

BEDFORD PLANNING BOARD
Town Hall—Selectmen’s Meeting Room
Regular Session Minutes
October 28, 2014

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

Shawn Hanegan, Chair convened the Planning Board meeting at 7:30 PM

Emergency Evacuation notice read by Amy Lloyd, Clerk

Amy Lloyd, Clerk read a public notice sharing information about E-Subscribe on the town’s website homepage. Ms. Lloyd explained that the best way for residents and others 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.

DEVELOPMENT SESSION:

1. Instrumentation Laboratory – 180 Hartwell Road; Site Plan Review regarding changes connected with replacement of warehouse buildings.

The following documentation was submitted by VHB in relation to site plan review for Instrumentation Laboratory (IL):

- October 14, 2014 letter from Curtis Quitzau, P.E., Sr. Project Manager, VHB, Inc. sharing information regarding a proposal to construct a new warehouse building in the same footprint as two existing adjacent buildings at 180 Hartwell Road. The project consists of demolishing existing buildings and constructing a new warehouse building with associated stormwater system, upgrades, utility improvements, parking lot repaving and striping and landscaping.
- October 13, 2014 Memo from Curtis Quitzau, P.E. providing Parking Needs Assessment @ 180 Hartwell Road.
- October 14, 2014, Instrumentation Laboratory, 180 Hartwell Road, Neighborhood GIS Map.
- October 14, 2014 Site Plan Application and Checklist
- October 14, 2014 Site Plan Set – Cover Page, Plan Set Sheets C-1 to C-8 and Sv-1
- October 14, 2014 Site Plan Set – Planting Plan (L-1) and Landscape Details (L-2)

- October 2014 Stormwater Technical Memorandum (Board was furnished with a Stormwater Narrative, part of the overall Stormwater Technical Memorandum)
- October 20, 2014 Architectural drawing by Visnick & Caulfield (Option: Pre Cast/Tilt up Panels with Vertical Glazing)
- October 24, 2014 email from Curtis Quitzau providing follow-up information on building heights.
- October 24, 2014 email from Curtis Quitzau providing follow-up information on truck circulation and access associated with the proposed warehouse, with attached Truck Maneuverability Plans (T-1 and Figure 1).

Other related submittals from town staff:

- October 23, 2014 memo from Catherine Perry, Assistant Planner, outlining details of the site and proposal, noting information received from other town staff/departments, and provided information for general discussion regarding; 1) landscaping/visual impact; 2) parking and bicycle facilities; 3) vehicle circulation; 4) stormwater management, and sharing a conclusion stating that the project doesn't raise major issues; however, there are some points to consider. Ms. Perry highlighted those points in the memo.
- Various photos of the Instrumentation Laboratory site, supplied by Catherine Perry.
- October 21, 2014 memo from Adrienne St. John, Public Works Engineer and Kristin Dowdy, Civil/Environmental Engineer, commenting that DPW reviewed the current site plan application and that the additional information requested through the Conservation Commission Notice of Intent process (also included in this review) satisfies DPW's outstanding comments. DPW noted that prior to issuance of a Certificate of Occupancy for the new warehouse the sewer for the entire facility needs to connect to the new force main at Hartwell Road to alleviate the burden on the South Road sewer pump station.
- October 14, 2014 email from Marc Saucier, Traffic Enforcement Officer, stating that the police department has no concerns with the current proposal.
- October 15, 2014 email from Captain Charles Stone, Fire Department, stating that the fire department has no concerns at this time with the current proposal.

Curtis Quitzau, P.E., Sr. Project Manager, VHB, Inc. discussed the highlights of the project as follows—Instrumentation Laboratories (IL) is proposing to demolish two existing buildings (5 & 6) at 180 Hartwell Road facility and replace those with a new warehouse building in the same footprint. The proposed work will consist of upgrades to the existing stormwater system, utility improvements, reconfiguration and repaving of the parking area and improved landscaping. Mr. Quitzau conveyed that the applicant was recently before Conservation Commission and discussed reducing impervious surfaces within the riverfront area contiguous to the wetland resources by minimizing the overall width of pavement around the west and north sides of the building; as a result, the reconfigured parking layout will include compact car spaces in those areas. The landscape is designed to compensate for loss of water storage capacity in the floodplain (mainly resulting from the addition of handicap access ramps). Mr. Quitzau related that during the Conservation Commission review, DPW provided comments/concerns relating to stormwater management; the applicant addressed those concerns. Mr. Quitzau added that applicant is also willing to resolve issues discussed with Conservation Commission, and that an Order of Conditions is pending.

Mr. Quitzau stated that the project will raise the floor of the building by two feet and provide more headroom. Based on grade plane calculations, the height will be close to 42 feet.

Mr. Quitzau noted that the reconfigured parking area will result in 50 fewer parking spaces, reducing the total number of spaces from 881 to 831. Mr. Quitzau reviewed parking requirements based on anticipated need on site, stating that currently 753 people are employed at this site— there are 700 employees on site during the largest shift, the proposed warehouse project will add 14 new positions, and 28 parking spaces are reserved for visitors, thus showing a total need for 742 spaces. Mr. Quitzau pointed out that the Zoning Bylaw requirement for this site is currently 866 spaces, and therefore the applicant will need to seek a special permit from the Zoning Board of Appeals allowing the required number of parking spaces on site to be reduced and also pursue approval of work needed in the floodplain. Lastly, Mr. Quitzau reviewed updated information and plans regarding truck maneuverability on site, and explained that the loading docks and maneuvering space on the site are designed to accommodate a 70 ft. tractor trailer; however most trucks coming to the site are 55 ft. or smaller, and that is the size used for the illustration of turning movements at the entrance.

PLANNING BOARD COMMENTS:

Sandra Hackman asked what Instrumentation Laboratory's operation is in relation to traffic expectations.

Dave Evers, I.L. representative, (Headquarters in Bedford) stated that I.L. manufactures and distributes diagnostic instruments for critical medical care and hemostasis; the warehouse is changing from serving US to worldwide needs. The manufacturing operation mainly receives small trucks for deliveries, plus the occasional large truck. He believes the proposed project will have minimum traffic impact to the area.

Board members discussed the appearance of the building facing Hartwell Farms and asked if it would be a slab-style cream colored building. Mr. Quitzau replied yes. The architectural treatment and height will be similar to the existing adjacent building.

Amy Lloyd asked if the lighting will be full cutoff. Mr. Quitzau stated that I.L. is keeping the existing light fixtures which are cutoff designs, but changing the bulbs to L.E.D. types for lower energy consumption.

Ms. Lloyd spoke about the site's connection to the main sewer, and noted that DPW recommendation is to have I.L.'s entire facility be connected to the new force main in Hartwell Road prior to obtaining a Certificate of Occupancy for the new warehouse. The applicant plans to follow DPW's recommendation.

Jeffrey Cohen asked the applicant to provide signage that would ensure safe vehicular circulation, including signs directing delivery trucks to the east site entrance and signage in other areas where there may be potential points of conflict or limited visibility.

Mr. Cohen spoke about the loss of parking in the island area near the proposed loading docks and how it relates to truck activity. Mr. Quitzau reviewed parking changes in this area.

Ms. Hackman asked if a traffic impact study was done, and if the applicant expects more truck traffic. The applicant replied that the expectancy is approximately 2-3 trucks a day over and above regular traffic.

Chair Hanegan said he is familiar with this site because he used to work there when it was occupied by Raytheon and then asked (in relation to screening) what the new building would look like from across the brook. Mr. Quitzau said the building will be higher than the existing screening vegetation.

Mr. Hanegan asked the applicant to provide details regarding the proposed number and location of bicycle racks. The applicant shared where the existing bike racks are located and said they are willing to add more. Amy Lloyd asked the applicant to increase the number of bicycle rack spaces to 40 (maximum number as required by the parking regs. in the zoning bylaw) and provide updated inverted U-style racks. The applicant agreed and said they could locate the additional racks between the existing motorcycle and bicycle parking areas. Ms. Lloyd said, if that area doesn't work, she is amicable to the applicant working with Planning staff in choosing a logical alternative location near building entrances.

Sandra Hackman shared concern regarding building height and screening to the abutting residents, and asked Ms. Perry if she had any suggestions or a resolution to this matter.

Ms. Perry confirmed that as the warehouse building will be significantly higher, it will be more visible than now. There is some potential to strengthen the existing line of trees along the perimeter, especially where there are gaps. Evergreens would provide winter foliage, but might cast too much shade on existing trees, and the soil may be too wet for them. Ms. Perry suggested that a few additional trees could be planted near the building on its northwest side to help soften the appearance from both on and off the site; however, this would involve losing a small number of parking spaces (perhaps two).

Board members had a brief discussion regarding possible species for additional screening. Lisa Mustapich suggested Sequoias and/or podless Honey Locusts, and Sandra Hackman suggested using Red Maples in lieu of River Birches. Board members agreed that losing one or two parking spaces to create improved screening between the new warehouse and abutting Hartwell Farms housing is favorable. Catherine Perry noted that ZBA has jurisdiction regarding reducing the number of parking spaces and that the Conservation Commission has jurisdiction regarding the species and location of trees planted in this area., therefore she recommended that the Planning Board convey its preferences to these other boards.

Chair Hanegan asked the applicant if they would be willing to change the building color from cream to an earth tone to lessen its impact to the residence at Hartwell Farms; the applicant agreed. Ms. Perry added that using non-reflective paint would also be beneficial.

Ms. Hackman complimented the applicant for proposing to reduce parking on site.

MOTION: Lisa Mustapich moved to submit a recommendation of site plan approval (with conditions listed below) to Code Enforcement Director, Christopher Laskey, regarding Instrumentation Laboratory's current application for changes connected with the replacement of warehouse buildings located at 180 Hartwell Road. (Sandra Hackman seconded the motion)

Conditions:

- 1. The new warehouse building shall be painted a mid-tone earth color (using non-reflective paint) to ensure less of an impact on the abutting Hartwell Farms residential development.*
- 2. The total number of bicycle rack spaces on the property shall be increased to 40 spaces. The applicant shall include inverted U style racks along the edge of the northwest driveway, between the current motorcycle and bicycle parking areas. If this location doesn't work, then the applicant can choose another location convenient to both the west site entrance and entrance doors to the front buildings. The applicant needs to provide details of the bicycle racks and positioning for installation to planning staff.*
- 3. Signage for safe vehicular circulation shall be provided, including signs directing trucks to use the east site entrance only, and additional signage at points of constricted vision or potential conflict.*
- 4. The Board favors incorporating additional planting to strengthen the visual screening provided by existing trees in the greenbelt along the site perimeter to the west of the new warehouse, but acknowledges that the Conservation Commission has jurisdiction in this area. The Board would like the Commission to recommend suitable species and locations for the additional planting, and consider substitution for the proposed birch trees.*
- 5. The Board suggests adding a few shade trees at intervals, close to the west wall of the warehouse, to soften views from elevated positions off-site and from within the parking lot. The Board is aware that this change results in a loss of one or two more parking spaces, and that ZBA has jurisdiction on parking regulations relief in addition to the Conservation Commission's jurisdiction.*
- 6. Prior to the issuance of a Certificate of Occupancy for the new warehouse, the sewer for the entire facility shall be connected to the new force main in Hartwell Road (as recommended by DPW staff and agreed to by the applicant).*

VOTE: 5-0-0

SPECIAL TOWN MEETING PREPARATION SESSION:

1. Article 4 – Industrial Mixed Use Zoning Bylaw Amendment

The Board discussed the draft Industrial Mixed Use PowerPoint presentation and script for the upcoming special town meeting on November 6, 2014. Numerous edits were offered in regard to the content and in some cases the order, of the material all of which were noted. Board members wanted to be sure that the reasons for removing the residential mixed use option were clear, that housing needs were being met through other means, and that the business uses and combinations thereof, and the incentives for developers to employ them via the enhanced IMU special permit bylaw, were apparent to the audience. Chair Shawn Hanegan offered to be the presenter of

Article 4 at special town meeting. The Board agreed to Mr. Hanegan working closely with the Planning Director in the next few days to incorporate all changes in the IMU PowerPoint presentation discussed this evening.

2. Article 5 – Landscaping, Tree Protection and Visual Screening in Developments, including Greenbelts, and Perimeter No Building Rules in Cluster and Planned Residential Developments

The Board reviewed a draft PowerPoint presentation to support Article 5, Greenbelt-related amendments to the Zoning Bylaws, prepared by Catherine Perry, and also received a Question and Answer sheet for reference on points that may come up at Town Meeting. Members were pleased with the presentation, especially the provision of illustrative examples. They suggested some minor changes to the sequence of points on the slides and the wording of the script, which Ms. Perry undertook to incorporate. Jeffrey Cohen offered to be the presenter, and it was agreed that Ms. Perry will work with him to check the length and finalize the script.

3. Other Articles

The Board reviewed other articles included in the November 6 Special Town Meeting Warrant and decided to support Article 12 - Community Preservation Surcharge, as this source of funding was instrumental in achieving many of the action items from the previous Comprehensive Plan and is likely to be important in implementing the new Plan.

MOTION: Lisa Mustapich moved that the Planning Board support Article 12 - Community Preservation Surcharge, at November 6, 2014 Special Town Meeting and have Shawn Hanegan be the presenter to give that recommendation of approval. (Sandra Hackman seconded the motion)

VOTE: 5-0-0

DEVELOPMENT UPDATE: (verbal updates provided by Planning Staff)

- 1) Crosby Corporate Center—located next to Bedford Business Park; staff plans to meet with representatives to discuss potential redevelopment on October 30.
- 2) 135 South Road— property owner may move forward with building an addition to the existing structure and will refer to 2009 site plan approval.
- 3) MassDOT highway depot, Crosby Road—land transfer may not need to go through the ANR process.
- 4) Freedom Estates—no response to a letter sent by planning staff to the developer in relation to outstanding work items in the development and potential street acceptance.
- 5) Bedford Marketplace (Marshalls, Luigis, Wholefoods etc.)— a summary/explanation including a plan set of the project was posted on Planning’s website and Facebook Page. Ms. Perry made it clear in the summary that the Planning Board is not involved with tenant selection.

6) Other—

- Catherine Perry will attend a workshop on Conservation Subdivisions (OSRD) in Westford tomorrow, October 29. Ms. Perry will provide highlights from the workshop at a future Planning Board meeting.
- FYI—October 17, 2014 follow-up letter from Planning Director Garber 17, 2014 to Anna Wallace regarding matter involving Athena Lane Definitive Subdivision.
- Additional Cottage Housing Developments: Pacific Northwest Info. & Examples provided by Planning Director Garber (for discussion at a future meeting)

BUSINESS SESSION:

1) Minutes—

- September 16, 2014 Minutes

MOTION: Lisa Mustapich moved to approve September 16, 2014 minutes with minor corrections. (Amy Lloyd seconded the motion)

VOTE: 4-0-1 (Sandra Hackman abstained; was absent from this meeting)

- September 23, 2014 Minutes

MOTION: Lisa Mustapich moved to approve September 23, 2014 minutes with a minor amendment. (Jeffrey Cohen seconded the motion)

VOTE: 3-0-2 (Sandra Hackman and Shawn Hanegan abstained; were absent from this meeting)

- October 1, 2014 Minutes

MOTION: Sandra Hackman moved to approve October 1, 2014 minutes as amended. (Amy Lloyd seconded the motion)

VOTE: 4-0-1 (Lisa Mustapich abstained; was absent from this meeting)

2) Other—Planning Director Garber informed the Board that there are no upcoming regulatory items that need to be addressed on November 13, and therefore suggested canceling the meeting. Board members agreed.

ADJOURNMENT:

MOTION: Amy Lloyd moved to adjourn the meeting. (Jeffrey Cohen seconded the motion)

VOTE: 5-0-0

TIME: 10:33 PM