

**HARVARD PLANNING BOARD
MEETING MINUTES
MARCH 7, 2016
APPROVED: JUNE 20, 2016**

Chair Kara McGuire Minar called the meeting at 7:05pm in the Hapgood Room at 7 Fairbank Street under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Kara McGuire Minar, Don Graham, Erin McBee, and Michelle Catalina

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Maren Caulfield (Harvard Press), Rob Oliva (Ross Assoc.), Lou Russo (LD Russo), David Browchuk (Ross Assoc.) and David & Lucy Alexander

Board Member Reports

McBee stated the Commercial Design Standard Task Force will be holding a public forum this Thursday, March 10th in Volunteers Hall at 7pm. McGuire Minar noted the Town of Sudbury has a commercial development that has been done very well done with small businesses, and no major anchor business. A Power-Point® presentation has been drafted for the forum. McGuire Minar asked to have the presentation sent to her before Thursday. Scanlan has been in touch with, but has not heard back from, cable about recording the event. Catalina suggested there be a coffee social held with the stakeholders of the commercial district and developers.

Catalina stated the Community Preservation Committee (CPC) is preparing for annual town meeting. Catalina also reported CPC decided to limit the funds available for other projects and focus on paying down the bond for the Town Hall renovations this year.

McGuire Minar stated the consultant working on the Devens aspect of the Master Plan has integrated the findings into the final report. The Committee is meeting Wednesday to review that work and prepare for the public forum.

Approval Not Required

David Browchuk, of Ross Associates, was present to represent Martha Brooks, who owns two parcels of land between Depot and Craggs Road. From these two lots Ms. Brooks is seeking to create two legal lots, one with frontage on Depot Road (a new building lot) and there other with frontage on Craggs Road (an existing building lot). After a brief discussion, Catalina made a motion to endorse the Site Plan as presented this evening for Martha Brooks. McBee seconded the motion. The vote was unanimously in favor of the motion.

David Browchuk, of Ross Associates, was present to represent the Warren Family Trust, who is seeking to divide an existing parcel along Lancaster County Road into two conforming lots. After a discussion about access and Cedar Ledge Road being a private road, McBee made a motion to endorse the Site Plan as presented this evening for Warren Family Trust. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Site Plan Approval – Alexander, 284 Ayer Road

Rob Oliva, of Ross Associates, was present to discuss the proposed 28x14 addition off the rear of the existing building with no changes to the site. The existing business is not expanding, but allowing for more room for those who are employed there now. Members discussed the existing driveway, which is

partially on the adjoining land and has been that way long before Mr. Alexander owned the property. Mr. Alexander is working with the Estate of the abutting property to purchase it. After a brief discussion, Catalina made a motion to approve the Site Plan for David Alexander at 284 Ayer. McBee seconded the motion. The vote was unanimously in favor of the motion.

Proposed Zoning Amendment for Super Town Meeting, May 9, 2016

Mass Development has requested the Board of Selectmen (BOS) schedule a super town meeting on May 9th for proposed zoning amendments. The Planning Board has not received the amendments for review. In addition, timing would not allow for the public hearings to take place before the suggested May 9th date. The Planning Board will suggest the BOS reconsider the date as suggested by MassDevelopment.

Discuss Zoning Options for Housing at Hildreth House

The Board of Selectmen requested the Planning Board comment on the potential for elderly housing on the Hildreth House property at 15 Elm Street. If such a development was completed under a comprehensive permit it would require 25% of the units to be affordable. Other options would be to create an overlay district or amend zoning to allow multi-family housing. If a zoning amendment is required, there is a potential for a special town meeting in the fall.

Members have previously discussed a bylaw provision that would allow for the clustering of small house, i.e. bungalows, and perhaps this could be an option for the site. Catalina has determined that roughly 115 lots in town could support such a development. In the discussions about bungalows McGuire Minar was thinking of smaller parcels, no more than 10 acres. Catalina would see it as a clustered development with a huge amount in open space; she is working through it using the Poor Farm as an example. It was agreed that preparing and soliciting support of such a provision will take until 2017 annual town meeting.

McGuire Minar would like to back up the overlay district with a demo delay bylaw. Scanlan noted there is a limited available sewage capacity in Town Center. With the District Local Technical Assistance grant approved by Montachusett Regional Planning Commission recently this will be a good item to get going after this years annual town meeting.

Review and Approve Site Plans:

- **Wittenberg & Corning, Lot 2 Prospect Hill Road (Map 16 Parcel 1.2)**
Scanlan reported that no final action has been taken yet as he is still awaiting information from t he representative. It is Scanlan's understanding that the applicant has chosen to use the original shoulder material.

Protective Bylaw Amendment Hearing. Opened at 7:49pm

Approve Invoices

Allard stated the Board has received the following invoices for inclusion on the next bill warrant.

- William Scanlan - \$2400.00
- Harvard Press - \$390.00

Catalina made a motion to approve the above mentioned invoices. McBee seconded the motion. The vote was unanimously in favor of the motion.

Town Planner Update

McGuire Minar reported she and McBee attended a recent Finance Committee (FinCom) meeting to discuss the FinCom recommendation of \$40,000 for the contracted services of a Town Planner for fiscal

year 2017. McGuire Minar was successful in increasing that number to \$52,000. Timing for the Request for Proposal for the Town Planner will need to be worked out soon.

Affordable Housing Plan expires in May

Scanlan noted the existing Affordable Housing Plan expires in May; he has begun reviewing the existing document and making recommended changes.

Adjournment

McBee made a motion to adjourn the meeting at 9:25pm. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk

Harvard Planning Board

Protective Bylaw Amendment Hearing Minutes

March 7, 2016

Chair Kara McGuire Minar called the meeting at 7:49pm in the Hapgood Room at 7 Fairbank Street under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Kara McGuire Minar, Erin McBee, Don Graham and Michelle Catalina

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

- Amend 125-2, 125-13 & 125-52 to include Assisted Living Facility

Amendments were made to the definition of “assisted living”. Scanlan asked if the Board wanted to add language to requiring a facility to provide ambulance service to the residents of the facility. Members wondered what is the tipping point is on the existing emergency services that would require the hiring of additional town staff. Members agreed they need to think about adding language that would require an impact analysis.

Members agreed to increase the allowable size of a building to 55,000 square feet. Members discussed the 100 foot setback from abutting properties. Scanlan noted there is flexibility within the Ayer Road Village-Special Permit (ARV-SP) given to the Planning Board on matters such as setbacks.

Members debated dwelling versus building and what is considered an accessory structures. McBee will reach out to Deb Thomson to see if the State has any requirements or suitable language.

Lou Russo stated some of the land that is now with the Agricultural-Residential district was previously within the Commercial district up until a few years ago. The intension when ARV-SP was created was for there to be mix use between commercial and residential uses. Currently the setback is 60’ and Mr. Russo would encourage the Planning Board to keep it at 60’.

- Amend 125-30E(3) & (4), 125-39C(2) for development within the commercial district

Members discussed the setback, which is currently 60’, being amended to 20’. Members agreed the setback should be at least 20’. Catalina will review the bylaw to determine when the setback was changed to 60’.

McGuire Minar made a motion to continue the hearing to March 21, 2016 at 7:45pm in the Hapgood Room at 7 Fairbank Street.

Signed: _____
Liz Allard, Clerk