

BEDFORD PLANNING BOARD
Regular Session Minutes
Town Hall—Selectmen’s Meeting Room
November 19, 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 7:30 PM

DEVELOPMENT SESSION:

1) Isabella Lane Definitive Subdivision – Endorsement of Mylar Plan

Catherine Perry, Assistant Planner, reported that the developer of Isabella Lane Definitive Subdivision indicated that they needed more time to complete necessary items prior to endorsement of Isabella Lane Definitive Subdivision Mylar plan. The developer will contact Planning staff when they are prepared to be on a future agenda.

2) Pulte Homes/Hartwell Farms Development – Release of Bond Request

Mark Mastroianni, Land Project Manager of Pulte Homes of New England LLC, presented a request for full release of the Performance Guarantee for completion of all work in accordance with condition #17 of Hartwell Farms 2006 Special Permit in the amount of \$ 205,261.58. Ms. Perry informed the Board that she contacted Adrienne St. John, Public Works Engineer, to confirm completion of all work. Ms. St. John provided a memo dated, November 19, 201, sharing an updated list of outstanding items (totaling \$30,000) that needs to be addressed prior to fully complete the project. Ms. Perry also informed the Board that Chris Laskey, Code Enforcement Director, voiced some concern regarding the installation of handrails for handicap access routes to the viewing area of the ball field. Ms. Perry shared an estimated cost of \$5,000 to be held from the release of bond in addition to Public Works recommended amount of \$30,000.

Board members further reviewed the information provided and agreed that it was reasonable to reduce the Hartwell Farms bond to \$35,000.

MOTION: Lisa Mustapich moved to reduce Hartwell Farms Condominium Development’s Performance Guarantee amount from \$205,261.58 to \$35,000 for reasons discussed above. (Amy Lloyd seconded the motion)

VOTE: 5-0-0

3) 198 Concord Road ANR Plan (Approval Not Required) Form A application—

Attorney Pamela Brown, representing land owners Jayne Goodridge and Joan O'Rourke, submitted a request for endorsement of and ANR (Approval Not Required) Plan under Subdivision Control Law for 198 Concord Road.

The following documentation was provided in conjunction with the request for endorsement of 198 Concord Road ANR Plan: **1)** Letter dated, November 14, 2013 from Attorney Brown explaining that 198 Concord Road contains a single-family home and oversized lot. The intent of the property owner(s) is to divide the lot to allow the rear portion of the lot (land in excess) to be combined with the land of an abutter; **2)** Form A application dated 11/14/2013, stating that the proposed lot division will create a non-buildable parcel of land and will leave the house at 198 Concord Road with a compliant lot and noted that the existing frontage on Concord Road is non-conforming and will remain unchanged (as per ZBA special permit granted to allow this condition to remain on the modified lot); **3)** Plan of Land dated 9-18-13 for 198 Concord Road and **4)** Memo dated, November 15, 2013 from Catherine Perry, Assistant Planner, sharing information regarding 198 Concord Road request for endorsement of plan and a list of recommended corrections that are needed prior to endorsement.

Catherine Perry commented that the ANR plan had a few notations that were incorrectly stated on the plan including a spelling error; however, most errors were addressed. Ms. Perry shared that the existing parcel has a non-conforming frontage; however, the Zoning Board of Appeals (ZBA) granted a special permit to allow the non-conforming frontage on this existing lot to remain. Ms. Perry further shared that the rear parcel created through the ANR process will be a non-buildable lot.

The Board had a brief discussion regarding the use of abutting land to 198 Concord Road and inquired if the property owner could eventually create a subdivision.

Shawn Hanegan asked Ms. Perry if she were satisfied with the corrections made to the ANR plan. Ms. Perry stated that for the most part she is satisfied with the corrections made to the plan and that she recommends Planning Board endorsement of the plan.

MOTION: Shawn Hanegan moved to approve the Form A application dated, November 14, 2013 and endorse the Plan of Land (drawn by Rober Survey) dated, 9-18-13 for 198 Concord Road for reasons discussed and because the submitted plan does not meet the definition of a subdivision according to MGL c. 41; Chapter 81-L. (Lisa Mustapich seconded the motion)

VOTED: 5-0-0

COMPREHENSIVE PLAN

1) Review of Additional Sections in the Comprehensive Plan—the following documents were submitted for discussion this evening: 1) Four Things To Know About the Executive Summary, Executive Summary (draft copy) and Bedford: Basic Demographic Data (information compiled from the US Census, American Communities Survey and local and regional sources).

Planning Director Garber discussed the following in conjunction with the above submittals:

- Progress of the Comprehensive Plan-- Mr. Garber reported that the six core elements of the CP went through second round reviews; and that Planning staff will continue its work on the remaining components of the CP in preparation for public viewing at the beginning of December.

- The importance and role of the Executive Summary—Mr. Garber commented that the Executive Summary is the first essential section in the CP that the reader sees; and therefore it's imperative that the information provided in the Executive Summary accurately captures the essence of the overall plan. Mr. Garber also discussed the components of the Executive Summary, and the process it takes to review such a broad range of information and reduce it into just a few pages.
- The Glossary—Mr. Garber shared that there will be a reference page in the front of the document stating that the Glossary is located at the rear.
- Actions—Mr. Garber said that the actions still need some editing for consistency.
- Appendices—Mr. Garber explained that the appendices need more work due to many comments received.

Board members reviewed the draft Executive Summary and overall they were pleased. Board members offered the following comments:

Chair Cohen asked what order the elements will appear in the CP; and then asked members if they are comfortable with the order of the elements.

Shawn Hanegan voiced that it would be best to place the purpose of the plan at the beginning of the Executive Summary.

Amy Lloyd agreed, and then suggested placing the purpose of the plan at the beginning and the participation process toward the end of the summary.

Sandra Hackman offered the following edits: 1) on page 3—2nd bullet Ms. Hackman suggested changing the language to describe the shift in taxes to create balance between residential & business tax base (Jeff Cohen agreed); 2) suggested reducing the time frame from 50+ years to 20 when sharing information prior to the redevelopment era; 3) Ms. Hackman asked for clarification regarding what “community-themed signage” and “upgrading the physical form of site design” meant on page 5.

Ms. Hackman offered to further review the Executive Summary and tighten up some of its language and later share her revisions with the Board and Staff. Board members provided Ms. Hackman with their marked-up copies of the Executive Summary so Ms. Hackman could incorporate their changes in the upcoming revision.

BUSINESS SESSION

1) Charter Review Committee—Planning Board Appointment

Richard Reed, Town Manager, submitted a memo dated, November 12, 2013 requesting that the Planning Board designate one member of the board to serve on the Charter Review Committee.

MOTION: Lisa Mustapich moved to nominate Amy Lloyd as the designated Planning Board member to serve on the Charter Review Committee. (Shawn Hanegan seconded the motion)

VOTE: 5-0-0

2) Healthy Bedford, M.A.G.I.C. (Minuteman Advisory Group on Inter-local Coordination), and Other Verbal Updates by Sandra Hackman—

- a. Sandra Hackman reported that she attended Healthy Bedford's meeting and learned that via Safe Routes to School there is capital funding for communities; and that DPW and Selectmen are working on efforts to get signalization at Mudge Way (or at least a programmed pedestrian crossing signal) and to activate the traffic light at the Fire Station.
- b. In the Route 3 area, there is some business support to seriously consider pursuing Transportation Demand Management.
- c. There is an upcoming "Complete Streets" workshop at a Smart Growth Conference in Boston tomorrow, November 20, 2013.
- d. Lexington (similar to Bedford) has seen a boom in the number of anticipated Kindergarten students. MAPC (Metropolitan Area Planning Council) plans to revisit its data to study enrollment patterns due to the rise and inconsistencies in those numbers.
- e. Zoning Reform—Support for this legislation, including from the Senate president, seems to be building.
- f. Mass Works has funding for infrastructure; one criterion is multi-family housing, so Bedford could potentially benefit from this.
- g. Amy Lloyd reported that the Middlesex 3 Coalition has applied for a \$160,000 grant to be used for a Transportation Needs Study and is also seeking resources on different forms of available transportation.

3) Other—Sandra Hackman asked Chair Cohen when the new Sign Bylaw amendments will take effect. Chair Cohen reported that Code Enforcement will not react to any requests until the Attorney General approves of the submitted amendments. Mr. Cohen also reported that there is a January 31, 2014 extension period to the temporary extension to the existing Sign Bylaw to allow movable freestanding signs.

4) Staff Report—verbal updates by Catherine Perry

- a. There has been some discussion at staff level with potential developers regarding the possibility of constructing a subdivision on Irene Road. Ms. Perry explained that this is a tough site to work with and it has some wetland issues.
- b. There is potential for an incoming special permit application for a mixed use development in the North Road Overlay District.
- c. 10 DeAngelo Drive—expecting a site plan application to modify an existing commercial building.
- d. 8 Alfred Circle—expecting a site plan review application for relocation of the Montessori School currently located on Concord Road and is planning to move to 8 Alfred Circle.
- e. Lexington is proposing road improvements off of Bedford Street in efforts to alleviate traffic. Director Garber added that Lexington is still also planning to construct a roundabout in the Maguire Road area.

5) Minutes—

- a. October 30, 2013 Regular Session Minutes—

MOTION: Shawn Hanegan moved to approve October 30, 2013 Regular Session Minutes with minor amendments. (Lisa Mustapich seconded the motion)

VOTE: 5-0-0

- b. November 4, 2013 Minutes-- (brief meeting prior to Special Fall Town Meeting)

*MOTION: Lisa Mustapich moved to approve
Hanegan seconded the motion)*

November 4, 2013 Minutes as submitted. (Shawn

VOTE: 5-0-0

6) Scheduling—Board members agreed to cancel December 3, 2013 meeting and add January 2, January 14, January 28, February 11, February 25 and March 11 as upcoming 2014 meeting dates.

ADJOURNMENT

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

VOTE: 5-0-0

TIME: 9:55PM