

**HARVARD PLANNING BOARD
MEETING MINUTES
JANUARY 25, 2016
APPROVED: APRIL 25, 2016**

Chair Kara McGuire Minar called the meeting to order at 7:00 pm in the conference room at the Hildreth House, 15 Elm Street under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125.

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

Others Present: Bill Scanlan (Town Planner)

Board Member Reports

Kara McGuire Minar discussed the status of the Master Plan budget with Lorraine Leonard, the Finance Director. Kara enlisted the support of Don Ludwig, a member of both the MPSC and Finance Committee, to help re-acquire the Master Plan funds that were returned to the General Fund after June 30. Kara reported that with Don's help, the funds will be returned to the MPSC to help pay for an additional task by Burns and McDonnell and to pay for outreach and printing of the Master Plan.

Fran Nickerson reported on a housing seminar sponsored by the Council on Aging, which discussed the housing needs of seniors in Town. Fran took notes at the seminar and agreed to share those with the Planning Board members.

Planner Report

Bill Scanlan stated he met with Mark O'Hagan to discuss a proposed housing project, to be known as Craftsman Village. The site is located on the west side of Ayer Road near the Ayer Town Line. Mark's plan shows 18 detached single family cottage-style units. Three proposed lots with six units each will have their own well and septic system in order to fall under the threshold of triggering a community water supply permit from DEP. Five units will be "affordable", i.e. available to households earning less than 80% of the area median income. Bill stated that Mark is undecided about whether to proceed as a Local Initiative Project (LIP), which requires the support of the Board of Selectmen, or to seek a comprehensive permit from the Board of Appeals. Mark will present the plan to the Selectmen within the next few weeks.

Approve Invoice

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

- William Scanlan - \$1,920.00
- Burns & McDonnell, final invoice for completion of its "Devens Evaluation". Kara noted that the BMcD invoice was approved by the Master Plan Steering Committee.

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

Protective Bylaw Amendments

- Assisted Living Use
Members discussed the draft of the proposed amendment for allowing assisted living facilities in the Commercial District. The draft places the provision in the ARVSP section of the Protective Bylaw, by adding a new subsection I, which offers flexibility in siting buildings and parking by varying the large setbacks that apply elsewhere in the C District. The Board discussed the issue

of building size and density. The draft set a density of 10 units per acre; the Board decided to strike that provision believing that the minimum area requirement of five acres and requirement of 30% open space were sufficient controls on density. The proposed maximum building size of 50,000 sq. ft. is consistent with the research Michelle Catalina catalogued in her White Paper on Assisted Living Facilities. While this is a substantial increase over the current 30,000-sq. ft. maximum building size in the ARVSP section, the Board felt the larger size was necessary to make such a use economical for a developer.

The Board made two changes to allowed uses within an assisted living facility. Members decided to strike storage buildings as a permitted accessory structure and to remove convenience stores from the definition, which includes a list of possible accessory uses within an assisted living facility.

The Board considered the provision to allow a density bonus if the assisted living facility provided affordable housing, that is one additional market rate unit for each affordable unit, up to a maximum of 20% of the proposed density. The members felt that assisted living facilities were not an appropriate vehicle for meeting the affordable housing needs of the Town and decided to strike that section.

- **Commercial District Dimensional Requirements**
Members discussed the proposed amendments to the dimensional requirements for conventional developments in the C district. Bill Scanlan presented two options for the changes: one option would modify the text of the various sections of the Zoning Bylaw, and the second option would establish a Dimensional Table just for C District. After some discussion, the Board felt it would be better to modify the text sections and perhaps consider the dimensional table when undertaking a recodification of the Zoning Bylaw.

The Board then discussed the change to the open space requirement for commercial uses. The current bylaw requires that 50% of the total lot, plus 25% of the lot area in excess of 3 acres, must be open space. The Board agreed that this was excessive and hindered good site planning. Instead, the members felt that a simple 50% requirement would be sufficient to minimize visual impacts on surrounding property.

Lastly, the Board considered the suggestion to change the frontage requirement for an ARVSP from 300 feet to 180 feet. Michelle stated the purpose of the current standard is to encourage property owners to work together to combine lots to take advantage of the flexible standards of the ARVSP and to reduce the number of curb cuts on Ayer Road. The Board decided not to change the 300-foot requirement.

Review and Approve Site Plans

- **Wittenberg & Corning, Lot 2 Prospect Hill Road (Map 16 Parcel 1.2)**
This decision is waiting for confirmation from the Fire Chief that the proposed material for the shoulders of the driveway is suitable for use with the weight of Harvard's emergency equipment.
- **Bromfield School Parking Lot, Harvard School Department, 14 Massachusetts Avenue**
The Board reviewed the draft decision. It voted unanimously to approve the decision with three changes: to add a provision for trees in the landscaped islands in order to provide shading in the summer to help reduce the build-up of heat from the pavement; to require the applicant to consult

with the Tree Warden to identify trees to plant in the center islands that are suitable for parking lot conditions and to plant such trees to the Tree Warden's specifications; and to require the School Department staff to maintain and water the trees as necessary to insure their survival. Bill will make the changes for the Board to sign at the next meeting.

Adjournment

Fran Nickerson made a motion to adjourn the meeting at 9:15pm. Michelle Catalina seconded the motion. The vote was unanimous in favor of the motion.

Harvard Planning Board

Minutes of a Continuation of a Protective Bylaw Amendment Public Hearing

Chapter 125-32-Sewage and other potential sources of contamination

January 25, 2016

Chair Kara McGuire Minar called the meeting to order at 7:30 pm in the conference room of the Hildreth House, 13 Elm Street, under M.G.L. Chapter 40A and the Code of the Town of Harvard, Chapter 125.

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

Others Present: Bill Scanlan (Town Planner)

Kara McGuire Minar opened the continuation of the hearing at 7:30 pm regarding the proposed amendment to Chapter 125-32.C, paragraphs 5 and 6. The hearing originally opened on December 21, 2015. The proposed amendment seeks to clarify a troublesome provision of the Zoning Bylaw, i.e. how to handle upgrades to septic systems that do not conform to zoning setback requirements. At the opening session of the hearing, the Board tried to modify the language and made some suggestions to clarify the amendment. The Board of Appeals discussed the suggestions at its meeting of January 13, 2016. However, the Planning Board was still not satisfied that the proposed text clearly identified the proper course of action. After trying to further modify the text, Kara suggested that she and Bill meet with Chris Tracey, the ZBA Chair, and Ira Grossman, the Health Agent from the Nashoba Boards of Health, to devise a better solution. The members agreed with the suggestion.

With no additional comments, Michelle Catalina made a motion to continue the hearing to 7:20 pm on February 1, 2016. Fran Nickerson seconded the motion. The vote was unanimous in favor of the motion.