

**HARVARD PLANNING BOARD  
MEETING MINUTES  
November 6<sup>th</sup>, 2023  
APPROVED ON DECEMBER 4, 2023**

Chair Richard Cabelus called the open meeting to order remotely at 7:00pm, pursuant to Chapter 2 of the Acts of 2023, An Act Making Appropriations for the Fiscal Year 2023, which has suspended the requirement of the Open Meeting Law to have all meetings at publicly accessible locations and allowing all public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

**Members Present:** Richard Cabelus, John McCormack, Doug Thornton, Stacia Donahue, Arielle Jennings and Associate member Richard Abt

**Others Present:**

Frank O'Connor (Town Planner), Erin McBee, Nick Pauling from GPR, Grant MacLean

**Public Hearings:**

**320 Ayer Road, Chestnut Tree & Landscape request for a Special Permit** under §125-13T to operate a Medium-scale commercial use, Landscaping Services involving equipment parking as allowed by special permit pursuant to the "Code of the Town of Harvard" as amended, and Site Plan approval under §125-38A(4) as well as the Protective Bylaw Chapter §125-23B and §125-46.

\*See full details on Page 5\*

**Old Business:**

**Proposed Town Center Overlay District and Town Center Action Plan**

Richard Cabelus started a discussion about the future plans for the Town Center by pointing out a 2005 study that the Town of Harvard has on the Town website from the Bluestone Planning Group. He suggested the Board take a look at pages 59-65 in the study. John McCormack added that page 103 has a table with specific recommendations for zoning and could be another good resource for the Board to look at.

**320 Ayer Road, Chestnut Tree & Landscape consideration of remedial measures and damages for operating under expired permit**

After the Special Public Hearing, the Board had further discussions. John McCormack weighed the idea of whether or not to issue a fine to the property owners. He believes that this is unnecessary and hopes that the issues have now been successfully remediated. Richard Cabelus and Doug Thornton would prefer to wait until the Conservation Commission files their report in order to take the proper actions.

Motion: John McCormack made the motion that the Planning Board does not fine Chestnut Tree Landscaping for operating without a special permit.

Seconded by Stacia Donahue

Voted yes by: John McCormack, Doug Thornton, Stacia Donahue, Ariell Jennings

Voted no by: Richard Cabelus

*Passed 4-1*

### **Prospective MBTA Multi-family zoned overlay district bylaw**

Frank O'Connor informed the Board that the next concrete deadline revolves around designating a site and make an official determination, but there is not official deadline at this moment. Stacia Donahue shared her screen in order to show the visuals of each proposed parcel while Frank O'Connor shared his findings:

- ***Craftsman Village Parcel:***

There are two possible parcels that could be used in this area. Frank O'Connor pointed out the negatives that the "Conservation Restriction Land" would be an expensive piece of land to develop and the owner of the parcel would not be interested in building on this property if the opportunity were to arise. For the "Craftsman Village Parcel," Frank O'Connor informed the Board that the parcel does not have enough space in order to build on this current parcel.

- ***Harvard University Observatory:***

Stacia Donahue pointed out that she did not hear back from the owners about any interest in building on this property. Frank O'Connor pointed out that this property would be excluded due to its status as university property.

### ***Current Viable Options:***

Currently, there are only three options that the Board is still considering to be re-zoned for the MBTA Multi-Family Zone Overlay District: The Craftsman Village Parcel, Ayer Road/Route 2 Parcels, Friendly Crossways Parcel.

### ***Questions/Comments/Concerns***

Erin McBee of the Select Board offered to bring this up at the next Select Board Meeting in order to help get the word around about this topic.

Stacia Donahue suggested that the Board finds a way to send out a poll for the Town. Frank O'Connor will look into if CHAPPA can provide this for the Board.

Arielle Jennings added that she has used Google Forms in the past and suggested that Doug Thornton looks into this as a viable option.

Motion: Stacia Donahue made the motion to put out a survey with the three parcels: Craftsmen Village, Friendly Crossways, and Ayer Road/Route 2.

Seconded by John McCormack

Voted yes by: John McCormack, Doug Thornton, Arielle Jennings, Richard Cabelus

*Passed unanimously*

### ***New Business:***

#### **203 Ayer Road: remittance of Escrow holdings \$311.20 to Ms. Yvonne Chern**

Motion: John McCormack made the motion that the Planning returns the escrow holdings to Yvonne Chern.

Seconded by Doug Thornton

Voted yes by: John McCormack, Doug Thornton, Arielle Jennings, Stacia Donahue, Richard Cabelus

*Passed unanimously*

### **Planning Board comments to ZBA related to proposed 40-B at Old Mill & Ayer roads**

The Board does not have any additional comments at this time for the ZBA meeting. If any Board members think of any questions, the Planning Board will address this in the next meeting on November 20<sup>th</sup> 2023.

### **Standard Business:**

#### **Review Metrics**

John McCormack shared his screen to show the current financial metrics. The Agency Funds and the Land Use Budget are currently in the positive with some money in each section for the Board to use at their discretion. The Town State Grant has been updated to accurately reflect the \$250,000 for the 2023-2024 year.

#### **Board Member Reports/Representatives & Liaisons Update**

Stacia Donahue updated the Board on behalf of the Transportation Advisor Committee and the new free shuttle from the Town Center and COA to Littleton has officially started. There were no riders for the first day. Stacia Donahue will be meeting again in December to address some possible parking concerns that may arise this winter if drivers start to use this service rather than the walkers this was intended for.

Arielle Jennings updated on behalf of the Affordable Housing Committee that once the house production plan is solidified, the committee plans to move forward quickly to develop a draft of the Inclusionary Housing Bylaw.

#### **Community Matters: Review this year's CPC requests**

Doug Thornton shared the CPC Minutes in order to show the Planning Board where the approved money will be going for the 2023-2024 year in order to help inform the Planning Board when it comes to any possible votes in the future that would fall into the Planning Board's preview on how this money would be used.

Motion: John McCormack made the motion that the Planning Board supports the decisions that Doug Thornton makes on how to proceed with the CPC funding.

Seconded by Arielle Jennings

Voted yes by: John McCormack, Doug Thornton, Arielle Jennings, Richard Cabelus

*Passed unanimously*

#### **Master Planning for 2026**

John McCormack pointed out that the Planning Board still needs to identify who will be on this committee. The Board will revisit the Master Planning plans on November 20<sup>th</sup> 2023

#### **Minutes:**

Motion: Stacia Donahue made the motion to approve the minutes for October 2<sup>nd</sup> 2023 & October 21<sup>st</sup> 2023 as amended

Seconded by Doug Thornton

Voted yes by: John McCormack, Stacia Donahue, Doug Thornton, Arielle Jennings, Richard Cabelus

*Passed unanimously*

#### **Invoice:**

Motion: Stacia Donahue made the motion to approve the invoice for the Town of Hudson Housing Consortium FY24-Q1 for \$262.50.

Seconded by John McCormack

Voted yes by: John McCormack, Stacia Donahue, Doug Thornton, Arielle Jennings, Richard Cabelus

*Passed unanimously*

**Adjournment:**

Motion: Stacia Donahue made the motion to adjourn the meeting at 9:30pm

Seconded by Doug Thornton

Voted yes by: John McCormack, Stacia Donahue, Doug Thornton, Arielle Jennings, Richard Cabelus

*Passed unanimously*

## Harvard Planning Board

### Special Public Hearing Minutes

**November 6<sup>th</sup> 2023: Meeting called to order at 7:30pm (Opened at 7:38pm)**

#### **320 Ayer Road, Chestnut Tree & Landscape request for a Special Permit**

Nick Pauling opened the meeting with a quick review of the events that led up to this meeting and then shared his screen to show a visual of the property. In his visual, Mr. Pauling focused primarily on the wetlands line. The original wetland line has moved dramatically over the years and a new line has been delineated. Luckily, the clearing that took place did not go into either the original wetland line nor has it gone past the current line. Mr. Pauling plans to place signs along the 75-foot line from the wetlands in order to prevent any illegal clearing. Currently, the same company is renting the property, but it is a different owner since the first Special Permit was issued.

#### *Questions/Comments/Concerns*

- Grant clarified that some hardscaping material has been stored in this area, but it is not being used for long-term storage.
- Richard Cabelus requested that it is put in writing what hardscaping materials are being stored in this area. Information such as: how much material and how long it is stored.
- John McCormack questioned if the parking area that is within the buffer zone will be removed. Nick Pauling answered saying there were no plans to remove this and that it is not actively being used by the company on the property.
- Richard Cabelus questioned the lack of sidewalks and curbing. Nick Pauling answered this stating that there is no public business on this property so there is no destination for the public drive or walk to, only roads for workers to access.
- Nick Pauling noted that the Conservation Commission has drafted an order of conditions for the property. Richard Cabelus requested that Frank O'Connor gets in touch with the commission in order to send a copy to the Planning Board.

Motion: John McCormack made the motion to continue the Hearing on November 20<sup>th</sup> 2023 at 7:30pm

Seconded by Doug Thornton

Voted yes by: John McCormack, Doug Thornton, Richard Cabelus, Arielle Jennings

Absent from this part of meeting: Stacia Donahue

*Passed unanimously*