

<b>Action Items</b>	<b>Member/Staff Responsible</b>
Confirm with DPW the submittal of a warrant article for Town Center sidewalks	Scanlan
Invite Ag Commission to January 8 <sup>th</sup> meeting	Allard
Check in with AGs office regarding extension of the C district	Scanlan
Send Ground Protection Overlay to the Water and Sewer Commission	Scanlan

**HARVARD PLANNING BOARD  
MEETING MINUTES  
DECEMBER 18, 2017  
APPROVED: JANUARY 8, 2018**

Vice Chair Rich Maiore called the meeting to order at 7:12pm in the Town Hall, 13 Ayer Road, under M.G.L. Chapter 40A and Code of the Town of Harvard Chapter 125

**Members Present:** Erin McBee (7:29 – 7:33), Fran Nickerson, Rich Maiore, Michelle Catalina (7:18 to end) and Stacia Donahue

**Others Present:** Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Matthew Flokos (Harvard Press), Nick Paulding (GPR, Inc.), Fred Hamway (Hamway Engineering) and Dana Fairbanks

**Board Members Reports – Committee Activities**

None

**Planner Report**

Scanlan stated the Ayer Road traffic improvement projects are moving forward with the consultant study for the area around the Post Office on Ayer Road. Annual Town Meeting approved \$15,000 for this study and a proposal has been received from the consultant, Bristol Engineering. The group working on these improvements has requested minor revisions to that proposal and once received work will get under way. Montachusett Regional Planning Commission completed traffic counts in the area this past fall, after the Jackson Road project was completed. A second traffic improvement, from Poor Farm Road to the Ayer town line, has been submitted to MassDOT. Tim Kilhart is working with the Town of Ayer as a regional project will assist in being scored as a higher priority.

A Complete Streets Tier III application for sidewalks in the Town Center is due in the spring and will require \$40,000 - \$50,000 in funding from the Town. This funding will need to be requested for the spring annual town meeting. Scanlan will confirm with the Department of Public Works Director as to who should be making that request to the Finance Committee.

The grant application for a fiscal analysis of the proposed Open Space & Conservation development bylaw has been submitted to MassDevelopment. Scanlan anticipates a response by February, but is not confident funds will be awarded as the grant is geared towards a site specific proposals and not a town-wide proposal.

**Approve Invoice**

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

- William Scanlan - \$2255.00

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

#### **Approve Minutes**

Catalina made a motion to approve the minutes of December 4, 2017 as presented. Donahue seconded the motion. The vote was unanimously in favor of the motion.

#### **ZBA Request for Comments – Craftsman Village Harvard, Ayer Road**

Scanlan has reviewed the application, which includes a number of waivers from the Town's bylaws and regulations. The public hearing is scheduled for January 10, 2018. At a recent Land Use Boards meeting those present were concerned with the design of the project, as it is very different from what was originally proposed. Members agreed the following comments should be sent to the ZBA:

- the design lacks the village feel;
- the units are close to Ayer Road; and
- why is the south west corner of the property not being utilized.

#### **Continuation of a Special Permit & Driveway Site Plan Approval – Dana Fairbanks, 133 Brown Road.** Opened at 7:33pm. Closed at 7:40. Details on page 4.

#### **Review Proposed Ground Water Protection Overlay District**

Scanlan added a new section, 125-56I Artificial Recharge for Impervious Surfaces. Section 125-56E(3) was returned to its original proposed language. Scanlan feels this is the draft the Planning Board should go forward with for the annual town meeting this coming spring. Scanlan will send to the Water & Sewer Commission for any further comments.

#### **2018 Protective Bylaw Amendments for Annual Town Meeting**

- Chapter 125-35 Open Space & Conservation – Planned Residential Development
  - Waiting on potential MassDevelopment grant funding before proceeding
  - Send to local developers and engineers to see if they have any feedback
  - Perhaps STM Fall 2018 or ATM 2019
  - Could the number of building permits for this type of development be limited annually?
  - This item will be removed from the 2018 Protective Bylaw Amendments for Annual Town Meeting
- Farm to Table Restaurants
  - Create a Farm Restaurant Overlay District on parcels greater than 45 acres
  - Proposed along major roads as opposed to side rural roads
  - Underlying zoning will be residential; will still be able to use as a residential parcel if the business does not work
  - Parcel would not need to be in any chapter status
  - Seeking to preserve rural character and view shed as opposed to farms
  - Some incentive to have some aspect of farming
  - Invite Ag Commission to January 8<sup>th</sup> meeting
  - Require some locally grown products to be used in the restaurant
  - Extend commercial district to include two additional parcels on the south east side of Route 2
  - Protect viewshed and open fields with trees behind on Ayer Road
  - C-District would lie adjacent to Route 2.

- Review allowed uses within the existing bylaw to get a sense of what could be allowed if this type of business fails
- Scanlan will follow up with Attorney Generals office in regards to creating an additional commercial district
- Recreational Marijuana
  - Nothing new to report

#### **Review Role of Master Plan Liaisons**

Members were reminded that their role as a liaison to other boards and commission does not require them to attend all of the meetings for those boards and committees, but to periodically check in with the chairs to see if Planning Board can offer any assistance in achieving their Master Plan goals.

#### **Adjournment**

Donahue made a motion to adjourn the meeting at 8:55pm. Catalina seconded the motion. The vote was unanimously in favor of the motion.

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

Harvard Planning Board

Continuation of a Public Hearing for a Special Permit & Driveway Site Plan Approval

Dana Fairbanks, 133 Brown Road

December 18, 2017

Chair Erin McBee opened the hearing at 7:33pm in the Town Hall, 13 Ayer Road, under M.G.L. Chapter 40A and Code of the Town of Harvard Chapter 125-31B and 125-38

**Members Present:** Erin McBee, Michelle Catalina, Fran Nickerson, Rich Maiore and Stacia Donahue

**Others Present:** Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Dana Fairbanks, Nick Paulding (GPR, Inc.) and Fred Hamwey (Hamwey Engineering)

This hearing was continued from December 4, 2017 for a Special Permit and Site Plan Approval filed on behalf of Dana Fairbanks for the creation of a common driveway at 133 Brown Road, Harvard.

Nick Paulding, from GPR, Inc., stated the plans and stormwater report have been revised as recommended by Fred Hamwey. Improvements have been made to the drainage under driveway to ensure stormwater will not over top the driveway during large storm events. As requested by the Department of Public Works, the driveway apron will be paved.

With no further questions or comments, Catalina made a motion to close the hearing and issue a Special Permit and Site Plan Approval to Dana Fairbanks for the creation of a common driveway, over 300' in length at 133 Brown Road, Harvard based on the plan titled Shared Driveway Special Permit, 133 Brown Road, Harvard, MA, prepared by GPR, Inc, Job 00136A, dated 12/6/17 and Stormwater Management Report, Rev. No. 3, dated Dec. 6, 2017, prepared by GPR, Inc. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

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

## **DOCUMENTS & OTHER EXHIBITS**

### **Planning Board Agenda, dated Monday December 18, 2017**

#### **Approve Invoice**

- INVOICE – William Scanlan, Consulting Town Planner, dated December 1, 2017

#### **Approve Minutes**

- Draft minutes of December 4, 2017 as prepared by Liz Allard and amended by Bill Scanlan

#### **Special Permit & Driveway Site Plan Approval – Dana Fairbanks, 133 Brown Road**

- Letter from Hamwey Engineering, Re: Shared Driveway Review, 3 Brown Road, Harvard, MA (HEI File no. 17006.00), dated December 6, 2017
- Shared Driveway Special Permit, 133 Brown Road, Harvard, MA, prepared by GPR, Inc, Job 00136A, dated 12/6/17
- Stormwater Management Report, Rev. No. 3, dated Dec. 6, 2017, prepared by GPR, Inc.

#### **Review Proposed Ground Water Protection Bylaw**

- § 125-56 Groundwater Protection Overlay District, undated

#### **2018 Protective Bylaw Amendments for Annual Town Meeting**

- Chapter 125-35 Open Space & Conservation – Planned Residential Development
- Farm to Table Restaurants
  - New Bylaw – Extend C District or Create a Farm Restaurant Overlay District, undated