

## **Minutes of the Planning Board Meeting of July 23, 2019**

Pursuant to a notice filed with the Town Clerk, the Planning Board met at 7:00 p.m. on July 23, 2019 in the First Floor meeting room at 141 Keyes Road, Concord, MA.

Present:

Matt Johnson  
Nathan Bosdet  
Burton Flint  
Kate McEneaney

Elizabeth Hughes, Town Planner

The meeting commenced at 7:00 p.m. and was audio-recorded and videotaped for the Minuteman Media Network. Mr. Johnson requested that anyone else recording the meeting should inform the Board.

### **Recommendation to the Zoning Board of Appeals re: Application of the Concord Free Public Library for a Special Permit and Site Plan Review**

Jeff Adams, Library Corporation Trustee gave a brief history of the project development and how it has evolved to this point. Chris Garcia, engineer with Garcia Galuska DeSousa, gave an overview of the existing conditions, the proposed demolition of a portion of the Heywood-Benjamin House (House) and the proposed addition to the Library. Michael Bellefeuille, architect with Johnson-Roberts Associates, gave an overview of the proposed floor plans and elevations.

The Board discussed with the Applicant the proposed removal of existing trees on the site and the access to the front door of the House. Mr. Bellefeuille provided clarification on which trees were to be removed. Mr. Adams stated that there would be no walkway to the front door and would only be an emergency exit.

The Board discussed the timing of the HDC review and was informed that the revised plans were going before the HDC on August 1<sup>st</sup>.

The Board discussed the issue of night time lighting from within the building and impact on abutters. Mr. Adams stated that they have committed to installing 93% light blocking shades that the north, south and west side that will be on automatic timers to go down at dusk.

Mr. Garcia gave an overview of the requested relief from parking. The Chair asked the status of the MOU between the Town and the Umbrella Arts Center. Mr. Adams noted he was working on finalizing the MOU with the Umbrella and the Town. He added that historically the Library also coordinates with Concord Academy on ensuring functions are not scheduled at the same time.

The Board discussed with the Applicant the number of handicapped spaces that would normally be required on-site and the currently available public handicapped spaces. The Town Planner commented that the Library is a legal nonconforming use as it relates to parking, similar to the Caffé Nero application, and there is a provision in the law that takes into consideration handicapped spaces located within a certain distance from the entrance. She believes the handicapped spaces in the municipal lot meet that provision.

Mr. Johnson questioned how the Applicant would deal with construction sequencing and safety. Mr. Adams informed the Board that they would be hiring the same contractor, C.E. Floyd, who did the projects at Concord Academy and the Umbrella so they have experience with these tight construction situations. Mr. Adams also commented that Concord Academy has stated they would allow the Library contractor to utilize their temporary parking lot on Main Street for the project before they remove and restore the area.

The Board discussed with the Applicant the handling of additional food waste if the Applicant intending on having catered functions. The Town Planner stated that the Applicant needs to have a detailed conversation with the Health Division on the Food Code requirements for service of food to the public.

Mr. Johnson asked if additional Library staff was going to be hired as a result of the project and whether the Applicant has made any provisions for finding an off-site parking solution for the increase in staff, which is consistent with other projects that have come before the Board. Library Director Kerry Cronin answered that one person will need to be hired to staff the new maker space and another for the children's library. Ms. Cronin stated that currently many employees park further from the Library in the public spaces in the lot across from Emerson Annex so that closer spaces are available. Mr. Johnson felt it was important that the Board be consistent on how they address requests for relief from parking.

With no further comments from the Board, the Chair opened the meeting up for public comment.

Sally Sanford, 25 Academy Lane, provided the Board with a comment letter and gave an overview of her concerns with the dates the parking study was done, the increase use of the facility during the day and available parking, the demolition of a large portion of the House, the lack of sustainability measures incorporated into the project, the window shades going down at dusk instead of sunset and the trees shown on the landscape plan that are on her fence. She believes there are still issues with the HDC and the proposed use of the kitchen by the public and recommended the handicapped parking and the drop-off pull out be switched.

The Board discussed the merits, issues and concerns with having the on-street handicapped parking on Main Street or Sudbury Road. Mr. Adams would seek input from the Disabilities Commission and the Town Planner would seek input from the Public Works Director and the Police Chief.

Ed Nardi, 29 Academy Lane, expressed concern with the aesthetic and modern architecture of the addition and the location of the proposed landscaping on the property line. He asked for clarification on the exterior lighting since he already has concerns with interior lights shining

onto his property and whether the Planning Board was the governing body on the permit conditions.

Mr. Johnson clarified that the Planning Board gets input for Town Departments regarding conditions that they then incorporate into their recommendation to the Zoning Board of Appeals.

Mr. Adams provided clarification on the use of automated shades on the windows and agreed with Ms. Sanford's comment that the shades should go down at sunset instead of dusk, which was later. He did add that the Library has stated there will be no programming in the outdoor children's garden in the evenings, but there will be emergency lighting at all of the exits as required by the Building Code.

Mr. Adams responded to the question about the landscaping plan. He explained, while it may appear that the proposed evergreen trees are to be planted along the fencing, that is only a graphic representation; actually the plantings are intended to be inside the fencing and also that some of trees shown on the plan are existing (white pine) trees. He further explained that the landscape plan for the area adjacent to the two residential abutters was changed. Additionally, the Library had proposed a seed garden program but that has been eliminated to allow for more buffer plantings between the Library and abutting properties.

Mr. Bosdet asked about the existing and proposed shades for the windows. Mr. Adams explained about the proposed shades and noted that they will be automated as discussed.

Ms. McEneaney wondered if the Board should request that the Applicant's traffic consultant attend a future meeting and after discussion it was decided that was not necessary. Mr. Johnson expounded on the discussion about the granting of parking relief. Mr. Flint said that he is waiting to hear the Historic Districts Commission's feedback and also that he sees the need for a bike rack to be installed.

The Board discussed with the Applicant the suggestion to re-located (switch) the proposed handicapped accessible parking spaces on the Main St. side to the existing 15-minute drop-off parking spaces on the Sudbury Road side. Town Planner Hughes suggested that the Board could ask the Applicant to seek input from the Town's Commission on Disability regarding that potential change. The Board discussed the traffic volume, site lines, and other existing physical constraints of those sections of Sudbury Road and Main Street. Ms. Hughes pointed out that Main Street has parking on both side of the street and Sudbury Road has parking on one side only. She offered to reach out to the Public Works Director for input. Mr. Adams said that he is scheduled to meet soon with the Chair of the Commission on Disability and will ask about the suggested relocation.

The Board also discussed further the parking relief request and the impacts of recent new business and potential redevelopments in the area and the need for consistent standards for granting of parking relief to applicants. Mr. Johnson noted that the provision for parking for additional staff needs to be addressed.

The Board discussed with the Applicant the submission of additional information regarding construction sequencing and safety plan. The Town Planner commented that a detail construction sequencing and safety plan was a condition of approval for projects of this nature which could not be developed until the contractor was hired and the timing of all of the construction material was identified. She noted that this plan was reviewed by Town staff prior to any site work. Mr. Adams stated they could provide the Board a conceptual plan for review.

The Chair continued discussion of this item to the August 6<sup>th</sup> meeting.

### **Planning Board Meeting Minutes**

Mr. Flint moved to approve the June 25, 2019 minutes as written. Ms. McEneaney seconded with all voting in favor.

On the July 9<sup>th</sup> minutes, Mr. Johnson amended the paragraph under the Board Goals to include the comment from the Town Planner that the Town was awarded the grant from MAPC for the Thoreau Depot TOD/40R Redevelopment Study and that the Board determined this project was a high priority. Mr. Flint moved to approve the June 11, 2019 minutes as amended. Mr. Bosdet seconded with all voting in favor.

### **Housing Initiatives Discussion**

The Board resumed discussion of the Village PRD Discussion Topics handout. The Board reviewed the three GIS maps showing locations of larger lots within three village centers (Concord Center, Thoreau Depot and West Concord) and discussed their development potential. After considerable discussion, the Board determined that creating a new Village PRD would not be beneficial given the limited number of developable parcel remaining.

Mr. Johnson gave an overview of the APA PAS Memo on Conservation Limited Development bylaws and the ways this type of bylaw differed from the current PRD bylaw. He thought that for the meeting with the Select Board on July 29<sup>th</sup>, the Board would talk about the potential changes to the accessory dwelling bylaw, the implementation of a 2-family dwelling bylaw and that the Board was still looking at the existing PRD bylaw, but has determined there are not sufficient sites to warrant developing a Village PRD bylaw. The Board agreed.

The Board began discussing the existing PRD bylaw and agreed that it would be beneficial to tighten up the open space requirements, but also look at providing bonus incentives for projects that reduce parking, increase efficiency, or incorporate alternative transportation options. The Board further decided that they would discuss with the ZBA at the working session on August 7<sup>th</sup> the idea of requiring Site Plan Approval for PRDs and whether to have the Planning Board instead of the ZBA grant the Special Permit.

### **Committee Liaison and Staff Updates**

Mr. Flint stated he attended the CPC meeting, but did not have anything significant to report. There were no other liaison or staff updates.

**Public Comment**

Select Board Liaison Susan Bates complimented the Board on all of the work they are doing.

The Chair adjourned the meeting at 9:25 p.m.

List of documents presented which are on file in the Planning Division Office at 141 Keyes Road, Concord, MA:

- 129-151 Main St Library Expansion - Planner Report 7-22-19
- Village PRD” Discussion Topics hand-out
- Village PRD GIS Maps
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Respectfully submitted,

Burton Flint, Clerk

Minutes approved on: 8/20/19