Board members she began reviewing a draft copy of the Page Place Zoning Amendment Article that Attorney Brown recently provided and discovered some issues within the proposal. Board members agreed that they like the concept of the potential zoning amendment; however they felt that the article is premature, and there isn't enough time for required due diligence to make a formal recommendation for Special Town Meeting. Director Garber suggested waiting for Attorney Brown to come forth with the proposed petitioner's article to the Planning Board's September 1 meeting article before coming to a conclusion regarding its readiness for Special Town Meeting.

Lisa Mustapich reported that Bedford's state Subsidized Housing Inventory (SHI) percentage is currently at 18.3% and that all units from the Veteran's Administration (SRO) project and 2 units from 54 Loomis Street (Bedford Crossing) were accepted and included in that percentage.

Director Garber shared the following: 1) Zoning Board of Appeals (ZBA) is meeting on Thursday, August 13 to discuss a new policy on housing teardowns. Director Garber and two Board members plan to attend this meeting; and 2) Economic Development Coordinator, Alyssa Sandoval is working on the creation of a Cultural District and is conducting a meeting this Thursday, August 13, 2015 at 8:30am and another meeting is scheduled for August 27. Chair Lloyd mentioned she may be available to attend the August 27 meeting. Shawn Hanegan said he would be willing to provide coverage as well by rotating attendance.

OTHER BUSINESS

- 1) Scheduling: Planning Board agreed to add the following dates to its existing meeting schedule: October 13 and 27, November 2 and 17, December 1 and 15, 2015 and January 6, 2016.
- 2) July 28, 2015 Minutes—*a motion was made by Lisa Mustapich and seconded by Jeffrey Cohen to approve July 28, 2015 minutes with minor edits. Unanimous vote: 5-0-0*

ADJOURNMENT

MOTION: Lisa Mustapich moved to adjourn the meeting. Shawn Hanegan seconded the motion.
VOTE: 5-0-0
TIME: Meeting ended at 9:02PM