



TOWN OF CONCORD

Planning Division

141 Keyes Road - Concord, MA - 01742

Phone: 978-318-3290

MEMORANDUM

To: Planning Board members
From: Elizabeth Hughes, Town Planner
Date: September 25, 2025
Re: **Items on the September 30th Agenda**

7:00 pm – Mixed-use Zoning Bylaw Amendment Discussion – ZBL Section 4.2.3 Combined Business/Residence – Included in the Board’s packet is a draft bylaw amendment for review and discussion by the Board. The consultant will provide a brief update and then following discussion and any edits, it is recommended that the Board forward the draft to various stakeholders for input and comments.

7:05 pm – Definitive Subdivision Public Hearing 874 Barretts Mill Road LLC

The Applicant will provide an update to the Board on revisions to the plans and progress on addressing issues and concerns raised by the Board and Town staff.

Copies of the application materials, revised plans, and Town staff correspondence can be found on the Planning Board’s Current Documents page: <https://www.concordma.gov/1440/Planning-Board-Current-Meeting-Documents>

7:10 pm – Definitive Subdivision Public Hearing 4B Garrison Road & 65X Bedford Street

The Applicant will make an initial presentation to the Board and provide an update on the progress on addressing issues and concerns raised by CPW Engineering.

The Board should discuss with the Applicant whether they will agree to grant a time extension to the October 10th deadline for the Board to file a decision with the Town Clerk. If a time extension is not granted, then the Board will need to make a final decision at the September 30th meeting.

Copies of the application materials, revised plans, and Town staff correspondence can be found on the Planning Board’s Current Documents page: <https://www.concordma.gov/1440/Planning-Board-Current-Meeting-Documents>

Administrative business:

1. *Public Comment*: General public comment is limited to up to 15 minutes, with no more than 3 minutes allocated to any one speaker. General public comment is limited to items that are not on the agenda.
2. *Potential MBTA Communities Overlay District Map Amendment Discussion*: Included in the Board’s packet are two maps and the GIS Compliance Models as requested by the Board at the last meeting showing potential amendments to the Overlay District map that will bring the District into compliance with [EOHLC’s June 12, 2025 Conditional Compliance letter](#).

Option #5 - Adding Concord Greene Only to Subdistrict #4

Compliant

Subdistrict 4 acreage: 66.02 ac.

Total Overlay District Acreage and Units: 118.87 ac. & 1,574 units (480 over minimum)

50%>Contiguous Requirement: Subdistrict 4 represents 55.6% of all Overlay District acreage

All other requirements remain above the threshold for compliance

Option #6 - Adding Concord Greene to Subdistrict #4 & Removing Subdistrict 5

Compliant

Subdistrict 4 acreage: 66.02 ac.

Total Overlay District Acreage and Units: 87.6 ac. & 1,117 units (23 over minimum)

50%>Contiguous Requirement: Subdistrict 4 represents 55.6% of all 3A acreage

All other requirements remain above the threshold for compliance

Given that the Town is still compliant with all of Subdistrict 5 removed, the Board can mix and match any parcels in Subdistrict 5 to add extra unit capacity so long as the district is at least 5 acres and two or more parcels for it to be compliant. Additionally, by adding Concord Greene, the Board could remove Subdistricts 1, 2, or 3 instead of 5 if they choose.

If Subdistrict 5 was removed and Concord Greene is not added, the Town will be short by approximately 200 units from the minimum requirement of 1,094 units. This means that around 10-15 acres of additional capacity in another district would have to be added. This is easiest to do in Subdistrict 4 given parcel sizes. If we try to add this amount elsewhere, we will need a large number of smaller parcels to account for non-conforming lots that do not add capacity to the model. We would also need to ensure that any additional parcels help us meet our 50% contiguity minimum, which may be harder to meet if we expanded Subdistrict 1 or 3 for example.

3. *Final Envision Concord Action Items Update*: Included in the Board's packet is the updated Envision Concord Action Items Matrix based on the input from the previous meeting. The Board should discuss any further edits and then vote to accept the update and forward it to the Select Board.
4. *Planning Board Liaison/Town Planner Updates*: Individual Board members will provide liaison updates on activities from their appointed board/committee and the Town Planner will provide various updates on what is happening in the Planning Division or in the Town that may be of interest to the Board.
5. *Draft Meeting Minutes*: Included in the Board's packet are the draft minutes for the June 17, 2025 meeting.