

Regular Session Minutes--Approved

BEDFORD PLANNING BOARD
Regular Session Minutes
Town Hall—Selectmen’s Meeting Room
April 29, 2014

MEMBERS PRESENT: Shawn Hanegan, Chair; Amy Lloyd, Clerk;

Sandra Hackman and Lisa Mustapich

MEMBERS ABSENT: Jeffrey Cohen

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

STAFF ABSENT: None

OTHERS PRESENT: See Attached

Chair Hanegan convened the meeting at 7:31 PM

Emergency Evacuation notice read by Amy Lloyd, Clerk

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

DEVELOPMENT:

1) **Isabella Lane subdivision/** 29A Chelmsford Road—request for signing of definitive subdivision plan, pursuant to approval in September, 2013.

Catherine Perry, Assistant Planner, provided an April 16, 2014 memo reiterating that Isabella Lane subdivision was approved by the Board on September 10, 2013 and that various actions were required of the applicant prior to signing the plans. Ms. Perry noted that, as required, the applicant made a number of small amendments to the plans, finalized the position of the fire hydrant with the Fire Chief and Public Works Engineer, and provided the following required documentation: easements from two abutting properties, Covenant, Stormwater Operation and Maintenance Plan, and Homeowners Association Declaration of Protective Covenants, Restrictions and Easements. Ms. Perry conveyed that she is satisfied with the documentation provided, and therefore she recommends that the Board signs the plans.

Ms. Perry’s memo mentioned that documentation of the easement for the stormwater system on Lot 1 will be needed prior to release of the lot. Lisa Mustapich asked if the Board would be notified when the lots were to be released. Ms. Perry replied; yes, the applicant will need to submit a request.

Board members Shawn Hanegan, Amy Lloyd, Sandra Hackman and Lisa Mustapich signed Isabella Lane Definitive Subdivision (formerly 29A Chelmsford Road) plan set consisting of 8 sheets, dated, May 14, 2013 and with revisions on 08-06-13, 08-31-13 and 10-18-13.

COMPREHENSIVE PLAN (CP):

Second discussion (first being April 8) of Planning Board (PB) implementation priorities and work program.

Planning Director Garber briefly spoke about the outcome of the first CP discussion in regards to moving forward with priority implementation measures from the list of CP actions. Mr. Garber commented that this discussion was excellent because it was unstructured, free-wheeling, and it allowed the Board to express what

they thought was really important. Director Garber pointed out that at the end of the first discussion, staff promised to refine the list of actions (which are of general scope) into digestible bites where specific projects can be compared to other projects in regards to feasibility; and then said that this was accomplished by providing the thirteen action alternatives write-ups that were prepared for this evening's discussion.

The Board had a fruitful discussion on the thirteen potential Action Alternative write ups that were provided and shared the following comments:

Amy Lloyd—

- work on an action alternatives that are tangible, have a positive economic impact, and will give quick results to the public (Director Garber suggested I.M.U. and Ms. Lloyd agree to that suggestion)
- very interested in cottage -style housing and would like it located in the Depot area; however, Ms. Lloyd indicated that more public education is needed and that design would play an important role. Ms. Lloyd also suggested the Coast Guard site and areas along North Road as other areas potential areas where cottage- style housing may be desirable. Ms. Lloyd suggested finding specific sites as test sites.
- interested in Open Space Residential Development (OSRD) ; Ms. Lloyd believes that the current OSRD (Cluster/ PRD) is deficient because of the lack of updating the zoning bylaws.
- commented that if building height was increased; then improvements to promote walkability and bicycling (internally and externally) should be required.
- voiced interest in Action Alternative Three: Invigorate Existing Industrial Park A, B and C by adjusting uses, dimensional, density, parking & other criteria). Ms. Lloyd liked the idea of doing this effort in phases and suggested alternative #2 within Action Alternative Three as a way to move forward.
- expressed some interest in Action Alternative Four; Create a New Base District for Depot Area (Replacing and Co-terminous with Existing "Commercial Zone"); and then spoke about Richard Daugherty's previous housing proposal to work with lot sizes less than 10,000 sq. ft. as a housing-style example for this area.
- spoke about Stop and Shop area being a long-term effort; and asked how to incrementally address issues in that area (Bedford Plaza/Shawsheen)—(Director Garber pointed out that you'd have to review several properties and in some instances combine parcels to achieve a positive impact to the area).
- suggested pursuing Alternative #2 (allow height increase in Industrial/Office Buildings) in phases drilling into one aspect at a time. (Director Garber said phases makes sense in this case because there is no data on building heights)

Sandra Hackman—

- suggested proposing a greenbelt amendment to Special Fall Town Meeting (Director Garber commented that the greenbelt provision is not directly related to CP implementation, however he agrees that it needs amending).
- expressed interest in Action Alternative Six; A Commercial Overlay on the Great Road. Ms. Hackman suggested reaching out to landowners in this area to discuss vision first.
- expressed interest in OSRD, but pointed out that this could be controversial; and that some housing studies maybe needed (Ms. Perry shared that there aren't many tracts of land left to work with)

- suggested meeting with the new Economic Development Coordinator as soon as possible to discuss ways the town can solicit information from the businesses to better understand their needs, while still keeping town control.
- expressed interest in Action Alternative Two: Allow Height Increase in Industrial/Office Buildings (specifically alternative #3) within this action—ex. require Transportation Demand Management initiatives
- commented that it's important to work on transportation issues if density is to change; and then shared that that incentives to reduce parking are needed
- interested in reviewing I.M.U. for Fall Town meeting, but would like the retail component to remain
- suggested to work with the Selectmen on Action Alternatives 11 (Become an Active/Complete Streets Certified Community) and Action Alternative 12 (Pursue Implementation of the Great Road Master Plan)-- Director Garber commented that the Selectmen takes the lead role on Active/Complete Streets; not Planning.

Shawn Hanegan—

- agrees with quick victory projects that have a positive impact on economic development
- suggested increasing the building height on Crosby Drive as a potential quick victory action to work on (Ms. Perry pointed out that although there are not immediate neighbors in the area that would be against a building height increase, this change would trigger parking issues. Director Garber added; property owners/developers would need to think about structured parking if an increase of building height was allowed).
- agrees that OSRD is deficient due to outdated bylaws
- in favor of reviewing IMU for fall
- agreed to contact the Town Manger/Selectmen and ask if they (and the new EDC) would be willing to meet with Planning on May 27th to discuss businesses needs and how that information will be conveyed to Planning

Lisa Mustapich—

- interested in projects that would spur economic development in the commercial/industrial area; believes there is appetite for this. Ms. Mustapich commented that Economic Development is a higher priority than tweaking the residential and housing areas.
- spoke about retaining the affordable unit component if cottage-style housing is created
- agreed to review IMU for fall town meeting

Mark Siegenthaler (Selectmen Liaison)—

- expressed interest in Action Alternative Three: (specifically alternative 3; if Industrial Mixed Use (IMU) is eliminated in its original form, incorporate the use and dimensional changes from there regarding non-

residential mixed use scenarios into the existing base industrial districts) Mr. Siegenthaler commented that this could be a quick action item that would have a positive effect on the tax base.

- voiced interest in Action Alternative Eight: Establish Cottage Form of Housing in Appropriate Locations. (Mr. Siegenthaler spoke of Winterberry Way and housing near Elm Street and Rodney Road that was previously proposed by Richard Daugherty and Art Smith as examples of housing styles with density and affordability that residents may be willing to accept. Mr. Siegenthaler also mentioned that the Coast Guard property and Depot area/Zoning District C as potential areas for cottage style housing).

The Board briefly reviewed the CP implementation priorities discussed and came to the following consensus:

- review Industrial Mixed Use Bylaw for Fall 2014 Town Meeting
- target May 27 meeting to potentially meet with the Selectmen to discuss transportation and economic development implementation
- in the near future, invite the new Economic Development Coordinator to a Planning Board meeting(s) to share information and ideas
- draft language for Cottage Housing and OSRD (Open Space Residential Development) for future Town Meeting(s)—completion date: within two years.
- discussed increasing building heights as a quick action item that could potentially produce a positive economic development impact; however, there were some concerns. Although the initial concept was to strengthen the town's business base, other issues need to be considered if building heights were increased; therefore the Board leaned more toward a long-term view.
- Consider ways to work on (possibly in phases) interrelated aspects such as, height, parking landscaping, and transportation issues when discussing industrial/business zoning amendments.

DEVELOPMENT UPDATE: (verbal report by Catherine Perry)

- 1) Two ANR (Approval Not Required) applications, 165-169 Concord Road and 224 & 226 Carlisle Road, have been submitted for May 13, 2014 agenda.
- 2) Flatbread/213 Burlington Road—inquired about outdoor patio dining. Staff discussed parking with Code Enforcement and agreed that an assessment of the existing parking (review Panera's follow-up parking study) is needed.
- 3) Alaska Avenue—working with Code Enforcement regarding a contiguous ownership lot issue; there's potential to create two lots.
- 4) 120 Great Road—discussed inquiry for a residential and office use with Code Enforcement. Only an accessory office use, such as a home business, may be allowed.
- 5) Village at Taylor Pond—property owner wants an estoppel certification in relation to refinancing. Ms. Perry reported that she has been working with the Town Manager and has reviewed all special permit conditions in the decision for compliance. Ms. Perry discussed a penalty clause (Condition #30) for non-construction of office on the Plank Street portion of the site, and the potential of the property owner submitting a 2-year extension request for Planning Board consideration. Ms. Perry also reported that a parking agreement is required if Plank Street property owner moves forward with its approved plans.
- 6) Town Center—a restaurant owner inquired about the potential to include limited seating for outdoor dining.
- 7) Freedom Estates—received an inquiry from a Freedom Estates resident regarding the removal of three old diseased trees that might be located within the greenbelt. It was later determined that only one of the three trees was actually located in the greenbelt and is not contributory to the continuous buffer. Planning Director Garber advised the resident and encouraged replacement of tree(s) removed.

- 8) 263 Old Billerica Road—received many inquiries regarding property for sale; however, the lot is too small to subdivide.

BUSINESS SESSION:

- 1) Minutes—April 8, 2014 Regular Session

*MOTION: Lisa Mustapich moved to approve April 8, 2014 Regular Session Minutes with some minor edits.
(Amy Lloyd seconded the motion)*

VOTE: 4-0-0

2) Remote Meeting Participation—Mark Siegenthaler reported that the Selectmen/Town Manager’s Office are considering instituting remote meeting participation and therefore will be polling other town boards and committees for their positions regarding this matter.

- 3) Other Business—

- Planning Director’s Managerial Review – Board discussed process for the Planning Director’s upcoming review.
- Vacation and Meeting Schedules –Staff asked board members to email Cathy Silvestrone, Planning Administrative Assistant, their vacation schedules so she could prepare a list of suggested upcoming meeting dates for the Board to discuss on May 13.

ADJOURNMENT:

MOTION: Lisa Mustapich moved to adjourn the meeting. (Amy Lloyd seconded the motion)

VOTE: 4-0-0

TIME: 9:57PM