

FINAL APPROVED Regular Session Minutes—

BEDFORD PLANNING BOARD
Regular Session Minutes
Town Hall—Selectmen’s Meeting Room
December 17, 2013

MEMBERS PRESENT: Jeffrey Cohen, Chair; Shawn Hanegan, Clerk; Sandra Hackman; Amy Lloyd

MEMBERS ABSENT: Lisa Mustapich

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

STAFF ABSENT: None

OTHERS PRESENT: See Attached

Emergency Evacuation notice read by Shawn Hanegan

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

Chair Cohen convened the meeting at 7:30 PM

DEVELOPMENT SESSION:

- 1) 8 Alfred Circle/Bedford Montessori School Site Plan Review—the following documentation was submitted in conjunction with the site plan review:
 - December 13, 2013 memo from Catherine Perry, Assistant Planner, providing information regarding the site features, consultations with other departments, communication with the applicant, an assessment against Zoning Bylaw provisions found in Section 6.6, and also offering a conclusion and recommendation.
 - November 22, 2013 Site Plan Application & Checklist for 8 Alfred Circle provided by Paul Finocchio, P.L. surveyor on behalf of developer, Bedford Montessori School and property owner, Anna Iodice.
 - Plan set showing existing conditions and proposed site plan(s) dated November 15, 2013 and revised proposed site plan dated December 10, 2013.

December 11, 2013 memo to Elizabeth Bagdonas, Conservation Administrator, Glenn Garber, Planning Director and Catherine Perry, Assistant Planner, from Adrienne St. John, Public Works Engineer, regarding the Department of Public Works review of the proposed site plan dated November 15, 2013 and the Stormwater Report dated November 22, 2013 as part of both the Site Plan Application and Notice of Intent for 8 Alfred Circle.

- December 10, 2013 email from Catherine Perry, Assistant Planner, to Dominic Sicari, applicant’s engineer, copied to Christopher Laskey, Code Enforcement Director, asking Mr. Sicari for additional information in relation to parking needs and other site plan review items.

- December 12, 2013 email from Christopher Laskey, Code Enforcement Director, replying to Ms. Perry's December 10 email, noting that Mr. Sicari provided additional information related to on-site parking needs.
- December 6, 2013 email from Marc Saucier, Traffic Enforcement Officer, sharing that the Police Department does not have any issues with the site plan in regards to traffic.
- December 10, 2013 email from Captain Charles Stone, stating that the Fire Department has reviewed the proposed site plan and has no concerns.
- G.I.S. overview maps of the site were provided for additional reference.
- December 13, 2013 email from Elizabeth Bagdonas, Conservation Administrator, sharing information regarding the Conservation Commission public hearing held on December 11, 2013 for 8 Alfred Circle. Ms. Bagdonas noted that the public hearing was closed and that the deliberations and vote on the Order of Conditions will take place on January 8, 2014.
- Photographs of the existing building and site features, provided by Catherine Perry, Assistant Planner.
- A revised site plan dated December 16, 2013 provided by the applicant on the day of the meeting.

Paul Finocchio, P.J.F. and Associates Land Surveying, presented a site plan for Bedford Montessori School, which is proposing to relocate to 8 Alfred Circle. He explained that the plan dated December 16, 2013 shows the most recent changes from the original site plan dated November 15, 2013, first revised on December 10, 2013.

Catherine Perry, Assistant Planner, briefly reviewed Section 6.6 of the Zoning Bylaws and how it relates to the proposed development. Ms. Perry commented that the proposed use for this site is allowed/exempt in principle; however, some waivers are needed. Ms. Perry noted that it would be appropriate for the Board to grant the applicant some waivers (refer to Ms. Perry's memo dated, December 13, 2013 for the list suggested waivers) from full compliance because the property is located within the business district and because it would have limited impact on the residential district that adjoins it on the north side.

Ms. Perry also reviewed concerns and suggestions provided by DPW Engineers, Code Enforcement Director, and the Conservation Commission: 1) potential to reduce number of parking spaces 2) needed tree removal at the front of the site for proposed second driveway and compensation with small trees and evergreen shrubs; 3) need to discuss the problematic location of the utility poles with the utility company; 4) need for safe pedestrian access to the building from the rear parking lot; 5) provide lighting, and signage for vehicles; 6) reminder to apply for a street opening permit for the driveway exit and request a tree hearing for removal of any trees in the street right of way.

The Board reviewed all documentation and discussed the latest changes shown on the revised December 16, 2013 plan set. The Board made the following suggestions, to which the applicant was amenable:

- Reduce the total number of parking spaces from 31 to 26 spaces.
- Show the rear entrance to the building and any paving in front of it in the correct position on the plan.
- Incorporate some evergreen shrubs, such as Mountain Laurels in the planting along the rear of the property (subject to Conservation Commission approval)

- Seek confirmation of changes to utility poles
- Incorporate a pedestrian route from the street
- Incorporate bicycle rack(s) suitable for 4 bikes
- Show which tree(s) will remain at the front of the property
- Show existing landscape strip located immediately in front of the building
- Consider a location for business signage

Board members overall were supportive of the proposed project and of allowing the setback waivers; however, they suggested that the applicant return to the Board once many of the detailed points discussed have been addressed.

MOTION: Amy Lloyd moved to continue 8 Alfred Circle/Bedford Montessori School site plan review to the next scheduled meeting. (Shawn Hanegan seconded the motion)

VOTE: 4-0-0

COMPREHENSIVE PLAN:

1) Comprehensive Plan follow-up and comment phase discussion—due to the inclement weather this evening, the Board agreed to postpone this discussion.

BUSINESS SESSION:

1) Minutes—November 19, 2013 Regular Session Minutes

MOTION: Sandra Hackman moved to approve the November 19, 2013 Regular Session Minutes with suggested minor amendments. (Amy Lloyd seconded the motion)

VOTE: 4-0-0

2) Staff Report—the budget for FY15 will be discussed during the next scheduled meeting.

ADJOURNMENT:

MOTION: Sandra Hackman moved to adjourn the meeting. (Shawn Hanegan seconded the motion)

VOTE: 4-0-0

TIME: 8:26 PM