

**BEDFORD PLANNING BOARD**  
**Regular Session Minutes**  
**Town Hall – Selectmen’s Meeting Room**  
**September 10, 2013**

MEMBERS PRESENT: Jeffrey Cohen, Chair; Amy Lloyd Acting Clerk; and Lisa Mustapich

MEMBERS ABSENT: Sandra Hackman and Shawn Hanegan

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** read by Amy Lloyd, Acting Clerk

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

Chair Cohen convened the meeting at 7:30 PM.

**DEVELOPMENT SESSION:**

1) **40 Crosby Drive** (aka/100 Crosby Drive)—applicant Divco West Real Estate Services, Inc. on behalf of property owner, MSCP Crosby LLC submitted a Form A application dated August 30, 2013 and an Approval Not Required (ANR) Plan, prepared by Michael Pustizzi of Precision Land Surveying, Inc., dated August 29, 2013 for 40 Crosby Drive. David Brunelle, VP of Jones Lang LaSalle and Glenn Dougherty, P.E. Sr. Project Manager of TetraTech were in attendance representing the applicant. Mr. Dougherty explained that intent of the Form A application and ANR Plan submittal is to divide an existing large lot (40 Crosby Drive) into three. Mr. Dougherty asserted that the presented plan meets the requirements for division into three lots because the proposed lots have frontage that complies with current zoning and have potential adequate vital access from a public way.

Catherine Perry, Assistant Planner, mentioned that the proposed three lots shown on the plan each exceed the minimum area requirement of the zoning bylaw. She discussed the access. The frontage is on major public roads which serve the business area. There are some constraints on access, in the form of median strips and a rule against disturbing a recently constructed road, but based on case law Ms. Perry did not think these were a sufficient impediment to deny an ANR endorsement. Ms. Perry said that although from a planning point of view it’s desirable for the property to remain a single large lot for potential site planning coordination and for the capacity to accommodate large businesses in the future, the applicant has met the criteria for an ANR endorsement. Ms. Perry recommended that the Board approves the Form A application and endorses the plan.

*MOTION: Amy Lloyd moved to approve Form A Application dated August 30, 2013 provided by land owner MSCP Crosby, LLC c/o Divco West Real Estate Services, Inc. and to endorse 40 Crosby Drive ANR Plan dated August 29, 2013 prepared by Michael Pustizzi of Precision Land Surveying, Inc. for reasons discussed. (Lisa Mustapich seconded the motion)*

*VOTE: 3-0-0*

2) **29A Chelmsford Road Definitive Subdivision/ Isabella Lane** (Continued Public Hearing from July 9, 2013)

**The public hearing began at 7:45pm.** Amy Lloyd informed the public that the Board will continue its review of a definitive subdivision application to create four new house lots on a 4.65 acre parcel including a construction of a new way for 29A Chelmsford Road (formerly proposed as Frances Lane), now being proposed as Isabella Lane. A vote and motion was made to **close the public hearing at 8:10pm.** The Board continued deliberations to **8:20pm** and then

voted **3-0-0** to waive certain requirements of the Subdivision Rules and Regulations and to **grant approval** of the proposed **subdivision** with conditions. *(Please refer to 29A Chelmsford Road Definitive Subdivision Public Hearing Minutes dated September 10, 2013 for details).*

### **BUSINESS SESSION:**

1) Verbal update from staff on development permitting cases and upcoming meetings:

- a. **Bedford Veterans Administration (VA) Hospital Housing Proposal**—site plans for VA Hospital housing proposal are expected to be submitted soon, and Planning Director Garber and Code Enforcement Director, Laskey have discussed the parking requirements for the site. Currently the developer is proposing 90 parking spaces which seemed appropriate to town staff.
- b. **Hayden Highland/lot and covenant release request**—after much confusion brought on by the attorney of a property owner who was selling their house in the Hayden Highland definitive subdivision, Planning staff provided the attorney with supporting information resolving issues that were previously construed as delaying the sale of the house. No further action required.
- c. **Lavender Lane**—a few weeks ago a developer discussed with Planning staff the potential of submitting an Approval Not Required (ANR) or Definitive Subdivision Plan in order to construct a house on a parcel/lot off Lavender Lane; so far no application or plans have been submitted.
- d. **Upcoming meeting dates**—the board discussed during the August 27 meeting tentatively posting Thursday, September 26, as a meeting date to potentially review Bedford VA Hospital 55+ Housing Site Plans (if plans are submitted in time). Chair Cohen asked if the Board would consider October 1 instead of September 26 because ZBA (Zoning Board of Appeals) is meeting on the 26th and will be short some member(s). Planning staff said they would poll Board members regarding this proposed change during the September 24 meeting when all Board members are available to respond.
- e. **September 24, 2013 meeting**—the board will discuss Housing and Transportation draft elements and Action Plans and potentially endorse 29A Chelmsford Road/Isabella Lane Certificate of Action.
- f. **October 8, 2013 meeting**—the board will have a joint meeting with the Comprehensive Plan AdHoc Advisory Committee to discuss Services and Facilities/Recreation/Energy draft Elements and Actions. Planning staff shared that they would like to interview Jeff Cohen and David Sukoff to discuss Recreation Actions, and have six drafted elements completed between now and the October 8 meeting.

2) Other:

- a. **Depot Park Advisory Committee/Board of Selectmen**—Amy Lloyd asked Mark Siegenthaler, Selectmen Planning liaison, when the Selectmen are planning to meet with the Depot Park Advisory Committee to discuss future plans for the Depot Park area. Ms. Lloyd shared that it's important for the Planning Board to be aware of these discussions. Mr. Siegenthaler commented that the Selectmen plan to meet with the Depot Park Advisory Committee and Historic Preservation Committee at the beginning of October to discuss the rehabilitation plan that is in place, plus a long-term plan for the buildings and area. Ms. Lloyd asked what the vision of the Selectmen is for the Railroad Station building. Mr. Siegenthaler said that vision for this building has not been solidified.
- b. **BCAT (Bedford Cable Access TV)**—Planning Director Garber provided written suggestions/points for Chair Cohen (and any other Planning Board members who plan to attend an upcoming Session with BCAT) to share in a discussion regarding the progress of the Comprehensive Plan. The Board reviewed the information provided and agreed that the timing of BCAT Session with the Board (prior to Special Fall Town Meeting) is great because it offers an additional way to report the status of the Comprehensive Plan to the public.
- c. **Vacant Coast Guard Housing** (located off Pine Hill Road)—Mark Siegenthaler reported that a discussion regarding the status of the vacant Coast Guard Housing will be on a future Selectmen's Agenda and if Boards have a position, please inform the Selectmen.

- d. **Planning Board Members Committee Assignments**—Amy Lloyd shared that she had a discussion with Director Garber regarding the effectiveness of attending every outside committee meeting that a Planning Board member is assigned as a liaison. Mr. Garber agreed with Ms. Lloyd that it may not be necessary to attend each meeting; and suggested that Board members contact the individual committees they are assigned and request to receive an agenda so a determination can be made if it's necessary to attend. Mr. Garber voiced that he is concerned with the impact on Board members personal time attending various Planning Board and outside committee meetings; and therefore he is in favor of any solutions that would reduce this impact.

Minutes:

**August 27, 2013 Regular Session Minutes- (including joint discussion with CP Advisory Ad Hoc Committee)**

*MOTION: Lisa Mustapich moved to approve August 27, 2013 Regular Session Minutes (including joint discussion with CP Advisory Ad Hoc Committee) with minor edits. (Amy Lloyd seconded the motion)*

*VOTE: 3-0-0*

Adjournment:

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

*VOTE: 3-0-0*

*TIME: 9:20 PM*