

scribed, with several new gardeners this year. We have a midwinter gardeners' meeting and an annual spring sign-up meeting; guests are welcome.

This year's growing season was as close to "normal" as we get around here, and most gardeners had a very good year. We again donated vegetables to Open Table and flowers for the Town House and Stone Soup Dinner. Tropical Storm Irene put an end to the tomato season in late August with high winds and some rain, which was followed by a mild fall, with first frost in early October, snow in late October, and no serious freezes until late November.

#### *Environmental and Educational Activities*

The Division continues to sponsor the longstanding tradition of early morning Conservation Coffees held on the first Tuesday morning of most months at 7:30AM. These lively and stimulating gatherings of citizens, federal, state, and local officials provide an interesting and effective forum to exchange information, ideas, and concerns about conservation and the environment.

### **PLANNING BOARD**

Chris A. Sgarzi, Chair  
Mark Bobrowski, Vice Chair  
Elisabeth Elden, Clerk  
Matt Capofreddi  
Doris Cole  
Coleman Hoyt  
John Shipe  
Elise Stone

The Planning Board's authority is contained in MGL Ch. 41 "Improved Methods of Municipal Planning" and MGL Ch. 40A "The Zoning Act". Additional responsibilities are found in the Town Bylaws and the Town Charter.

Elise Stone completed her term on the Planning Board in 2011; the Board is grateful for her acumen and dedication to the Town. The Board welcomed new member Matt Capofreddi.

The Board held twenty-two public meetings and four public hearings. The hearings were for the following: zoning bylaw amendments to be considered by the 2011 Annual Town Meeting; zoning bylaw amendments to be considered by the April 2011 Special Town Meeting; adoption of MGL Ch. 44 Sect. 53G; and an amendment

to a special permit for a common driveway.

#### *Residential development*

Fifteen "Approval Not Required" (ANR) plans were submitted to the Board. Nine of these plans approved changes of lot lines that did not create additional building lots. The remaining six plans created six additional building lots.

#### *Comprehensive permits*

No Comprehensive Permit (Chapter 40B) applications were filed this year.

#### *Commercial, institutional and other development*

Eighteen site plan reviews were filed with the Board. Twelve plans received affirmative recommendations to the Zoning Board of Appeals. One plan (Fenn School) received an affirmative recommendation to the Building Commissioner. Two applications were withdrawn; one application (Concord Academy) is still under review by the Planning Board; and two applications (9 Independence Court and 341 Virginia Road) are still under review by the Planning Board for a recommendation to the Board of Appeals.

The Board made affirmative recommendations to the Zoning Board of Appeals on three special permits not linked to site plan review; an application for 494 Old Marlboro Road is pending.

In addition, the Board approved an amendment to an existing common driveway special permit.

#### *Wireless Communication Facility applications*

Six (6) of the aforementioned site plans submitted were for Wireless Communication Facilities. All six (6) applications received affirmative recommendations to the Zoning Board of Appeals. The locations for these were: two at 40Y (a/k/a 400) Annurnsnac Hill Road, two at 1400 Lowell Road (Middlesex School), 133 Old Road to Nine Acre Corner (ORNAC), and 509 Bedford Street.

#### *Zoning amendments and Town Meeting actions*

For the 2011 Annual Town Meeting, the Planning Board sponsored thirteen articles; eleven of which passed, two of which were not moved. Two of these amendments addressed issues identified by the Residence C Task Force: limiting the height of structures within the 3-foot side yard exception area and changing

the way height is measured, within the Residence C zoning district. One article brought the Zoning Bylaw up to date with vehicles on the market today by increasing the length of the wheel base of a commercial vehicle permitted to be garaged or parked in residential districts or in auto repair shops.

Four articles were considered to be of a “housekeeping nature” – correcting unintended errors in Table I Principal Use Regulations that resulted after the 2010 Annual Town Meeting, eliminating the Business Use subcategories from Table III Dimensional Regulations, allowing the Board of Appeals the express authority to approve vehicles and equipment that may be related to a special home occupation, and correcting a spelling error.

Four articles resulted from the work of the West Concord Task Force: requiring a special permit for a two-family or additional dwelling unit in the West Concord Business District as part of the effort to enhance pedestrian appeal and village character; adding a definition for grocery stores and a limitation on the size of retail stores and restaurants in the West Concord Business and West Concord Village districts; limiting the front yard area to a maximum of ten feet and establishing minimum height requirements for side, rear and front facades of buildings in the West Concord Business and West Concord Village districts; and adding a definition of formula business that puts a cap on the number of such businesses and provides a special permit process for establishing, expanding or relocating such businesses in the West Concord Business and West Concord Village districts.

Two articles, one which proposed to establish the West Concord Village District with different boundaries than that proposed (and adopted at April 2011 Special Town Meeting) by the petition article, and one which proposed to define formula business without a cap on the number of such businesses permitted, were not moved.

For the April 2011 Special Town Meeting, the Planning Board sponsored three articles (two of which passed) that were based on the work of the West Concord Task Force relative to the West Concord Industrial District. One modified the uses permitted in Table I Principal Use Regulations and the other modified the special permit criteria for the combined industrial/business/residence use in both the West Concord Industrial

and Industrial districts. One article, which sought to establish a West Concord Mixed Use Overlay District, was not moved.

#### *West Concord Advisory Committee*

In response to recommendations in the Comprehensive Long Range Plan and Village Centers Study and by the West Concord Task Force, the Planning Board, with the support of the Board of Selectmen, developed a charge and appointed nine residents to the West Concord Advisory Committee in December. Among other things, Advisory Committee members have been charged with serving as a resource and making recommendations to the Planning Board and other Town departments, boards and committees on matters in and affecting West Concord, in line with the West Concord Village Center Master Plan and West Concord Design Guidelines; encouraging public awareness of and conducting outreach for projects and initiatives in West Concord; and informing the Planning Board (and other appropriate Town officials) of opportunities for land acquisition and other efforts that could further the vision of the West Concord Master Plan.

#### *Other Actions*

The Board made three recommendations to the Board of Selectmen regarding land acquisition at 6A Harrington Avenue, 74 Commonwealth Avenue and 13B Commonwealth Avenue. The Board made two recommendations to the Public Works Commission, one regarding increasing sewer capacity for a proposed restaurant at 9 Independence Court, and one regarding extending sewer service to an existing barn at 1489-1491 Main Street. The Board endorsed a Form F: Release of Lots for Subdivision #67, Musketaquid Farm on Lindsay Pond Road.

In January, the Board adopted the West Concord Design Guidelines. In November, the Board finalized a one-page FAQ regarding Planning Board meeting conduct.

Members of the Planning Board served on the following regional committees: MAGIC (Minuteman Advisory Group on Interlocal Coordination) and HATS (Hanscom Area TownS). Board members also participate on other Town Committees such as the West Concord Task Force, the Solar Siting Committee and the Community Preservation Committee.

## PLANNING DIVISION

Marcia Rasmussen, Director of Planning & Land Management  
Lara Kritzer, Senior Planner  
Julie Vaughan, Senior Planner  
Nancy Hausherr, Administrative Assistant  
Paula Trebino, Administrative Assistant

The Planning Division continued to provide professional and administrative staff support to multiple standing boards and committees including: the Zoning Board of Appeals, Planning Board, Historic Districts Commission, Historical Commission and Community Preservation Committee. Planning Division staff coordinated the review of all development proposals that were submitted for regulatory approval to the Planning Board, Board of Appeals, Historic Districts Commission and Historical Commission. The Planning Division also assisted the Community Preservation Committee with its plan updates, application process and funding distribution. This year the Division continued to provide staff support to the Bruce Freeman Rail Trail Advisory Committee and the West Concord Task Force in addition to preparing requests for proposals for a Parking Management Plan and an Outdoor Lighting Consultant. The Division's agenda includes initiatives

in the area of open space protection, affordable housing production, traffic and transportation planning, economic development guidance, historic resources protection, public facilities planning, development regulation creation and sustainable practices.

In response to Town Meeting's adoption of Sustainable Guidelines for the Town, Senior Planner Julie Vaughan prepared the draft Municipal Energy Use Reduction plan for consideration by the Town Manager and Senior Management Team and developed a web page to highlight the sustainable practices and actions already underway throughout Town agencies. Additionally, she provided professional staff support to the Planning Board, the Board of Appeals and, on a limited basis, to the Comprehensive Sustainable Energy Committee. Julie worked closely with the Selectmen-appointed Solar Facility Siting Committee, providing GIS maps and parcel information in addition to her expertise. She also provided oversight and coordination of the Metropolitan Area Planning Council (MAPC) program to promote installation of bike racks in its member communities; sixteen new bike racks were installed by Concord Public Works staff on town-owned land throughout Concord.



*Aerial photo of West Concord overlaid with zoning districts approved at Town Meeting*

Senior Planner Lara Kritzer finalized the design guidelines for West Concord as recommended by the Village Center Study and the West Concord Task Force, which were approved by the Planning Board in June. In addition to providing professional support to the Community Preservation Committee, Historic Districts Commission and Historical Commission, Lara also continued to work on housing-related issues, attending the HOME Consortium meetings, overseeing the resale of an affordable house on Elm Brook Lane, working with the Concord Housing Development Corporation toward the purchase, renovation and resale of a unit at Emerson Annex and working with the Regional Housing Services consultant to update housing information in the Planning Division.

## COMMUNITY PRESERVATION COMMITTEE



Front from left: David McKenna Recreation Commission, Annette Bagley Historical Commission, Peggy Briggs, Chair Selectmen's Appointee, Toby Kramer, Vice Chair Selectmen's Appointee.

Rear from left: Nancy Crowley, Treasurer Housing Authority, Lynn Huggins Selectmen's Appointee, Chris Toomey, Clerk Selectmen's Appointee, Dean Banfield Natural Resources Commission. not pictured Elisabeth Elden Planning Board

In its sixth round of Community Preservation Act (CPA) funding since Concord's adoption of the CPA in 2004, the Community Preservation Committee (CPC) recommended that Town Meeting appropriate a total of \$1,084,320 for projects involving community housing, historic preservation, recreation and open space. The CPC presented its proposed recommendations for CPA funding at the Finance Committee public hearing in February and Annual Town Meeting subse-

quently approved the following appropriations which address a variety of Town-wide priorities:

### *Community Housing Projects:*

- Concord Housing Development Corporation - \$75,000 to assist with the design, engineering, architectural, legal, and permitting expenses associated with the predevelopment of the Junction Village Affordable Housing Development.
- Town of Concord - \$16,000 for the Town's first year of participation in the Regional Housing Services Program which assists in meeting the administrative and monitoring needs of the Town's existing affordable housing units.
- Community Housing Reserve Fund - \$20,000 to be put in reserve for future Community Housing projects.

### *Historic Preservation Projects:*

- Louisa May Alcott Memorial Association - \$158,600 for the overall restoration and preservation of the Concord School of Philosophy.
- Concord Scout House, Inc. - \$100,000 to complete Phase I work to increase the structural integrity of the side walls and install better insulation throughout the building.
- Drinking Gourd Project - \$300,000 for the preservation and restoration of the Caesar Robbins House in its new location on Monument Street.

### *Historic Preservation/Open Space Projects:*

- Town of Concord - \$95,000 to restore and preserve Heywood Meadow by reconstructing the stone walls along Lexington Road and removing the invasive species along the Mill Brook.

### *Open Space Projects:*

- Rogers Land Acquisition - \$110,000 for the acquisition and restoration of the former Rogers Land at 6A Harrington Avenue.
- Open Space Reserve Fund - \$87,925 to be put in reserve for future Open Space projects.

### *Open Space/Recreation Projects:*

- Town of Concord - \$64,403 for the completion of a Watershed Management Plan for White Pond.

### *All Category Projects:*

- Town of Concord - \$80,000 to establish a Land Acquisition Projects Fund for future opportunities to acquire land for any purpose allowed under the Community Preservation Act.

### *Administration:*

- Town of Concord - \$30,000 for administration of the CPA.

In addition to the funding recommendations noted above, the CPC worked closely with funding recipients