

**BEDFORD PLANNING BOARD**  
**Town Hall—Second Floor Conference Room**  
**Minutes**  
**January 19, 2016**

**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.

**STAFF ABSENT:** None

**OTHERS PRESENT:** David Powell, Finance Committee; Dot Bergin, Bedford Citizen News; Charles Landry, National Development; Attorney Mark Vaughan, Riemer and Braunstein; and Michael Nowicki, Stantec

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

**Emergency Evacuation notice** - read by Sandra Hackman, Clerk

Sandra Hackman, Clerk 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.*

**NEW BUSINESS:**

1) Crosby Corporate Center – informal discussion for potential IMU Special Permit—the following materials were provided:

- Letter dated 1/12/16 sharing a preliminary phasing plan for a potential IMU Special for Crosby Corporate Center.
- Existing Conditions aerial photograph (January 2016)
- Site Plan (January 2016)
- Overall Permit Plan (P-100) draft dated 12/14/15
- GIS map of the Route 3/ Crosby Drive area, supplied by staff

Prior to the discussion, Jeffrey Cohen announced that he is employed by Stantec, who are the project designers, and therefore he will recuse himself from the discussion.

Charles Landry, National Development, provided background information regarding Crosby Corporate Center's 50 acre campus consisting of nine buildings (20-36) and proposed improvements to the southern portion (20-28) under a 2-phase program under Industrial Mixed Use requirements.

Attorney Vaughan, Riemer/Braunstein explained the two phases as follows—

Phase I: replace antiquated vehicular drive/drop off zone and limited pedestrian circulation areas and greatly improve outdoor space that supports buildings (20, 22, 24, 26 & 28) with an expansive pedestrian sidewalk connection system (incorporating patios). These sidewalk connections will also provide formalized pedestrian connections to Crosby Drive. In addition, the design would introduce a formal parking program with more accessible handicapped parking spaces and standard employee parking that would be proximate to the site entrance/existing buildings. Parking in this phase would increase by approximately 175 spaces; however, the ratio would be 3.66 spaces per 1,000 square feet which is still below industry standard and the campus will be compliant with the IMU minimum lot landscape requirement of 30%.

Phase II: construct a new 120-140 room/6 story hotel (60-70' height) along with associated site improvements. The intent is that the hotel will provide opportunity to Crosby Corporate Center as well as the Crosby Drive area and potentially reduce vehicular trips from business travelers in the area. The hotel guests would have access to the new pedestrian connection system and other associated on-site amenities (which may include fitness programs, restaurants, and existing transit services through National Development's membership in Middlesex 3 Transportation Management Association (TMA). A waiver is needed relative to setback and maximum height limitations; however, the applicant believes the program benefits will support these modifications. The parking program in phase II will share facilities because the hotel is a compatible use. The hotel construction will reduce the overall parking to 3.36 per 1,000 square feet.

Charles Landry added that the proposed upgrades will bring more light into the office buildings and add vestibules. The hotel will need the parking immediately around it, but will share the parking to its west in the evening.

#### BOARD COMMENTS--

- concerns regarding height/6 story building—1) need to check compliance with fire code and practices; 2) questioned having too much height close to the street; 3) blockage of sunlight and; 4) current height bylaw and proposed height bylaw (ATM 16) for IMU and how it relates to the applicant's preliminary proposal. Worst case scenario can bring height issue to Town Meeting for approval
- provide greater setbacks
- inquired about the availability of shared shuttle services in the area; and if the hotel will provide shuttle service.
- asked about structured basement parking
- questioned service level of the hotel; and whether there would be enough parking for its uses.
- include shade trees in the pedestrian walkways/patio areas
- inquired about covered bicycle rack locations and potential shower facilities
- create better pedestrian connections for the hotel
- examine visuals along Route 3; avoid removing too much vegetation

2) Endorsement of Pilot Transit Initiative --

Alyssa Sandoval, Economic Development Coordinator, provided information regarding a Transit Proposal (dated December 1, 2015) and Transit Proposal Revised Budget (dated January 6, 2016) to expand Bedford's existing BLT (Bedford Local Transit) services on a pilot basis. The Town Manager, Selectmen, and Ms. Sandoval are seeking Planning Board endorsement on this initiative.

Planning Board members briefly discussed the proposal and were in support of the Pilot Transit Initiative concept; however they were protective of planning staff's time. Board members asked about the identity of the town staff person referred to in the proposal because they did not want Planning staff to be utilized to facilitate the program.

*MOTION: Lisa Mustapich moved to support the Pilot Transit Initiative Proposal/Budget; however, Planning Staff shall not be utilized to facilitate the program. (Shawn seconded the motion).*

*VOTE: 5-0-0*

**OLD BUSINESS**

1) Industrial Zoning Amendments (continued discussion)—

Planning Director Garber reviewed changes made to the proposed Industrial Zoning Amendments resulting from comments provided during earlier discussions. Director Garber explained the painstaking steps to place these amendments in town warrant form and the process to re-type Tables I & II. Director Garber recommended reordering the industrial districts in the Table II (alphabetically) for better readability and commented that the order of the warrant articles should be strategic, and then recommended the following order: 1) Package involving Use, Dimensional, Density; Bulk and Other Provisions in Industrial and Certain Business Districts; 2) Amendments to Bedford Zoning Map; 3) Adjust Dimensional and Density Requirements within Industrial and Certain Business Districts to More Closely Align with the Existing Development Pattern; and 4) Residential Height.

**COMMENTS**

- Concerns with minimum front yard setback changing from 35' to 60' in Industrial B (in the event a developer wants to construct a restaurant). Board members agreed to wait for public feedback from the hearing. There was also a brief discussion regarding resistance heard from property owners in the Preston Court area and their concerns that this amendment could potentially cause non-conformities to their properties. Director Garber agreed to staff re-checking facts and have background data available for discussions on dimensional adjustments.
- Brief discussion took place regarding section 4.5.6 (Indoor Amusement); Zoning Board of Appeals had not yet responded to Planning's proposed changes to language that ZBA provided in their article to ATM.
- 4.5.7 Restaurant; board members agreed to delete 4.5.7 A and 4.5.7 B (Reserved for adding future restaurant classifications)
- 4.6.4 Heavy Vehicular Dealership and Repair Garage—board members agreed that this classification should be eliminated from this section because it is allowed in the

commercial district only, where it no longer is a desirable use; however, existing businesses will be grandfathered.

- A board member pointed out that section 6.7.3 was repeated and that Pedestrian and Bicycle related site improvements should be 6.7.4 and followed by 6.7.5 Transit and Transportation Features.
- Board members agreed that it would be helpful to have explanatory text added to the end of each warrant article

2) Residential Height (continued discussion)

Jeffrey Cohen circulated a second draft of the article concerning height, which focuses on reducing residential height. He spoke about recent conversations he had with Catherine Perry and Chris Laskey since the January 7 Planning Board meeting discussion. Catherine Perry commented that she still has some technical concerns about the wording, and supplied a list of six recommendations, dated 1-19-16.

The Board discussed the question of how to mesh the changes with those in the Industrial zoning articles. The current residential height article deletes the 3 story limit (in all districts) from the text and relies solely on Table II; it replaces the story limit there for the Residential districts but not for the Commercial and Industrial districts (because some story numbers are proposed to change under the other articles). Therefore if the Industrial zoning articles did not pass but the residential height one did, the 3 story limit would unintentionally be removed in some districts. The Board agreed to arrange for the Industrial articles to be voted on first, and if the relevant Industrial one does not pass, to amend the residential height article to reinstate the 3 story limit in all districts via the table.

It was further agreed to remove the reference to wind turbines and restrict the scope of Section 6.2.10 to buildings as previously, since utility and communications structures are covered under another existing section of the bylaw.

The drawings (Figure 3A) were discussed. It was agreed to line up the ridge lines for consistency and to reconsider the labeling.

The Board noted that the proposed rules will not prevent excavation (as opposed to mounding) to create a walkout basement, but observed that at least in such cases, the neighbors will not be facing a ridge elevation higher than they expected. Due to time pressure, the Board did not discuss further technicalities of height measurement and adjustment.

3) FY 17 Proposed Budget (report from Finance Committee 1/14/16)

Chair Lloyd shared the outcome of Planning presenting its proposed FY17 Budget to the Finance Committee. Ms. Lloyd reported that FINCOM seemed supportive of the following three requests: 1) revised request for additional funding for outside assistance to attend meetings and produce minutes (estimated 28 meetings per year @ approximately \$197/per meeting); 2) Funding (\$120,000) for Consulting Services for Preparing a Comprehensive Analysis and Re-Write of Zoning in the Bedford's Primary Business Corridor along The Great Road (Shawsheen Road to North Road/Carlisle Road) and 3) in FY 16 budget, shift existing funds from out of state

travel to new budget item: consultant fees, in order to hire outside typist to assist with zoning bylaw amendments preparation.

- 4) Other—Business Study/ Comprehensive Analysis and Re-Write of Zoning in the Bedford's Primary Business Corridor along The Great Road (Shawsheen Road to North Road/Carlisle Road); Board discussed preparing a slide show for Annual Town Meeting, but all agreed to keep the presentation brief.

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

- Questions/Comments on development update chart--

Sandra Hackman asked about Patriots Park, 40-44 Wiggins Avenue; Chair Lloyd reported that this is the property where Spire Corporation is located and Catherine Perry explained that the property owner is proposing a renewal project with changes to the parking lot.

- Planning Board Liaison to Boards & Committees (verbal updates)—

--Shawn Hanegan, liaison to Transportation Advisor Committee (TAC), said that he will request a statement from the committee regarding concerns with slope and safety of exiting vehicles from 30 Chelmsford Road proposed cluster subdivision.

--Sandra Hackman, liaison to Metropolitan Area Planning Council (MAPC), announced that the annual legislative breakfast will be held on Friday morning, February 5.

--Jeffrey Cohen reported from the ZBA that Verizon is still working with the Town and First Parish Church regarding the installation of an underground generator to operate their equipment.

**ADJOURNMENT:**

*MOTION: Lisa Mustapich moved to adjourn the meeting. (Shawn Hanegan seconded the motion)--VOTE: 5-0-0*

*TIME: 9:40 PM*