

BEDFORD PLANNING BOARD
Regular Session Minutes
Town Hall—Lower Level Conference Room
October 30, 2013

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

MEMBERS ABSENT: None

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 7:03 PM

BUSINESS SESSION:

1) Master Bicycle Plan-- Terry Gleason, Bicycle Advisory Committee shared a brief presentation on a Master Bicycle Plan for Bedford and a request for funding this plan. Mr. Gleason conveyed that funding is needed to hire an engineering firm to prepare a detailed Bicycle Master Plan that is compatible with the goals and objectives in the Comprehensive Plan, Community Preservation Act, and any other relevant studies the town finds appropriate.

Mr. Gleason offered the following reasons why a Master Bicycle Plan is needed: **1)** the town has zero miles of on-road bicycle network; **2)** because Bedford lacks specific infrastructure, there is only 1-2% comfortable bicycling available in Bedford; and it is mostly males who take part; **3)** if there is good infrastructure, studies have proven that female ridership would increase (Mr. Gleason pointed out that 60% more people would like to be cyclists in Bedford; however they are not comfortable with the environment); **4)** Bedford does not meet the minimum standard as a Bicycle Friendly Community according to a comprehensive evaluation performed by the League of American Bicyclists in 2013.

Mr. Gleason reviewed the importance of the “5 E’s”—Engineering, Education, Evaluation, Encouragement and Enforcement which are part of the plan’s comprehensive scope. Mr. Gleason offered the following examples of each of the 5 e’s **1) Engineering**—work on infrastructure by including signage, road markings and bicycle lanes’ **2) Education**—provide education to motorists and bicyclist regarding how to share the road; **3) Evaluation**—provide updates on road status, monitor annual bicycle counts, and provide information on crash analysis and bicycle rack locations around town; **4) Encouragement**—continue to provide programs to encourage bicycling (ie. bike to school events and recreation programs); **5) Enforcement**—enforce the rules of the road, provide bicycle friendly ordinances, and ensure bicycle racks are considered when reviewing development.

Mr. Gleason reviewed the building blocks of a bicycle friendly community (which include the 5E's) and pointed out that Bedford has been given an overall grade of **B-** from the League of American Cyclists. Mr. Gleason commented that Bedford for the most part is doing a lot of right things; however, more work is needed.

Chair Cohen voiced that he is interested in learning more about the professional engineering firm being considered to assist with Bedford's Master Bicycle Plan due to a potential conflict of interest that may arise if his employer were hired.

Shawn Hanegan commented about the many narrow roads in Bedford and whether shared-lane marking/sharrows count as bike lanes for bike friendly communities. Mr. Hanegan asked what the difference is between a bike lane and a sharrow.

Mr. Gleason explained that sharrows are different from bike lanes in that they are reserved exclusively for cyclists and are marked by a solid white line and bicycle symbol, while bike lanes are striped separate areas on the roadway designated for the preferential use of bicyclists over vehicles.

Shawn Hanegan would like to see data on how sharrows work on the street near the center.

Amy Lloyd voiced that creating a Bicycle Master Plan for the Town is a necessary next step toward implementing the Comprehensive Plan.

Sandra Hackman asked Mr. Gleason if the funding request to produce a Master Bicycle Plan is going to be presented at upcoming Fall Town Meeting. Mr. Gleason replied; yes.

Sandra Hackman shared the following comments in relation to the Master Bicycle Plan presentation:

- Suggested it would be advantageous to include information about health, pollution and traffic-related benefits if the percentage of cyclists increased.
- Pointed out that an increase in cyclists could bring more patrons to our small businesses in town.
- Recommended that Mr. Gleason (Bicycle Advisory Committee) provide as much information as possible to support why it's necessary/valuable for Bedford to become a Certified Bicycle Friendly Community with the League of American Bicyclists.

Chair Cohen asked Mr. Gleason if he were seeking Planning Board support for funding from the Town to move forward with the creation of a Master Bicycle Plan. Mr. Gleason replied; yes.

Amy Lloyd expressed that the Town really needs some friendly bicycle guidelines/Master Plan; and that Mr. Gleason should make that very clear in his presentation at Fall Town Meeting.

Catherine Perry, Assistant Planner, offered the following comments she had on the presentation:

- The Comprehensive Plan approach should be referenced more—information regarding Complete Streets concept, a goal to create more connectivity for cyclists and pedestrians, and the need to reduce vehicular traffic should also be apparent.
- Acknowledgement of existing bicycle trails/paths should be clearly stated in a positive manner.
- Highlight that the Planning Board and Code Enforcement officer abide by Zoning provisions to get bicycle racks installed at new and redeveloped properties.
- Emphasize that cyclists need fair consideration and that there will be some places in town where it is difficult to accommodate all users.

Mr. Gleason thanked the Board for their consideration, and then asked if they would provide support for funding the Bicycle Master Plan at Fall Town Meeting under Article 12 (to amend FY14 Community Preservation Budget) is before the voters.

MOTION: Lisa Mustapich moved to give a recommendation of approval for the Bicycle Master Plan funding request at upcoming Fall Town Meeting. (Amy Lloyd seconded the motion)

VOTE: 5-0-0

2) Healthy Bedford/District Local Technical Assistance (DLTA)—

Carla Olsen, Healthy Bedford, reported that the application for CHNA 15 Healthy Community Transformation Grant was just completed; and that she had included information in the application provided by Glenn Garber regarding the process and creation of the new Comprehensive Plan and how Healthy Bedford's initiatives are referenced in many sections of the plan. Ms. Olsen further reported that she recently contacted Mark Racicot at MAPC (Metropolitan Area Planning Council) to discuss beginning stages of applying for grants/funding through District Local Technical Assistance (DLTA) to further support Healthy Bedford initiatives. Mr. Racicot told Ms. Olsen that they were looking favorably at Bedford. Ms. Olsen said she was looking for Planning Board's ideas/feedback on what issues to focus on during the application process. Ms. Olsen commented that working with local communities on shared transportation initiatives could be one potential issue to address and that she would like to keep this dialogue going. Ms. Olsen added that there has been lively discussion between local communities regarding 128 Regional Business Council, which promotes Transportation Management. Ms. Olsen also offered some information regarding what other local communities' initiatives are and what grants they are seeking. Lastly, Ms. Olsen congratulated Mr. Gleason (Bicycle Advisory Committee) for their great work in paving the way for a Healthier Bedford through many bicycle initiatives, including promoting a Master Bicycle Plan.

Planning Board members and staff discussed different ideas they thought would be good for Healthy Bedford to promote when moving forward and working with MAPC/DLTA.

Catherine Perry, Assistant Planner, spoke about seeking out low cost solutions to bicycle initiatives; such as adding striping/lanes in various section of town.

Sandra Hackman thought it may be helpful to pursue some community visioning for the Travelodge area of Great Road and the Depot Park Area or work on ideas for the underused Stop and Shop parking area; Ms. Hackman suggested creating a park and ride for public transit, and obtaining access (walking path) to and from the area behind the shopping center.

Sandra Hackman also suggested promoting information on "Complete Streets" through Healthy Bedford/DLTA.

Glenn Garber suggested working on current bicycle laws, connectivity, and making Great Road a more bicycle friendly area.

Carla Olsen suggested connectivity to the various shopping centers; and then asked who would be best to work with to get funding.

Catherine Perry suggested looking for connections with various abutting towns and that a goal would be to have Bedford/Lexington be connected on services and parking.

Amy Lloyd voiced that sharing transportation efforts with abutting communities would be beneficial.

Ms. Olsen stated that she is seeking Planning Board support and partnership in moving forward; and that Health Bedford target to complete the grant application is at the beginning of 2014.

3) Freedom Estates Cluster Subdivision Bond Reduction Request—David Veo, Manager/Developer of Freedom Estates, LLC provided a letter to the Board dated, October 18, 2013 requesting a partial bond release for work completed Freedom Estates Cluster Subdivision. Adrienne St. John, Public Works Engineer, submitted a memo dated, October 24, 2013 to Glenn Garber, Planning Director, recommending that the Board reduce the bond for Freedom Estates from \$95,300 to \$ 60,800, thus releasing \$31,700 for the finished roadway and \$2,800 contingency funding representing the value of the connecting path between Charles Street and Liberty Road that the Board previously voted not installed.

Board members discussed Mr. Veo's request for a partial bond release and the Department of Public Works recommendation to release funding for the finished roadway and the value of the connecting path. Chair Cohen and other Board members questioned releasing \$2,800 from contingency funds in lieu of not having to install the connecting path; and stated that they would like to seek further information from Ms. St. John regarding this matter.

1st MOTION: Amy Lloyd moved to release \$31,700 for finished road work, thus reducing the total bond Freedom Estates Cluster Subdivision Bond to \$63,600 and not \$60,800 as stated in Department of Public Works memo dated, October 24, 2013 for reasons discussed. (Sandra Hackman seconded the motion)

Shawn Hanegan stated he would like to **amend** the above motion because he felt Ms. St. John's recommendation to release \$31,700 for finished paving work and \$2,800 for the value of the path was reasonable. Mr. Hanegan's motion read as follows:

2nd MOTION: Shawn Hanegan moved to approve reducing Freedom Estates Cluster Subdivision currently held bond amount of \$95,300 to \$60,800 as recommended in DPW's memo dated, October 24, 2013. (Lisa Mustapich seconded the motion)

VOTE: 2-3-0 (Jeffrey Cohen, Sandra Hackman and Amy Lloyd—against)—motion denied

The Board further reviewed DPW's recommended amount of contingency funds to be released for a pathway that was later declared not needed to be constructed; and then reverted to the original motion. The Board voted unanimously to release \$31,700.00 from Freedom Estates Bond.

COMPREHENSIVE PLAN –Town Meeting Presentation Discussion

The Board carefully reviewed two separate Comprehensive Plan Powerpoint presentation handouts in preparation for Fall Town Meeting. Director Garber explained that he took information from the presentation that Lisa Mustapich and Jeffrey Cohen provided and incorporated some visual graphics, pictures, and mapping. The Board discussed order of the presentation slides, schedule leading up to adopting the plan, and made some minor edits to the language and format. A supplementary discussion took place regarding how to incorporate comments received once the public has reviewed the CP. Planning Director Garber shared that there have been many opportunities throughout the CP process for people to share concerns/comments; and therefore he doesn't recommend reopening the plan for minor edits, but to certainly acknowledge public comments in an appendix rather than rewriting the CP. Most Board members agreed that they didn't want the CP rewritten or the completion prolonged; however, they did want to make certain that the public is given opportunity to comment on the plan as promised in beginning stages of the process.

Board members agreed to retain a previously scheduled November 4 meeting (brief meeting prior to attending Fall Town Meeting) so they can discuss the final logistics for the CP Presentation and discuss potential Planning Board recommendations on presented Articles.

BUSINESS SESSION (Continued)

- 4) a. Minutes—29A Chelmsford Road/Isabella Lane Public Hearing Minutes dated, September 10, 2013.

MOTION: Amy Lloyd moved to approve 29A Chelmsford Road/Isabella Lane Public Hearing Minutes dated, September 10, 2013 with a minor amendment. (Lisa Mustapich seconded the motion)

VOTE: 3-0-2 (Sandra Hackman and Shawn Hanegan were not present for this meeting)

- b. Minutes—Regular Session Minutes dated, October 9, 2013.

MOTION: Lisa Mustapich move to approve Regular Session Minutes dated, October 9, 2013 with minor edits. (Amy Lloyd seconded the motion)

VOTE: 4-0-1 (Shawn Hanegan was not present at this meeting)

- c. Minutes—Regular Session Minutes and Joint Discussion with the CP Advisory Ad Hoc Committee dated, October 15, 2013.

MOTION: Sandra Hackman moved to approve Regular Session Minutes and Joint Discussion with the CP Advisory Ad Hoc Committee with minor amendments. (Shawn Hanegan seconded the motion)

VOTE: 4-0-1 (Lisa Mustapich was not present at this meeting)

- 5) Staff Report/Verbal updates—

Catherine Perry reported the following: 1) Planning Staff still has not received the VA Hospital Housing Site Plans; 2) Montessori School on Concord Road plans to move to Alfred Circle. A minor site plan will be filed within a month; 3) there has been some inquiries regarding the possibility of constructing a subdivision on Irene Road (currently a paper street); 4) 198 Concord Road ANR (Approval Not Required) plan will be filed soon.

Glenn Garber reported that Rick Reed, Town Manager, informed him that there will be a Citizen's Petition brought to Annual Town Meeting regarding amending the Zoning Bylaws to include more hotel restrictions. Mr. Garber said he told Mr. Reed that this process could be complex; however, the Board may need to get involved.

ADJOURNMENT

MOTION: Shawn Hanegan moved to adjourn the meeting. (Lisa Mustapich seconded the motion)

VOTE: 5-0-0

TIME: 9:49PM