

**HARVARD PLANNING BOARD
MEETING MINUTES
OCTOBER 17, 2011
APPROVED: December 19, 2011**

Vice Chair Michelle Catalina opened the meeting at 7:34pm in the Town Hall Meeting Room under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Michelle Catalina, Wayne McFarland, Peter Brooks and Maggie Green

Others Present: Liz Allard (LUB Admin)

Board Member Reports – Committee Activities

See Master Plan Steering Committee Update below

Economic Development Committee Update – Chapter 125-41 Signs

Catalina explained that Elaine Lazarus of the Economic Development Committee has collected information from other Towns in regards to sign bylaws for the Planning Board (PB) to review. Catalina stated that the existing bylaw is not user friendly for multi-use locations within the commercial district. Feed back has indicated that the sizes are too restrictive.

Lazarus has made modifications to the existing bylaw for PB comments. Members recommended the removal of 125-41G, in reference to the “Outdoor Advisory Board”. Members wondered if the restriction on the height of sign includes the post on which the sign is supported. Members agreed that the bylaw needs to be clear that no portion of a sign will exceed 15’ from final grade. Section 125-41K of the modified bylaw allows for the ability for an applicant to seek a special permit from the PB for a sign that would not be compliant to the bylaw. It was suggested that the PB set standards for the variations that would allow for the issuance of a special permit under Section 125-41K. It was noted that the bylaw currently does not make any notice for window signs. Illumination has been taken into account in the modification as well. Members agreed to further review the modifications and discuss further at the next meeting.

Approval of Minutes

Brooks made a motion to approve the minutes of July 11th, August 1st, August 15th, September 12th and October 13th as amended. McFarland seconded the motion. The vote was unanimously in favor of the motion.

Discuss Joint Meeting with Board of Selectmen & Trinity Financial – Vicksburg Square

Information in regards to Trinity Financials proposal for the rehabilitation of Vicksburg Square was previously distributed to the Planning Board members. Not all members have had an opportunity to review the information. Catalina stated that the three big things changing that would be required would be to the existing zoning, usage and housing cap under Chapter 498.

There was some confusion on the scheduled meetings with the Selectmen and Trinity; Allard will confirm the dates and get back to the members with the proper information.

Master Plan Steering Committee Update

Catalina stated that a consultant has been hired for Phase I of the process, that being Brown Walker Planners, Inc., out of Newburyport. Brown Walker has been given a tour of the Town and has established a time line for the Phase I process. The first public forum will be held on November 19th.

Review & Discuss Environmental Notification Form & Chapter 91 Waterways Application for Bare Hill Pond Watershed Management Committee

Catalina reviewed the documents and stated that the Planning Board has no comments on the applications as submitted.

Comprehensive Land Use Reform & Partnership Act Update

Allard spoke with Karen Kelleher from the Stow Planning Board today and was told by Kelleher that there have been no updates since the meeting at the State House. Kelleher has made several attempts to contact Senator Eldridge office with no response.

Adjournment

Brooks made a motion to adjourn the meeting at 8:15pm. McFarland seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Maggie Green, Clerk

DOCUMENTS & OTHER EXHIBITS

Economic Development Committee Update – Chapter 125-41 Signs

- ❖ Sign Regulations, dated 10/6/11
- ❖ Existing Sign Bylaw, §125-41. Signs, undated
- ❖ Suggested Modification, dated 10/8/11

Discuss Joint Meeting with Board of Selectmen & Trinity Financial – Vicksburg Square

- ❖ Summary of Changes to Regulatory Documents Required for Vicksburg Square Redevelopment (ACTIVEUS 90802028v2), undated
- ❖ Proposed Changes to the Devens By-Laws To Facilitate the Redevelopment of Vicksburg Square, Revised October 7, 2011 (Trinity) (ACTIVEUS 90518059v4)
- ❖ Map of Devens, titled Devens Reuse Plan, revised October 5, 2011
- ❖ Map Devens Massachusetts, Exhibit A, dated October 5, 2011
- ❖ Memorandum of Agreement (ACTIVEUS 90779309v4), undated