

**HARVARD PLANNING BOARD  
MEETING MINUTES  
JUNE 6, 2016  
APPROVED: SETEMBER 12, 2016**

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

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

**Others Present:** Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Maren Caulfield (Harvard Press) and Chantell Fleck (MRPC)

**Montachusett Regional Planning Commission Presents DLTA Scope**

Chantell Fleck, from Montachusett Regional Planning Commission, was present to review the District Local Technical Assistance scope of services. Catalina suggested looking at smaller developments on smaller tracks of land. Scanlan noted the requirement to show a standard development under Chapter 125-35 Open Space and Conservation – Planned Residential Development, could deter an applicant from these types of development. Catalina asked if the provision could limit the number of developments allowed annually. Fleck stated some communities have a rate of development bylaw. Catalina noted that although the rate of development may be a concern at annual town meeting, creating more open space in Town is a good incentive. All agreed that density is the bonus that developers are looking for. Fleck will proceed with gathering the necessary information as detailed within the scope.

**Board Member Reports**

Catalina stated the Community Preservation Committee (CPC) is clarifying the flow of funds and the process with the Finance Committee & Capital Planning and Investments Committee. Catalina stated the annual applications for funding from CPC is due the last Thursday in September.

Catalina stated the League of Woman Voters have funds available for the creation of a cliff note summary of the Master Plan. Catalina is willing to create such a version if the Planning Board members are agreeable. Those present were agreeable to the offer by Catalina.

McBee stated the Open Space & Recreation Plan survey was completed with great results.

Nickerson stated she has attended several board meetings which she is the liaison to in order to get up to speed on what is happening with those boards.

McBee stated the Town Center Transportation Committee (TC<sup>2</sup>) held its public forum with about 25 individuals in attendance. The TC<sup>2</sup> is ready to wrap up the final report this month. Working with the Department of Public Works Director to create a policy for the Complete Streets program will assist in obtaining funding for the recommendations in the report. Scanlan will review available grants for completing the policy.

**Planner Report**

Scanlan stated the Zoning Reform Act may come up for a vote soon by the State.

Scanlan stated he had been contacted by a representative for the home owners association for Stone Cutter's Path, who are seeking to have the roadway accepted as a town road. Scanlan stated his

research has indicated that the Planning Board would need to rescind a condition within its decision that required the road remain private. If all of the abutter's are in favor of it there should be no reason to not allow the change. The home owners association has offered a \$75,000 contribution to bring the road up to current standards. Scanlan has contacted Department of Public Works Director to determine if that amount is suitable to bring the road up to the current standards under the Town's Subdivision Control Regulations.

#### **Approve Invoices**

Catalina made a motion to approve the invoice for William Scanlan in the amount of \$1920.00. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

#### **ZBA Request for Comments – Baer, 111 Clinton Shore Drive**

Scanlan stated he is waiting to review the ZBA application for 111 Clinton Shore Drive as the ZBA has requested additional information as required by its regulations.

#### **AT&T Request**

Allard had previously distributed an email from the representative for AT&T, Dan Klasnick, in regards to a decision for the cell tower on Brown Road. Klasnick is seeking confirmation on the expiration date of the existing decision, which he has stated should be September 12, 2019 due to the Permit Extension Act. Catalina made a motion confirming the decision issued by the Planning Board on September 20, 2010 is valid until September 12, 2019. Graham seconded the motion. The vote was unanimously in favor of the motion.

#### **Master Plan Review**

Members reviewed and a made suggested amendments to Chapters 8-11 of the Master Plan. Scanlan will incorporate those amendments in the final version of the Plan.

#### **Commercial Design Guideline Review**

Catalina suggested reducing the background information within the commercial deign guidelines. Catalina also noted there seems to be a repeat of information and pictures throughout the document. In addition, some of the pictures are misleading, as they show desired design elements along with undesirable design elements. McBee suggested that Catalina, Scanlan and she meet to discuss how to reduce the repetitiveness within the document.

#### **Adjournment**

Graham made a motion to adjourn the meeting at 9:29pm. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Signed: \_\_\_\_\_  
Liz Allard, Clerk