

**BEDFORD PLANNING BOARD**  
**Zoom Remote Meeting**  
**Minutes**  
**February 7, 2023**

**MEMBERS PRESENT:** Steven Hagan, Chair; Christopher Gittins, Jacinda Barbehenn, Amy Lloyd and Todd Crowley

**STAFF PRESENT:** Tony Fields, Planning Director; Catherine Perry, Assistant Planner

**OTHERS PRESENT:** Shawn Hanegan, Select Board; Robin Steele, 7 Jeffrey Circle; Irene Cullen Gravina, 19 Masardis Street

Chair Hagan called the remote meeting to order at 7:00 pm, called the Roll of Board Members in attendance, cited the Remote Meeting Guidelines, and stated that Bedford TV is recording.

**WORKING SESSION**

**Preparation of educational and presentation materials for Annual Town Meeting**

The Board worked on materials related to its proposed Zoning Bylaw amendments to Section 4.2.2 and Table 1 on Two-family Dwellings. It received a summary of publicity actions to date compiled by Assistant Planner Perry and a draft outline for a presentation prepared by Member Crowley. Other members had not submitted bullet points but Member Barbehenn had supplied some potential slides including illustrative materials.

The length of presentation and amount of detail to be presented at Town Meeting was discussed. It was noted that greater detail can be included in the advance version on the website, and/or can be held on reserve slides in case of questions.

Member Crowley shared a draft set of slides, which he said were largely based on staff's previous summaries. He requested examples of towns that have relaxed their 2-family zoning and data to be presented in tabular form, concerning numbers of one and two-family properties, maximum house sizes, and nonconforming lots.

Assistant Planner Perry said that she has prepared a table of the sizes of 2-family houses that will be allowed in each district using the minimum lot area, Floor Area Ratio (FAR) and lot coverage, and also one of the (very large) sizes of 1-family houses that could potentially be built on the same lots under existing rules. Also she has obtained the most recent school enrollment data and projections.

Staff discussed some of the definitional issues involved with data on lots and types of housing units.

Member Barbehenn suggested using a graphic to explain FAR and lot coverage.

A resident, Irene Cullen Gravina, requested to speak. Chair Hagan noted that this is intended to be a discussion between Board members but allowed her to speak. She introduced herself as a parent of a young person who is high-functioning on the autism spectrum and stated that there is a shortage of housing opportunities for people with such disabilities, and many families seek duplexes as a solution. The Chair thanked her for her input.

Board members continued to comment on the order of slides and their content.

Member Barbehenn asked about the website. Assistant Planner Perry pointed to the list of what has been made available so far, and suggested that for the period leading up to Town Meeting, staff could add a specific heading in the left column for the 2-family dwelling zoning amendment and link it to existing and additional materials.

Assistant Planner Perry agreed to supply data mentioned earlier and her pictures of houses in Concord to Member Crowley.

Director Fields said that he has requested further information from Code Enforcement staff on recent 2-family dwellings, which are few.

Member Crowley will take a second pass at the slides and send the revised version out via Director Fields.

## **Adjournment**

Member Gittins moved, and Member Barbehenn seconded, to adjourn at 9:00 pm.

Roll Call:     Member Gittins – Aye  
                  Member Lloyd – Aye  
                  Member Barbehenn – Aye  
                  Member Crowley – Aye  
                  Chair Hagen - Aye

Minutes prepared by Catherine Perry,

Approved February 28, 2023

**DOCUMENT LIST**

Agenda

Memo from Planning Director Fields to Planning Board, dated January 24, 2023 with respect to matters to be taken up at the February 7, 2023 Planning Board Meeting.

Proposed warrant article: Zoning Bylaw amendment relating to two-family dwellings (with explanation in italics)

2-family Dwellings: Note of publicity materials to date, by Catherine Perry, dated February 2, 2023

Draft outline for presentation, by Todd Crowley – Zoning Bylaw Amendment: Two Family Housing, dated January 27, 2023