

**HARVARD PLANNING BOARD
MEETING MINUTES
MAY 18, 2015
APPROVED: JULY 20, 2015**

Vice Chair Erin McBee opened the meeting at 7:00pm 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: Erin McBee, Don Graham, Michelle Catalina and Fran Nickerson

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Charlie Case, Richard Case and Gary Shepard (Ross Assoc.)

Board Member Reports

McBee stated the Commercial Design Standards Task Force continues to make progress on a final set of the guidelines. Landscaping requirements are being vetted by committee. Scanlan is arranging to have the Town Planner from Bolton attend a meeting to discuss how the design guidelines are working there. As previously mentioned, the committee has discussed the next steps and the creation of a design review board once the guidelines are completed. McBee would like to have a public meeting in the fall to present the guidelines to the public and other interested individuals. Catalina asked if the committee members are willing to continue through the fall. McBee stated they would. It was noted that as a guideline the final document will not require a town meeting vote. The Planning Board will need to determine how these guidelines will be implemented. There was mentioned that these guidelines may trigger amendments to the Protective Bylaw. Catalina stated Laura Silk is interested in participating in the process. It was suggested Silk come to the next meeting to discuss her interest with the Board.

Catalina stated she may not be available to chair the kick off meeting for the Town Center Transportation Committee; she asked Scanlan what to expect from the meeting. Scanlan stated Montachusett Regional Planning Commission is looking for input on what the Town wants out of this study and how that may or may not be similar to what has previously been completed. McBee stated she could take Catalina's place at the kick off meeting tomorrow.

Nickerson distributed recent articles in the Harvard Press as it pertains to affordable housing. Nickerson stated the Council on Aging is interest in cluster housing that will develop a market base for market rate units for seniors in Town. The Municipal Affordable Housing Trust (MAHT) has been discussing with MassDevelopment (MassDev) the potential of increasing the number of affordable units within the proposed Grant Road development if the MAHT donates funding to the project. Members discussed how MassDev uses a different percentage in conjunction with the median income to determine the income limits for affordable units. Although MassDev is not using the standard formula, they also do not consider the use of a different formula to be a change to zoning and therefore it did not require a public hearing. It was stated the MAHT is considering donating \$300,000 to the Grant Road project. Catalina feels the allocation of such funds by the MAHT should be a vote of the Town rather than just the MAHT.

Bruce Nickerson, a member of the MAHT, was present and stated the MAHT has suggested to the School Committee and to the Board of Selectmen that the Bromfield house be turned into affordable housing. He added the MAHT has not done any type of study on the property as of yet, they have only made the suggestion.

Continuation of a Special Permit & Scenic Road Consent Hearing, Richard & Charles Case, 211 Bolton Road. Opened at 7:30pm

Nickerson left the meeting at 7:40pm

Approval Not Required Endorsement – Richard Case, Jr., Bolton Road (Map 30 & 31 Parcel 106 & 25)

Gary Shepard, of Ross Associates, was present to represent the applicant, Richard Case. Shepard explained the plan before the Board is to create two lots (A & B) and a parcel (C); parcel C abuts existing Conservation land and will be gifted to the town for conservation purposes. The lots (A & B) will be further sub-divided at a later date. The lots are being created to allow for the division of the land between Richard and Charles Case. Both lots have frontage and access along Bolton Road and are in excess of 4+ acres.

Graham made a motion to endorse the Approval Not Required Plan for Richard and Charles Case, for the creation of two lots along Bolton Road as shown on the plan dated May 2015, Plan No. L-12531A. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Planner Report

Scanlan stated the first meeting of the Town Center Transportation Committee will take place tomorrow night as previously discussed.

Scanlan stated Montachusett Regional Planning Commission (MRPC) has provided a list of the proposed traffic counts for the 2015 season. MRPC will accept additional location requests, but can not guarantee they will be completed. It was suggested Scanlan check in with the Board of Selectmen to determine if they have any additional sites to suggest.

Scanlan stated the Request for Proposals for the Devens Impact Evaluation has gone out, with twelve request for the document so far. A draft of the Master Plan was distributed to the Master Plan Steering Committee, who will be meeting Wednesday to review.

Town Counsel has submitted his opinion in regards to Bell Atlantic's request to be exempt from the Special Permit process under the Tax Relief Act; Attorney Lanza stated that although the act allows for certain exemptions it does not preclude the process of obtaining a Special Permit.

Approve Minutes

Catalina made a motion to approve the minutes of April 27, 2015 as amended. Graham seconded the motion. The vote was unanimously in favor of the motion.

Affordable Housing Plan Update

Scanlan stated he reviewed the 2010 Affordable Housing Plan, which was based on 2000 census data. The Plan will need to be revised based on 2010 census data. Scanlan stated statistics have not changed much; the Planning Board may want to re-think the strategies previously proposed within the 2010 Plan. Catalina stated it will be important to find common ground upon what is acceptable to the Town when it comes to affordable housing; although she thinks that is very difficult, as affordable housing has never been very acceptable to the Town. Catalina would like to know where we are at with the 125-18.2 provision of the bylaw, which allows for the creation of affordable accessory apartments. Allard stated there have been no applications since its addition to the Protective Bylaw in 2012.

This is the time to take the opportunity to get community input on the topic. Catalina would like to see some density studies done to determine what is acceptable to specific areas in Town to increase the success of affordable housing development. Scanlan will meet with the Municipal Affordable Housing Trust to further discuss.

Approve Invoice

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

- William Scanlan - \$2400.00 (Town Planner)

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

MassDevelopment Zoning Changes

With McGuire Minar absent this evening the members agreed to delay discussion until they receive a report from her.

Town Planner Time Line Update

Allard suggested there be a small working group of two – three members of the Planning to review the Request for Proposals for the Town Planner, which can then be reported back to the entire Board for a determination as to who should be interviewed. Catalina suggested the members pair up to review the proposals. Members agreed. Allard will distribute the proposals as needed.

Adjournment

Catalina made a motion to adjourn the meeting at 8:27pm. Graham seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk

Harvard Planning Board

Special Permit & Scenic Road Consent Hearing

Richard & Charles Case, 211 Bolton Road

May 18, 2015

Vice Chair Erin McBee opened the hearing at 7:30pm in the Hapgood Room under MGL Chapter 40A and the Code of the Town of Harvard Chapter 125

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

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Charlie Case, Richard Case and Gary Shepard (Ross Assoc.)

This hearing was continued from April 4, 2014 for a Special Permit and Scenic Road consent filed on behalf of Richard & Charles Case for the construction of a shared common driveway that will require the removal of 30 linear feet of stone wall along a scenic road and the creation of a additional conforming lot at 211 Bolton Road, Harvard

Gary Shepard, of Ross Associates, was present to represent the applicants, who were also present. Hamwey Engineering has reviewed the plan since last meeting and all comments provided have been addressed by Ross Associates, with the exception of sight distances. Shepard stated site distances were reviewed and it was determined that there are the required distances as stated within the Protective Bylaw.

The requirement for a 20' access for safety equipment as stated by the Fire Chief can be obtained by allowing for compactable gravel along the edges of the proposed driveway. Shepard has not included this detail on the plan, but has requested it be included in the decision. The Fire Chief has indicated he is agreeable to the access as proposed.

Scanlan stated he spoke with Fred Hamwey who is satisfied with plan as revised. Scanlan asked if the leaves were out on the trees and bushes in the area when sight distance was determined. Shepard stated there was. Scanlan asked if the rise in the road interferes with the sight distance. Shepard stated there is only a minor rise in the roadway that does not interfere with sight distance. Scanlan requested the information from the sight distance survey be submitted for the file.

Hamwey had noted that the plan indicates cross slope drainage, whereas the bylaw requires crown slope; whether to accept this would be a decision of the Planning Board. Shepard noted that the bylaw does not state that the driveway has to have a crown in the center as shown in a previous detail that has been removed from the bylaw. Members were acceptable to the detail as provided on the plan.

With no further questions or comments, Graham made a motion to close the hearing in regards to the Special Permit and issue a decision to include the above mention condition. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Graham made a motion to close the hearing in regards to the Scenic Road Consent and issue a decision to include the conditions that sight distance would be improved if rocks that are located behind the telephone pole were moved to the remaining stone wall and used to fortify the existing stone wall with those stones that will be removed for the installation of the driveway or create a curved into the common driveway. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

Board Member Reports

- “Grant Road developer offers low-income units; ask town for subsidy”, newspaper article, undated
- “MassDevelopment sends draft Super Town Meeting warrants to towns”, newspaper article, undated
- “Auction at Harvard Green threatens affordability of foreclosed home”, newspaper article, dated May 15, 2015

Special Permit & Scenic Road Consent Hearing, Richard & Charles Case, 211 Bolton Road

- Driveway Site Plan, Future Lot #2, Bolton Road, Map 31 Parcel Portion of 25, Harvard Massachusetts, prepared for Richard D. & Charles A. Case, prepared by David E. Ross Associates, Inc., Job No. 26751, Plan No. L-12607, dated 5/7/2015

Approval Not Required Endorsement, Richard Case, Jr. Bolton Road (Map 30 & 31 Parcels 106 & 25)

- Plan of Land in Harvard, Mass., owned by Richard D. Case Jr. and Charles A. Case, prepared by David E. Ross Associates, Inc., Job No. 26751, Plan No. L-12531A, dated May 2015