

**HARVARD PLANNING BOARD
MEETING MINUTES
FEBRUARY 6, 2017
APPROVED: FEBRUARY 27, 2017**

Vice Chair Erin McBee called the meeting to order at 7:06pm at the Town Hall, 13 Ayer Road, under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Erin McBee, Don Graham and Fran Nickerson

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Jack Guswa (T3HCC), Connie Larrabee (T3HCC), Shubee Sikka (MRPC) and Jennifer March (Harvard Press)

Montachusett Regional Planning Commission Update – Natural Resource Zoning

Shubee Sikka, from Montachusett Regional Planning Commission, was present to discuss the revisions made to the proposed Open Space Design bylaw. Sikka stated in regards to the question from the board about the re-division of land that would prevent landowners from submitting consecutive applications for a large track of land, she has not seen any other case studies that indicated a time frame, but has suggested ten years.

The number of applications submitted annually has been addressed under A(4); again Sikka has not seen this used in other communities; Sikka suggest consulting with Town Counsel. Scanlan wondered if it is necessary to have this provision as it seems to be counterproductive to the bylaw's intent of encouraging open space preservation.

C.2. "Minimum Preserved Open Space", Sikka suggested 70%, which is the mid-range point of good practice according to the Smart Growth Tool Kit. Scanlan thought 70% would be too restrictive; he suggested 60%. Graham agreed 70% would be too high to start off; he too suggested 60%. Members agreed to 60%. All of the members agreed the open space should be contiguous. McBee suggested adding language as suggested by the Smart Growth Tool Kit that would allow for the "contiguous" land to have some flexibility.

C.4. "Base Development Density", the language needs a bit of work as to be clear that the home is only allowed to have 1,000 square feet of floor area for each bedroom.

C.2. "Minimum Preserved Open Space" (1)(b) "Open Space Criteria" needs to be included as a submission requirement.

C.5. "Net Acreage Calculation" (A), Scanlan suggested using 25%; members agreed.

C.6. "Unit Count Calculations" needs to be removed as it conflicts with C.4. "Base Development Density".

C.7. "Bonus Units", is confusing as to how many units an applicant can receive as bonus units. Sikka suggested limiting the number of bonus units. Members agreed to restrict the number of bonus units to no more than two units.

Members discussed the order of the conservation requirements under C.1. "Conservation Analysis and Findings". Members agreed the Planning Board will need to seek guidance from the Conservation Commission in regards to the resources on the site.

E.2. "Minimum Lot Size in Open Space Designs", members agreed E.2.(3) shall be removed.

Sikka will make the appropriate revisions to the document as discussed this evening.

Discussion of Hildreth House Driveway Circulation

Jack Guswa and Connie Larrabee, of the Town Hall & Hildreth House Construction Committee (T3HCC), were present to discuss the driveway circulation for the Hildreth House. Guswa explained that after the last onsite meeting with Planning Board members and members of T3HCC, Guswa met with Kara McGuire Minar to further discuss the matter of demarcating the Hildreth House driveway from the Fire Station parking lot with either pavement striping or a guardrail.

Guswa stated the T3HCC is requesting the Planning Board indicate on the approved site plan what it is they are looking for in terms of the demarcation from the Hildreth House driveway and the Fire Station parking lot. With the Housing @ Hildreth House Committee getting underway with hiring an engineer to complete a site plan for the overall site, a final determination on this area can wait until that site plan is before the Planning Board. It was noted the Fire Chief wants ample room for the turning radius of the fire trucks.

Protective Bylaw Amendments Hearing. Opened at 8:01pm

Board Member Reports

The Housing @ Hildreth House Committee has received three proposals for the site plan. References are being checked; H@HHC will meet this Thursday to make a final recommendation to the Board of Selectmen.

McBee stated she has been working with Rich Maiore on the design guideline procedures, including determining when the design review board will have the opportunity to review the plan; prior to site plan approval or when a building permit submittal. Additional information may be needed beyond that of the building permit requirements. McBee is still seeking ways to get the word out that the design guidelines have been accepted. A check list for the Design Review Board will be created for making decisions; with a final report submitted to the Planning Board. McBee and Maiore will need to meet with the Building Commissioner to discuss the process; Scanlan will arrange this meeting.

Planner Report

Scanlan stated he only received one comment in regards to the commuter rail shuttle survey. McBee asked what the timeline is for the ad-hoc committee that is dealing with this matter. Scanlan stated no timeline has been established. Members discussed ways to get the survey out to the public such as the website, newspaper, Harvard Family Association, the Council on Aging and the Parent Teacher Organization.

Approve Invoice

Liz Allard stated the following invoice has been received for inclusion on the next bill warrant:

- William Scanlan - \$2090.00

Graham made a motion to approve the above invoice. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Minutes

McBee made a motion to approve the minutes of January 30, 2017 as amended. Graham seconded the motion. The vote was unanimously in favor of the motion.

Adjournment

Nickerson made a motion to adjourn the meeting at 8:17pm. Graham seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

Harvard Planning Board

2017 Protective Bylaw Amendments Meeting Minutes

February 6, 2017

Vice Chair Erin McBee opened the public hearing at 8:01pm at the Town Hall, 13 Ayer Road, under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Erin McBee, Don Graham and Fran Nickerson

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner) and Jennifer March (Harvard Press)

After a brief discussion members agreed to send Chapter 125-30C Height to the Zoning Board of Appeals for comment and there are no further comments in regards to the proposed Chapter 125-56 Marijuana Moratorium.

Graham made a motion to continue the hearing to February 27, 2017 at 7:30pm in the Hapgood Room at 7 Fairbank Street. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

Montachusett Regional Planning Commission Update – Natural Resource Zoning

- HARVARD DRAFT OPEN SPACE DESIGN, THIRD DRAFT, February 2, 2017

Protective Bylaw Amendments Hearing

- ARTICLE XX: PLANNING BOARD – Amend the Protective Bylaw 125-30C Land–structure relations – Height, undated
- ARTICLE XX: PLANNING BOARD – Amend the Protective Bylaw Chapter 125-56, undated