

**TOWN OF BEDFORD**  
**October 8, 2018**  
**PLANNING BOARD**  
**MINUTES**

A meeting of the Bedford Planning Board was held on Monday, October 8, 2018 at the Bedford Meeting Room, 10 Meetinghouse Road, Bedford, NH. Present were: Hal Newberry (Acting Chairman), Karen McGinley (Secretary), Chris Bandazian (Town Council), Kelleigh Murphy (Town Council Alternate), Rick Sawyer (Town Manager), Jeff Foote (Public Works Director), Mac McMahon, Rene Pincince, Charlie Fairman (Alternate), Becky Hebert (Planning Director), and Mark Connors (Assistant Planning Director)

I. Call to Order and Roll Call:

Acting Chairman Newberry called the meeting to order at 7:00 p.m. Chairman Jon Levenstein, regular member Randy Hawkins and alternate Matt Sullivan were absent. Mr. Fairman was appointed to vote. Mr. Connors reviewed the agenda.

II. Old Business – Continued Hearings: None

III. New Business:

1. Hampshire Ventures Inc. (Owner) – Request for a time extension to meet conditions of approval for a lot consolidation and a nine-lot cluster residential subdivision with one open space lot off of Stowell Road, Lots 41-8 & 30-16, Zoned R&A.
2. Grove Court Shopping Center, LLC c/o Brixmor Property Group (Owner) – Request to amend a previously approved architectural plan and to amend a condition of final site plan approval granted by the Planning Board March 27, 2017 to permit phased improvements to the Bedford Grove Shopping Center at 5 Colby Court, Lot 11-25, Zoned PZ.
3. Pinhan & Muge Cakir (Owners) – Request for site plan approval to allow the phased redevelopment of the former Grenon Trading Co. property to include demolition of the warehouse and construction of two commercial buildings, including a 75-seat restaurant, a 5,400 square-foot fitness center, and 6,729 square-feet of retail space at 276 Route 101, Lot 27-29, Zoned CO. (*This application has been postponed to the November 19, 2018 Planning Board meeting at the request of the applicant.*)

IV. Concept Proposals and Other Business:

4. Development Update

Mr. Connors stated all of the applications have been reviewed by staff and it is staff's opinion that the applications are complete, the abutters have been notified; it is the opinion of Planning Staff that none of these applications pose a regional impact, and the agenda is ready for the Board's acceptance.

**MOTION by Ms. McGinley to approve the agenda as presented. Councilor Bandazian duly seconded the motion. Vote taken – all in favor. Motion carried.**

**1. Hampshire Ventures Inc. (Owner) – Request for a time extension to meet conditions of approval for a lot consolidation and a nine-lot cluster residential subdivision with one open space lot off of Stowell Road, Lots 41-8 & 30-16, Zoned R&A.**

Jason Lopez from Keach-Nordstrom Associates was present to address this request for a time extension on behalf of the applicant.

Mr. Lopez stated we are just looking for a 1-year extension to conditions of approval. We still have one remaining item to address and the developer is tied up on another project right now, so just looking for an additional extension. If there are specific questions, I would be happy to address those.

Acting Chairman Newberry asked for comments or questions from the Board. There were none.

Acting Chairman Newberry asked for comments or questions from the audience. There were none.

**MOTION by Town Manager Sawyer that the Planning Board grant a second one-year time extension for the Huntington Ridge cluster subdivision at Lots 41-8 and 30-16, to create nine new residential lots and one open space lot, in accordance with the plan prepared by Keach-Nordstrom Associates last revised October 3, 2016. Councilor Bandazian duly seconded the motion. Vote taken - all in favor. Motion carried.**

**2. Grove Court Shopping Center, LLC c/o Brixmor Property Group (Owner) – Request to amend a previously approved architectural plan and to amend a condition of final site plan approval granted by the Planning Board March 27, 2017 to permit phased improvements to the Bedford Grove Shopping Center at 5 Colby Court, Lot 11-25, Zoned PZ.**

Reuben Twersky from Brixmor was present to address the request to amend a previously approved architectural plan and a condition of final site plan approval.

Mr. Twersky stated as you remember, we were here in early summer talking about construction for Bed, Bath & Beyond. I am sure you have all driven by and seen the progress going on there.

They are actually looking to open up in January, so that is all good news.

Mr. Twersky stated when this development was approved back in 2017; the rest of the inline façade was approved with a different scheme thinking that there would be other bigger tenants that would come to the center. With the tenants being smaller in size and more in line with Bed, Bath & Beyond and Boston Interiors, we looked to revise the façade approval to make it more linear and availability for signage and tenants without the additional pop-ups, which is presented to you today. We have discussed it with Ms. Hebert and staff and think this is a good improvement for the center. In addition, I believe when the approval was approved, there was a condition that the entire façade for the center was to be done prior to a CO for the old Hannaford box. Due to timing and the Bed, Bath & Beyond deal coming late, we are looking for a 6-month extension from the time that the Bed, Bath & Beyond CO is given; I think it was staff's recommendation that as long as a building permit would be pulled prior to that CO, which we are willing to do, and complete that façade improvement over the spring when the weather turns.

Mr. Twersky stated we can walk through the plans that are posted on the screen. Here is Boston Interiors, Bed, Bath & Beyond, the remaining liquor store space, Suite 110, and then the rest of the existing tenants with Panera Bread at the end, all of the in-line stores. We look to make it more linear; I think there is a slight change from the plans that were submitted. We adjusted the pilasters that carried up from each column line to allow for signage opportunities. When we started laying out the signs, which I will show you next, the pilaster detail was coming into demising lines and it wasn't allowing for tenant signage. In addition, with not knowing demising walls in the future we thought that this would be appropriate every other one to allow for future accommodations as well. Town Manager Sawyer asked what is the date of the new plans that we are seeing here? Mr. Twersky replied I think they are still titled 08/24; I am not sure if there is a revision date. Everything is the same except for the location of the pilasters. Ms. Hebert stated the plans we have are 08/24 and they show the columns at every column line. Mr. Twersky stated every column will be revised to include the new brick, and as you can see with this one, the pilaster does not go up but this detail continues. You have these demising walls, and for example, this demising wall as shown fell within a tenant so if we carry the pilasters up here, it would not give us the flexibility to include signage. So what we are showing here on this elevation shot is the current signage, which would pretty much be what we are recommending as part of the sign proposal to allow for all of the tenants in the future as well.

Mr. Twersky stated I believe there was one other staff recommendation. In different renderings the color shows up as white; we have no problem changing that to match the beige that is carried in front of Boston Interiors and Bed, Bath & Beyond as well, and we can select that final color with staff.

Mr. Pincince stated my understanding is that the original approval all of the site improvements were going to be done at the same time. Is that still your intention? Mr. Twersky replied all of the site improvements are complete, all of the parking and all of the utilities are complete. The only thing that is not complete is obviously the new building we are able to lease that. Mr. Pincince asked you are saying the landscaping as we see it today is the final product? Mr. Twersky replied yes; I believe staff has signed off on the landscaping as approved by the plans. Ms. McGinley asked and there are younger plants now because you have replaced others? Mr.

Twersky replied yes; we replaced others this past spring with the parking improvements and we did all of the ADA improvements to the entire center as well.

Mr. Fairman stated the plan included a crosswalk and a sidewalk down in front of Boston Interiors. I noticed the crosswalk is there but the crosswalk dead ends at the edge of the property or ends near the road and there is no sidewalk as on the plans. That sidewalk has not been completed. Ms. Hebert replied that was a change. The sidewalk does continue to the north and connects where the sidewalk is along the right-in only entryway. Mr. Fairman stated it is still on the diagram that is in our package. Ms. Hebert responded the plan that is in your package is just an example of what was approved by the Board when the initial plaza renovation was proposed. Mr. Fairman responded and then it got subsequently changed? Ms. Hebert replied it did. I believe there were issues with compliance with the ADA when they actually went out to build the sidewalk and they asked if they could reroute it. That is the kind of change that staff will sometimes approve administratively. Mr. Fairman stated it's too bad; I thought that was a nice feature of the plan. Ms. Hebert responded the sidewalk is still there, it is just in a slightly different location. Mr. Fairman stated it just doesn't seem as convenient for people coming out from the front of Boston Interiors. Now if you ever build that restaurant building, that sidewalk would have to be moved, I would think, wouldn't it because that addition is not there. Mr. Twersky replied no; the pad is prepped for the new building. The sidewalk would be in the location that it is in. Mr. Fairman stated your new renderings don't show that building where the old one does. Is that addition coming out of the plans or is it still potentially in the plan? Mr. Twersky replied no; the only thing we are looking to change in this application is the rest of the façade improvement but everything else would stay the same. Mr. Fairman stated your site plan doesn't show it now. None of your elevations show it.

Mr. Pincince asked is there any update on the Kinko building? What is going to happen to that? Mr. Twersky replied we are getting some tenant interest there, so hopefully as soon as Bed, Bath & Beyond opens, which I think will be really the catalyst to the rest of the center leasing, we will come in with that as well and show the façade improvements for there and what potential tenants will be there. Mr. Pincince asked multiple tenants or one tenant? Mr. Twersky replied probably multiple. The way the industry is moving it is smaller shops. That building is about 7,000 square feet, so it will probably be about two tenants.

Town Manager Sawyer asked do you have any other drawings of the elevations to show us or is that everything? Mr. Twersky replied posted is the rendering of this side with the new Suite 110 with the improvements to Bed, Bath & Beyond and Boston Interiors and what we are proposing there, so that will be a 7,000 square foot tenant with kind of a junior anchor box pop-up and signage and then this would be the rendering for the rest of the in-line façade improvement. We are still looking to do a similar tower like at Boston Interiors on the other end where Panera Bread is currently. So the center would be anchored by the two towers.

Acting Chairman Newberry stated I am glad to see the covered walkway retained. I think that is a nice aspect of that part of the plaza. Mr. Twersky responded yes, we agreed. And with those types of stores people are going back and forth, they park and go, so it would be covered and have that accommodation. Acting Chairman Newberry stated with just casual observation I have seen quite a bit of pedestrian traffic back and forth through that section. Mr. Twersky responded

agreed.

Acting Chairman Newberry asked for comments or questions from the audience. There were none.

Acting Chairman Newberry stated the second proposed motion is on amending Condition 11. Do we need to have any discussion on that motion? Ms. Hebert stated with Condition 11, initially the approval required the façade improvements to be complete on the old portion of the plaza prior to Certificate of Occupancy for Bed, Bath & Beyond, and Brixmor has asked if they can have the building permit issued at the time the Certificate of Occupancy is issued for Bed, Bath & Beyond and they would like six months to complete that façade work. Ms. McGinley asked is there a reason why you need to delay that beyond the completion of the larger spaces? Mr. Twersky replied it comes down to timing. We have made this revision and by the time we get into construction documents and start construction, we won't be done before Bed, Bath & Beyond is looking to open, so they are looking to pull a CO in early January to open up mid-January and with the timing of the year that will never happen. Ms. McGinley responded alright; that makes sense. Ms. Hebert stated we felt that by pulling the building permit there was some investment on having that work fully designed and ready for construction and the building permit is only good for so many days. You need to have inspections happen; it can't hang open for an unlimited period of time. Acting Chairman Newberry asked when do you forecast you will be done, assuming you get the extended time? Mr. Twersky replied within those six months I would say. Bearing winter conditions we would start in February – March with the rest of the façade improvement. It is probably a 3-month project.

Ms. McGinley asked do you plan to have the independent building done at the same time or are you waiting on a tenant? Mr. Twersky replied if my leasing team tells me that they are ready to go, I will probably be back here within the next month or two; with all likelihood maybe, but right now no. We only like to mobilize once and probably what will happen is the same contractor that is doing the Bed, Bath & Beyond work will continue to be on site through January and then start. There is actually even the potential to start this work pretty quickly to finish this side, and we are in further discussions with a tenant for the 7,000 square foot, so they would want to be in there in kind of the February timeframe if we can push to get a building permit for that section only would help as well. I think it would also help Bed, Bath & Beyond when they open.

Mr. McMahan asked do you anticipate that you will be back to the Board to ask for any further extensions beyond the six months? Mr. Twersky replied for this side no, unless we come up with hiccups with the construction. Mr. McMahan asked so you are confident that the work will go through the winter? Mr. Twersky replied yes. Mr. McMahan stated thank you. Mr. Twersky stated my next call tonight is to my architect to start on those construction documents if we get approved.

Acting Chairman Newberry asked for comments or questions on the amendment to Condition 11? There were none.

Town Manager Sawyer stated I think I can combine the two proposed amendments into one if

that is all right.

**MOTION by Town Manager Sawyer that the Planning Board grant final approval for the modifications to the east wing of the building façade at Bedford Grove Shopping Center, 5 Colby Court, Lots 11-25 and 11-25-5, in accordance with the plans prepared by BL Companies and Bohler Engineering last revised August 24, 2018, with the architecture as shown to the Planning Board tonight, with the following precedent conditions to be fulfilled within one year and prior to plan signature:**

1. The sign panels along the parapet wall on the east wing shall be painted a darker beige to match the beige color on the Bed Bath & Beyond storefront.
2. All conditions of the March 27, 2017 approval shall remain in full effect.

**And further, Condition #11 from the approval of March 17, 2017 be amended to reflect Condition #11 as shown below:**

11. Prior to the issuance of a certificate of occupancy for either tenant space 100A or 100B, the building permit shall be issued for all façade improvements for the existing buildings at Bedford Grove shopping plaza (excluding the FedEx building, also known as tenant space 300) and all improvements shall be constructed in accordance with the approved plans within 6 months of the issuance of the certificate of occupancy for tenant space 100A (Bed Bath & Beyond).

**Councilor Bandazian duly seconded the motion. Vote taken - all in favor. Motion carried.**

3. **Pinhan & Muge Cakir (Owners) – Request for site plan approval to allow the phased redevelopment of the former Grenon Trading Co. property to include demolition of the warehouse and construction of two commercial buildings, including a 75-seat restaurant, a 5,400 square-foot fitness center, and 6,729 square-feet of retail space at 276 Route 101, Lot 27-29, Zoned CO. *(This application has been postponed to the November 19, 2018 Planning Board meeting at the request of the applicant.)***

#### **4. Development Update**

Mr. Connors stated the following are updates for ongoing construction projects in town. Acting Chairman Newberry stated this is kind of a new portion of our meetings, but I think it is kind of valuable to both us and anyone watching the meeting to have a sense of how some of the developments in town are progressing. It is a great idea.

- a) *Bedford Village Inn* – The addition to the tavern opened a couple of weeks ago. The view posted is from out front of the tavern building. The new addition is on the direct

right of the posted photo. Mr. Fairman stated I have been there and it is quite nice. They did a nice job. Ms. McGinley stated with that expansion the applicant wanted to keep the space but move it so that they would have more space for their kitchen. Mr. Fairman stated they also added a handicap accessible entrance.

- b) *Land Rover* – Land Rover recently opened their new facility at the corner of Autumn Lane and South River Road. Ms. McGinley asked what are they doing with the old building? Mr. Connors replied they told us they were thinking about maintaining it for used car sales.
- c) *Noah's Event Venue* – We are working on getting that driveway open. It should be anytime now. The site itself is complete. Acting Chairman Newberry stated it looks like the paving has been updated and is complete. Mr. Connors stated I think the striping is the only thing missing.
- d) *Haigh-Farr, Inc.* – The Board approved this back in April or March. There are small buildings to the left that will be expanded into a much larger 2-story building, but the architecture will be similar to what you see on the really small building. Ms. Hebert stated you can see a sketch of the proposed building in the construction sign in the center of the picture.
- e) *Market & Main* – This photo is looking north on South River Road and shows the grocery store, and the second photo is the restaurant that is a little bit east of the grocery store on the opposite side of the street. Mr. Fairman stated they already have a sign up for Main Street. Ms. McGinley asked when is this slated to be completed? Mr. Connors replied the February and March timeframe. This photo looking south shows the grocery store and you can see that the parking deck is almost complete.

Mr. Fairman stated on the Market & Main project it looks like they have started the foundation on Building C, the part that we have approved. Ms. Hebert stated that Building C1 is REI; they have approvals to get their building permit and start work on Building C1.

Mr. Connors stated there are some other projects but I just did the commercial projects this time, but next time we will look at some of the subdivision projects in Bedford.

#### V. Communications to the Board:

*Master Plan Update* – Ms. Hebert stated we are working on a draft schedule, which is posted on the screen, for the Planapalooza event, which is the 4-day kind of concentrated focus on workshops, meetings and discussions about the Master Plan. The dates are November 1<sup>st</sup> – 5<sup>th</sup> and the whole consultant team will be in town during this time. They are going to be setting up shop in the old Town Hall and they will have what they call ‘Open Studio.’ On the schedule where you see Open Studio anyone can walk in and chat with them and check out what is going on. The event will kick off Thursday night November 1<sup>st</sup> with an opening presentation and a

hands-on workshop at the Bedford Village Inn. The Bedford Village Inn has generously donated some meeting space for us in their Great Hall. Friday there will be a series of focus group discussions and an Open Studio. So throughout the day the studio space in the old Town Hall will be open and available for anyone who wants to pop in and check out what is going on, and then during the day there will be a series of focus groups and those will take place at the Town Hall. We are working on finalizing the focus group discussions and names.

Ms. Hebert continued just to give you the gist of what we are thinking; we are thinking about kicking off the event with the breakfast meeting to talk about business in Bedford, so it would be a focus group on economic development and then a lunchtime meeting to talk about housing in Bedford. Housing has been a hot topic lately, so talking about housing in general and talk about what might be missing, what types of housing are desirable, undesirable, where should new housing be located. In the afternoon we have a focus discussion on transportation, so everything from transportation and your single-occupancy vehicles, to sidewalks, bicycles, shared-use paths, and any transportation issues, including public transit. In the late afternoon/early evening we are thinking about a focus group on community design. Right now it is entitled 'Where is My Town Center' but that will likely change; just some discussion on design and community character. We have been hearing throughout the process that people want to see more village scale development so we thought there should be a discussion on community design and how and where is that appropriate. On Saturday morning we have focus groups scheduled for 'All Things Green,' which would be a focus discussion on conservation and outdoor recreation in Bedford. That would be followed by a discussion on 'Right Sizing,' what does just big enough mean, a discussion on how much growth is too much, where do we want to see growth, what is the right size for Bedford. Saturday there would also be an Open Studio throughout the day, and then Sunday all day an Open Studio. Friday, Saturday and Sunday the Town Hall will also be used to display our contest entries and we would have voting on the art contest entries during that time, so we would encourage people to come to the Town Hall to view the art and cast your vote. Monday night at the Noah's Event Center from 6:30 AM to 6:30 PM there would be a work-in-progress presentation, kind of a wrap-up presentation on the work that happened during the Planapalooza and kind of what the next steps are for the project. This schedule is hot off the press but we really wanted to show it to you. I think the graphic gives a nice layout and description of what this Planapalooza event is and how it is going to roll out in Bedford and we wanted to share it with you and hear your thoughts. Mr. Connors stated Noah's is also donating their facility to the Town. We are very thankful to Noah's and Bedford Village Inn for doing that. We were having challenges finding venues. Acting Chairman Newberry stated I think it is great that some of the venues in town are making their spaces and facilities available for something like this.

Acting Chairman Newberry stated I have a question about the Friday schedule. What was the thinking in terms of the target audience participants in the focus groups? I guess my concern is the time and the day of the availability of people on a weekday. Ms. Hebert responded I agree. We were hoping to grab folks that might be interested in talking about economic development in the morning and then kind of a lunchtime meeting for folks who can sneak away at lunch. We could talk with the consultants about moving some of those meetings around. That was a concern of ours as well. They run this type of Planapalooza concurrently with a lot of their master planning projects around the country, and they typically put all of the focus group

discussions on Friday and they run from the morning into the evening. We asked to move the 'All Things Green' and the 'Right Sizing Bedford' to Saturday to try and spread things out a little bit more in case people couldn't attend on a Friday, but we could look to shift things more to Saturday or to later in the evening on Friday. Acting Chairman Newberry stated if it is Open Studio until 8:00 I would assume that some of the consultants would be available during that whole time period. Ms. Hebert responded yes they will. Acting Chairman Newberry stated maybe ones that you would try to involve more of the residents as opposed to the business community, maybe could slide those to later in the day but still be on Friday. I assume they want to get it in on Friday so they can start to fold that into some of their subsequent planned meetings. Is that one of the goals there? Ms. Hebert responded yes. Mr. Fairman stated it does seem like the housing would be a natural to follow the right sizing, and a natural flow to go from the right sizing to types of housing in Bedford and so on. Councilor Murphy stated I have two things. Because the housing issue has generated so much controversy, I think it is much more appropriate for a Saturday discussion when people are not working and can make it and weigh in in person. It has been pretty polarizing and a lot of people have differing views on that and very strong views. I think they should be given an opportunity to be heard. On the business forum at 8:30 AM, I would move that earlier. I would move that 7:30 or 8:00 AM for a start time because by the time you reach 8:30 AM, they are already in their office or pretty close to it. Ms. Hebert stated those are good comments.

Mr. Pincince asked Ms. Hebert, are you hearing from people who are opposed to any development in Town? Are they being vocal to you? As you plan this, are you engaging them to be a part of the process? Ms. Hebert replied yes we are. We are hearing a lot; there has been a lot of discussion about housing and the apartment project that has been proposed off from Chestnut Drive, and we encourage everyone to sign up on the Blueprint Bedford website and get involved in the discussion and the project. Mr. Pincince stated I have seen postings from them on Facebook, at least one a week, since that project first surfaced. They seem to be gaining some notoriety. Mr. Fairman stated certainly at the workshop there were several people that got up and talked about the size of Bedford and the growth of Bedford, not just the apartment complex. They were just talking about it. I think the sizing discussion is important but I do think that goes hand-in-hand with the housing discussion. I think the sizing should be before the housing because I think it fits together. Ms. McGinley stated and the types of housing I think we need some openness on that. In this you describe that they do talk about that. You might want to have those at a time that is more convenient in the early morning or the evening so that people who are working can weigh in. I hope that our population in this town will have somewhat of a flexible mind because not everyone wants a big house and can stay in it. Having downsized in Bedford I didn't want to leave Bedford and I was very happy to have an alternative size available. I hope people keep an open mind.

Ms. Hebert stated we have some detailed descriptions of each of these focus group discussions that elaborate a little bit more on what the topic is and asks some open-ended questions to get people thinking, and when this schedule is finalized, we will also post a link to a more detailed description of each of those focus meetings. But I do agree; I am very concerned about an all-day Friday event and the attendance during those mid-day meetings. I think it could be hard to pull people out of work for a 2:30 PM meeting or even a 4:00 PM meeting. Ms. McGinley stated I think if you are able to give better descriptions, which I think you are, of these items, you might

be able to pinpoint slots of time better. Mr. Connors stated we would also like to do some fact sheets for the events themselves so that we have some basic facts about each of the topics. Ms. McGinley asked and those will be on the Town's website? Mr. Connors replied yes; we will make them available. Ms. McGinley stated and could you describe to those who are listening where the old Town Hall is. Mr. Connors stated the old Town Hall is next to this building on the corner of Meeting House Road and Bedford Center Road, right across the street from the library.

Acting Chairman Newberry stated those all sound like good ideas to help get people thinking and started on some of these topics other than just starting blank.

Ms. Hebert stated we did get our first art contest entry today, which is kind of exciting. We hope that you will share that with friends that may be artistic or interested in submitting a piece of work for the art contest. We are accepting entries through October 19<sup>th</sup>. Ms. McGinley asked is it one contest or do we have a separate one for children? Ms. Hebert replied it is one contest with multiple categories. There is an elementary school category, middle school, high school, and adults, and you can submit a piece of art that depicts your vision of Bedford in 20 years or a photograph of your favorite place or something special to you in Bedford. Acting Chairman Newberry asked are the schools involved? Ms. Hebert replied yes. Councilor Murphy stated I haven't heard about it from my kids' schools. Ms. Hebert stated we have been working with the assistant superintendent and he is coordinating with all of the art teachers, and I guess they have been making weekly announcements at the middle school and at the high school regarding the art contest. I don't know if the art teachers have adopted it as mandatory. Some of them have and some are just encouraging students to submit art work. If your art program isn't making it mandatory, you can go on the Town's website and download the entry form and mail in your entry or drop it off. We are going to be picking up entries at the schools on October 19<sup>th</sup>.

*Zoning Amendments* – Ms. Hebert stated we also distributed a zoning amendment calendar. This is the schedule for the Planning Board's review of zoning amendments and any amendments that may be submitted by citizens' petition. The first day for the Clerk to accept citizens' petitions is November 12<sup>th</sup> and the last day is December 12<sup>th</sup>. The Board will officially post petitions and zoning amendments for public hearing on December 17<sup>th</sup>. Please review that calendar and please let me know if you have any questions about it. Mr. Connors stated this is also posted on the Planning website. Ms. McGinley stated let me know if this is correct. The time periods are set and it is not anything that we can extend. Ms. Hebert responded that is correct. The time periods are set by our State statutes and we do not have flexibility in sliding those dates forward or backward. They are all based on the date of the March Town Meeting, which is March 12<sup>th</sup> in 2019. Acting Chairman Newberry stated I think too from previous discussion the thought of staff was that since we are just into redoing the Master Plan that there probably would not be a lot of staff recommendations to the Board as far as changes. Ms. Hebert responded that is correct. We expect to have just a few zoning amendments proposed by staff for you to review at your November meeting. You would review in November, make any recommendations for changes, and then review again in December, at your second meeting in December you would schedule your public hearing in January, the Board would hold two public hearings in January on the proposed amendments, and then make their final recommendation for the Town ballot. Mr. Fairman asked do you anticipate any petitions? Ms. Hebert replied I have not heard of any.

VI. Approval of Minutes of Previous Meetings:

August 27, 2018 Planning Board Meeting

**MOTION by Mr. McMahon to approve the minutes of the August 27, 2018 Planning Board meeting as submitted. Ms. McGinley duly seconded the motion. Vote taken; motion carried, with Town Manager Sawyer and Mr. Fairman abstained.**

September 10, 2018 Planning Board Meeting

**MOTION by Ms. McGinley to approve the minutes of the September 10, 2018 Planning Board meeting as submitted. Councilor Bandazian duly seconded the motion. Vote taken; motion carried, with Mr. Pincince and Mr. McMahon abstained.**

September 24, 2018 Planning Board Meeting

**MOTION by Mr. Pincince to approve the minutes of the September 24, 2018 Planning Board meeting as submitted. Councilor Bandazian duly seconded the motion. Vote taken; motion carried, with Town Manager Sawyer, Mr. Foote, Ms. McGinley, and Mr. McMahon abstained.**

VII. Reports of Committees: None

VIII. Adjournment:

**MOTION by Ms. McGinley to adjourn at 7:46 PM. Councilor Bandazian duly seconded the motion. Vote taken – all in favor. Motion carried.**

Respectfully submitted by  
Valerie J. Emmons