

Action Items	Member/Staff Responsible
Continue to prepare Complete Streets Application for sidewalks in Town Center; due in May	Scanlan
Recreational Marijuana fact sheet for March 5 th public hearing	?
Accomplishments & goals of the Planner for Annual Town Meeting Support	McBee
CPTC Annual Conference, March 17 th @ Holy Cross – Registration opens February 10 th	All
Review 2016 minutes June – October re: Hildreth Housing Overlay District	All

**HARVARD PLANNING BOARD
MEETING MINUTES
FEBRUARY 5, 2018
APPROVED: MARCH 5, 2018**

Chair Erin McBee called the meeting to order at 7:02pm in the Town Hall Meeting Room, 13 Ayer Road under M.G.L. Chapter 40A and Code of the Town of Harvard Chapter 125

Members Present: Erin McBee, Fran Nickerson, Rich Maiore, Michelle Catalina (arrived at 7:55pm) and Stacia Donahue

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner)

Board Members Reports – Committee Activities

McBee will be attending the Board of Selectmen meeting tomorrow night to present them with the proposed bylaw amendments and to discuss the Director of Planning position.

Planner Report

Scanlan stated he will be meeting with the Historical Commission tomorrow night to receive feedback on proposed improvements to the sidewalks in Town Center. The Planning Board is seeking funding from Mass Department of Transportation Complete Streets Program for this project. Material to be used to construct the sidewalks needs to be determined for cost estimates as part of the application process for funding. The application is due in May.

Approve Invoice

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

- William Scanlan - \$2090.00

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

Protective Bylaw Amendments by Citizen Petition

The Town Clerk received a citizen petition to amend Chapter 125-55 Hildreth Housing Overlay District to include an affordable component to this development. The petition recommends adding the language used in the Zoning Board of Appeals regulations for Comprehensive permits, Chapter 136-5 Affordability. The Planning Board will need to hold a public hearing for this amendment along with the other proposed Protective Bylaw amendments, but is not allowed to modify the submitted language.

McBee explained the intent of this bylaw that was adopted at special town meeting in October 2016. The Planning Board sought to create a district that allowed for smaller residential units for down-sizing residents that provide Town water and sewer, which would assist in keeping the sale price of these units down for the aging population of Harvard. The Planning Board discussed at length, during the development and hearings for this bylaw, whether or not to include an affordable component to this district. It was agreed that including an affordable aspect to this district would reduce the profitability of the development of the parcel. Members were encouraged to review minutes leading up to the 2016 special town meeting to understand the history of this bylaw.

Housing Choice Initiative Grant – Due April 30, 2018

Scanlan stated he has reviewed a new initiative from the State in regards to creating housing within the Commonwealth. The program rewards communities that are producing new housing at significant rates. Scanlan believed Harvard is not eligible for funding under this initiative. One of the requirements is to have a certified Housing Production Plan (HPP). In order for the HPP to be certified a community must be meeting the production goals within the HPP. Harvard's HPP can be certified once MassDevelopment begins to develop the affordable units at Emerson Green within the boundaries of Harvard. The Board then reviewed other criteria to determine whether the Town might qualify, but it does not appear to be eligible.

Citizen Planner Training Collaborative Annual Conference – March 17, 2018

Members of the Planning Board are encouraged to attend the annual conference hosted by the Citizen Training Planner Training Collaborative. Registration opens on February 10th, at which point the proposed workshop choice will be available for review. Anyone interested in attending should coordinate with the Land Use Administrator to get registered.

2018 Protective Bylaw Amendments for Annual Town Meeting

- Ground Water Protection Overlay District
 - A request for input has been made to the Board of Health in regards to manure management
- Agritourism Overlay District
 - Scanlan prepared a map identifying farms over 30 acres
 - Members agreed at this point to limit the overlay district to two parcels – the Hazel property along Ayer Road and Carlson Orchard along Oak Hill Road
- Recreational Marijuana
 - A resident in attendance stated she had concerns about outdoor cultivation and the sale outside of retail establishments to under aged children
 - Explained under the new state law cultivation of marijuana is not considered an allowed use under agriculture
 - Any outdoor cultivation shall not be visible from a public way; proposed bylaw provides for screening and fencing of cultivation area
 - A fact sheet should be prepared for the March 5th public hearing
 - Next Door Harvard (NDH) poll results indicate the following in regards to cultivation: 54% no outdoor cultivation; 46% yes to outdoor cultivation
 - From the 227 response on NDH in regards to the number of retail establishments are the following:
 - 0 = 39%
 - 1 = 23%

- 2 = 6%
- 3 = 3%
- Unlimited = 25%
- Undecided = 4%
- Thus, 66% favor 1 or more establishments

Director of Planning Warrant Article

McBee is working on a handout that details the accomplishments of the Planner over that past four years, as well as the future goals for the Director of Planning. The members were encouraged to get the word out about this position to gain support at the annual town meeting.

Adjournment

Maiores made a motion to adjourn the meeting at 9:01pm. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

Planning Board Agenda, dated Monday February 5, 2018

Approve Invoice

- INVOICE – William Scanlan, Consulting Town Planner, dated January 19, 2018

Protective Bylaw Amendments by Citizen Petition

- Town of Harvard Citizen Petition, May 5, 2018 Annual Town Meeting, submitted by Paul Green, received by the Harvard Town Clerk 2018 Feb – 5

Housing Choice Initiative Grant – Due April 30, 2018

- Housing Choice Initiative, undated
- Housing Choice Designation, undated
- Email from Linda Parmenter, Subject: Housing Choice Designation online application is open, dated Jan 13, 2018
- MassHousing Planning for Housing Production Grant Program, undated
- Housing Choice Program Building Permits for New Housing Units: 2013-2017

2018 Protective Bylaw Amendments for Annual Town Meeting

- Farm to Table Restaurants
 - Special Permit Farm Restaurant Overlay District, 28 Jan 2018
 - Farms Greater Than 30 Acres, prepared by Harvard Planning Department, February 2018
- Recreational Marijuana
 - Amendment for Recreational Marijuana, January 30, 2018