

Action Items	Member/Staff Responsible
Create Action Items list for minutes	Allard
Update Planned Production Plan	Scanlan
Meet w/ Building Commission re: Design Guideline process	McBee/Maiore/Scanlan
CTPC Annual Conference, March 18 th	McBee/Catalina/Nickerson

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

Vice Chair Erin McBee called the meeting to order at 7:00pm in the Hapgood Room, 7 Fairbank Street, under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Erin McBee, Michelle Catalina, Don Graham and Fran Nickerson

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Steve Hierman, Nick Deane (Appleworks), Greg Young (Northland Residential) and Jennifer March (Harvard Press)

Board Member Reports

Catalina reported the Municipal Affordable Housing Trust (MAHT) released a Request for Proposals on February 22nd for the Poor Farm on Old Littleton Road, with a minimum bid of \$800,000. This amount will not cover the funds MAHT has agreed to provide to MassDevelopment for the additional affordable units at Emerson Green, therefore the Community Preservation Committee is holding onto any excess funds for the time being.

In regards to the Poor Farm, Catalina has taken part in informal discussion with neighbors, along with McBee. The neighborhood seems amenable to a low-impact housing component. This group will meet again this Thursday.

McBee stated due to weather the meeting with the Building Commissioner, to discuss the design guideline process, is being rescheduled.

Nickerson stated the Council on Aging (COA) discussed the use of the MART van for the commuter rail shuttle service. COA's concern is that with only one MART van in Town it makes it difficult to use the van for this service.

Nickerson attended a recent Housing @ Hildreth House Committee (H@HHC) meeting at which she felt there was confusion on the acceptable square footage of the units. The H@HHC members think the units need to be 2,000 square feet. Nickerson will provide information that may clear this up at the next H@HHC meeting. Nickerson stated there is also a strong push for all of the units to be three bedrooms, which is not the intent of the Overlay District. Catalina stated the bylaw caps the number of three-bedroom units at 25% of the total number of units. Nickerson noted the Committee selected TTI Environmental Inc. as the engineer to create the site plan. The contract is in process with survey work to start shortly.

Planner Report

- Ayer Road Village – Special Permit

Scanlan stated he had recently met with Greg Young, a developer from Northland Residential Corporation, who is interested in doing a housing development at 320 Ayer Road. As a property in the commercial district there are only two ways to develop the parcel with a residential component, those are a Chapter 40B comprehensive permit or the Ayer Road Village – Special Permit (ARV-SP).

The ARV-SP requires 30% of the development be commercial, however Young feels the market is poor for commercial development and the wetlands along the front of the property limit ability to build close to the road. Young wanted to know if the Planning Board would be amenable to waiving this requirement.

In addition, Young is seeking clarification on the allowed increase to the floor area ratio (FAR) within the ARV-SP. Scanlan interprets the bylaw to allow for an increase of the FAR to 20% under an ARV-SP. Catalina stated she confirmed with the author of the ARV-SP bylaw, who agreed the intent of ARV-SP was not to increase the FAR to 20%. In addition, unless stated, the Planning Board does not have the ability to waive the provisions of the bylaw.

Catalina would not be against bringing forth the change of that parcel to residential, as long as the abutting parcel to the north was willing to change as well. AR zoning would allow a single family subdivision or an Open Space and Conservation Planned Residential Development.

Young detailed the type of development Northland would be interested in for the property; that being 30 -35 units of attached duplexes or triplexes, with first floor master, geared to the empty-nest community. The site has a previous approval from the Department of Environmental Protection for the discharge of wastewater up to 11,250 gallons per day.

Approve Invoice

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

- William Scanlan - \$1980.00

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

In addition, McBee made a motion to allocate up to \$280 for members to attend the Citizen Planner Training Collaborative on March 18th at Holy Cross. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Minutes

Graham made a motion to approve the minutes of February 6, 2017 as amended. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Commuter Rail Shuttle Survey Update

After a brief discussion, Catalina made a motion to allocate \$52.00 for two months of survey monkey. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Discuss action item format of minutes

Members discussed and agreed that providing an action item list and who is responsible for the item at the top the minutes will be helpful to keep track of those items that need attention outside of meetings.

Citizen Planner Training Collaborative Annual Conference

Liz Allard reminded the members of the annual conference on March 18th at Holy Cross in Worcester. This is a great opportunity for first hand training for members on the laws and regulations they are the issuing authority for. Funding is available within the land use board's budget to attend this conference. Allard will submit registration forms for the Nickerson, McBee and Catalina.

Affordable Housing Plan Update

Catalina proposed the Affordable Housing Plan be completed in the next six weeks. Development is picking up and the Planning Board needs to get this done quickly as to be able to hold-off other affordable housing projects, which can be achieved by updating the plan to include the development at Devens known as Emerson Green. Members were in agreement with Catalina's request.

Protective Bylaw Amendments Hearing. Opened at 7:50pm**Adjournment**

Graham made a motion to adjourn the meeting at 8:00pm. Nickerson 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 27, 2017

Vice Chair Erin McBee opened the public hearing at 7:50pm at the Hapgood Room, 7 Fairbank Street, under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Erin McBee, Michelle Catalina and Fran Nickerson

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

Scanlan reported that Town Counsel has reviewed the language as drafted for both bylaw amendments, Chapter 125-30C Height and Chapter 125-56 Marijuana Moratorium, and had no comments. With that said Graham made a motion to close the hearing and recommend to town meeting approval of the amendments as shown in the warrant for Town Meeting. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

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