

**FINAL APPROVED--** Regular Session Minutes

**BEDFORD PLANNING BOARD**  
**Regular Session Minutes**  
**Bedford High School—Library**  
**(1-hr. brief meeting before Annual Town Meeting)**  
**March 24, 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: Paul Finger, Paul Finger Associates

*Emergency Evacuation Notice*—read by Amy Lloyd, Clerk

Chair Hanegan convened the meeting at 6:30 PM

**DEVELOPMENT SESSION**

1) 10 DeAngelo Drive/Site Plan Review—applicant proposing renovations to exterior of existing building with addition of small lobby and redesign of parking area.

Chair Hanegan reviewed for the record the following documentation submitted in conjunction with 10 DeAngelo Drive/Formulatrix Site Plan application.

- February 28, 2014 letter from Paul Finger, Paul Finger Associates (PFA) stating that on behalf of Formulatrix, Inc. PFA is submitting an application for Site Plan approval in connection with proposed improvements to their new headquarters at 10 DeAngelo Drive. Information regarding the applicant, property, proposal, and permitting were included in the letter and attached was; **1)** Site Plan Application & Check List dated, February 27, 2014; **2)** Topographic Plan of Land dated, January 16, 2014 (Attachment A); **3)** 1969 Board of Appeals Decision (Attachment B); **4)** Landscape Improvement Plan (Attachment C); **5)** Plot Plan L-0.2 revised 3/3/14; **6)** Layout & Materials L-1.0 revised 2/27/14; **7)** Grading, Drainage & Utilities Plan L-2.0 revised 3/3/14; **8)** Planting and Lighting Plan L-3.0 revised 2/27/14; **9)** Details Plan L-4.0, L-4.1 and L-4.2 all revised 3/3/14; **10)** Stormwater Report dated, January 30, 2014 and **11)** February 6, 2014 letter to Angelo Colasante, Zoning Board of Appeals, Chair, from Jay Falik, Formulatrix CFO, stating Formulatrix filed for an amendment to an existing special permit and that Paul Finger Associates has authorization to act on behalf of Formulatrix.
- March 20, 2014 memo from Catherine Perry, Assistant Planner, reviewing the current status of the site, proposed changes, submitted materials, other permitting, consultations with other town staff/departments, discussion points, landscaping, vehicular and pedestrian circulation, lighting, and a proposed recommendation for site plan approval to Code Enforcement.
- March 17, 2014 memo from Adrienne St. John, Public Works Engineer and Kristin Dowdy, Civil/Environmental Engineer offering comments regarding to site plan application dated February 27,

2014 including plans revised through March 3, 2014 and a Drainage Report dated, January 30, 2014 and noted that DPW had previously reviewed this submittal as part of Conservation Commission Notice of Intent process. All DPW comments submitted to Conservation Commission in a February 12, 2014 letter were addressed. DPW offered one new comment with respect to the proposed utilities.

- March 6, 2014 email from Elizabeth Bagdonas, Conservation Administrator, commenting that the Conservation Commission reviewed 10 DeAngelo Drive and voted on an Order of Conditions on February 26, 2014. The Final Order of Conditions site plans are dated January 30, 2014 and include a Grading, Drainage and Utility Plan. A copy of the Order of Conditions was provided by Conservation.
- March 4, 2014 email from Marc Saucier, Traffic Enforcement Officer, stating that the Police Department has no concerns.
- March 13, 2014 email from Charles Stone, Captain, stating that the Fire Department has no concerns.
- March 21, 2014 memo from Christopher Laskey, Code Enforcement Director, offering his review of on-site parking calculation requirements.
- March 22, 2014 email from Paul Finger, PFA, sharing information regarding relocation of utility pole (attached CSK-02 sketch—Alternate Utility Pole Location)

Paul Finger, PFA, shared that the applicant, Formulatrix, Inc., is an office and research facility associated with medical metering instrumentation that is relocating its headquarters from Waltham to this site. Mr. Finger reviewed proposed changes as follows: **1)** Remove parking spaces to the front of the site that encroach within 20' of the street; **2)** Remove some of the parking spaces that encroach within 10' of the side yard property lines; **3)** remove drive aisle on the southeast side that encroaches within 10' of the side yard property lines; **4)** reduce the **total** number of parking spaces—currently 39 (**50** were allowed in 1969) to 34 in phase 1 and 42 phase 2. Mr. Finger noted that most likely phase 1 & 2 will be combined; and **5)** replace existing exterior lighting with fixtures that will avoid light overspill. Mr. Finger commented that Formulatrix is making a good faith effort to improve the existing lot landscaping, replace parking areas proposed to be removed with more green space and landscaping, and provide shade trees along the side property line that adjoins the parking area for additional screening. Mr. Finger, referring to the greenbelt requirement, discussed how existing conditions limits potential improvements. Mr. Finger shared that there is pre-existing mature woodland to the rear of the parking lot and near adjacent residences on Winthrop Avenue, and further shared that to comply with the strict greenbelt requirement, the applicant would be expected to remove mature trees, which is contradictory to the intent of the bylaw which states; *to the extent practicable, existing trees shall be retained and used to satisfy the provisions of the minimum lot landscaping*. Mr. Finger also pointed out that it wouldn't be desirable to plant mature plants in this area because of the existing town drainage easement. Lastly, Mr. Finger spoke about the patio/green space area that will be provided for the employees and discussed the alternative location for the utility/service pole. A sketch labeled CSK-02 dated, March 21, 2014 showing the latest proposed location was provided.

Catherine Perry, Assistant Planner, reported that Mr. Finger has been before Conservation Commission to discuss wetland and flood area issues. During this process amendments were made to the design and are reflected on the revised site plans submitted to Planning. Mr. Perry noted that the Conservation Commission issued an Order of Conditions on February 26, 2014. Ms. Perry further reported that the Zoning Board of Appeals reviewed this project and gave approvals for parking area reconfiguration, signage, and sign illumination at the front of the property. Ms. Perry suggested the applicant ask the Code Enforcement Officer if it were possible to administratively change the proposed illumination of the sign at the front of the building from ground-mounted upward-projecting lights to top mounted hood lighting that projects downward with strips of LED lights to avoid snow issues while minimizing light spillage. Ms. Perry acknowledged that the applicant

already received ZBA approval for the proposed illumination, so changing the illumination to LED lights is a recommendation and not a requirement.

Lisa Mustapich questioned why the applicant had to go through three separate town boards/committees to get approvals to improve this site; and then mentioned it would be much more efficient to hold a joint meeting to streamline the approval process for applicants.

Director Garber agreed with Ms. Mustapich, but also informed her of the difficulties to schedule multiple boards to meet on the same evening. Ms. Perry commented that various town staff members meet with applicants to assist them prior to submitting an application and coming before boards, and offered advice on the best scheduling.

Amy Lloyd, referring to Catherine Perry's recommendation to provide two bike racks even if only Phase 1 of the project moves forward, asked the applicant to confirm the number of bicycle racks they plan to install.

Mr. Finger confirmed that they plan to install two bicycle racks on site, and this will be done during Phase 1 as recommended.

Sandra Hackman asked the applicant if they would consider extending the walkway from the site out to the street.

Mr. Finger said he didn't object to extending the walkway from the site to the street; however, he pointed out that this extended section wouldn't connect to anything because currently there is no sidewalk along De Angelo Drive.

Ms. Hackman said she realizes that; and then commented that the town tries to promote sidewalk connections when possible; and that someday a sidewalk could be installed along De Angelo Drive leading out to Loomis Street.

Lisa Mustapich said she doesn't feel it is necessary to add a section of walkway from the site to the street because most likely people wouldn't use it and it adds more impervious surface to the site.

Amy Lloyd said she agrees with Ms. Hackman and prefers that a walkway connection be considered.

Sandra Hackman asked if something could be done to ensure that the walkway remains clear of snow.

Mr. Finger replied; Conservation Commission is crafting a snow management program as part of the Order of Conditions for this site; and language will be included to address clearing snow from the walkway.

Sandra Hackman asked if the applicant in Formulatrix would be willing to join a Transportation Management Association (TMA) when one is established for this area.

Mr. Finger said if a TMA was available, he believes Formulatrix would want to join.

Sandra Hackman asked Mr. Finger why Formulatrix chose to do business in Bedford.

Mr. Finger replied; Formulatrix liked the site's proximity to various routes and highways, the amount of available parking for its employees and the building fits its particular needs.

Lisa Mustapich asked if there would be some type of protection barrier between the parking area along the property line and the patio area.

Mr. Finger confirmed that there will be bollards, fencing, or some form of protection barrier installed near the property line alongside the patio area.

*MOTION: Sandra Hackman moved to submit a site plan recommendation of approval to the Building Inspector/Code Enforcement Officer for renovations to the exterior of an existing building with an addition of a small lobby and a redesign of a parking area at 10 De Angelo Drive as discussed and presented in site plan review submittals previously listed with the following conditions: 1) clearing snow from walkways shall be incorporated in the Snow Management Program prepared by Conservation Commission as part of the Order of Conditions; 2) consider joining a Transportation Management Association when one is established in the area; 3) extend the pedestrian walkway from the site to the street; 4) install a protective barrier consisting of bollards, posts, or fencing at the property line along side of the patio area; 5) install two bicycle racks during phase 1 of site improvements; 6) show existing trees that are to be retained on the plans, and protection during construction specified in accordance with Mass DOT's current Project Development and Design Guide, Landscape and Aesthetics Chapter; and 7) the Code Enforcement Officer shall approve of light fixture selections and positions on the building. The Planning Board recommends, but does not require the business sign at the front of the property to have downward-projecting strips of LED lights on the top of the sign, instead of the proposed ground-mounted upward- projecting lights, to avoid snow issues while minimizing light spillage.*

*(Amy Lloyd seconded the motion)*

*VOTE: 4-0-0*

### **ANNUAL TOWN MEETING** (Warrant Articles)

- 1) Flood Plain Zoning Amendment/Article 6—Amy Lloyd will present this zoning article at ATM
- 2) Community Preservation Act Budget/Article 19—Sandra Hackman will offer a Planning Board recommendation regarding the Pedestrian Master Plan Funding (part of the CPA Budget) if needed
- 3) Town Committee Reports—Shawn Hanegan will share a Planning Board Presentation regarding Comprehensive Plan Adoption

Board members briefly reviewed Annual Town Meeting process, strategies and position on various articles prior to attending ATM.

Director Garber announced that there is an upcoming Middlesex 3 Coalition kick-off regional branding event on Wednesday, March 26 at the Doubletree Hotel; and that Planning staff had worked collaboratively with DPW in assembling graphic and written presentation materials for this event.

### **ADJOURNMENT**

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

*VOTE: 4-0-0*

*TIME: 7:22PM*