

**HARVARD PLANNING BOARD
MEETING MINUTES
FEBRUARY 22, 2016
APPROVED: APRIL 25, 2016**

Chair Kara McGuire Minar called the meeting to order at 7:09pm at the Hildreth House at 15 Elm 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), Deb Thomson, Lou Russo and Mickey Mouse

Board Member Reports

McBee stated the Town Center Transportation Committee is meeting tomorrow at which Montachusett Regional Planning Commission will be presenting alternative designs for the Center.

McGuire Minar stated the Master Plan Steering Committee has scheduled March 24th as the potential date for the public forum. A new contract with Burns & McDonnell has been completed and will integrate their findings into the final Master Plan.

Catalina stated there has been an offer made on the Poor Farm by a local developer, who is completing some due diligence before finalizing the offer to purchase. Catalina is looking into the possibility of developing the site under current Open Space and Conservation – Planned Residential Development provision of the Protective Bylaw.

McGuire Minar reported that MassDevelopment is seeking a date for Super Town Meeting for zoning amendments. McGuire Minar has suggested MassDevelopment share the proposed language and work with the Planning Board on the amendments before setting a date for a super town meeting.

Planner Report

Scanlan reported he has met with the developer, Mark O'Hagan, who is proposing an affordable housing project on the Delker Brothers land on Ayer Road at the Ayer town Line. O'Hagan is meeting with the Board of Selectmen tomorrow evening. The Municipal Affordable Housing Trust (MAHT) has seen the proposal and is in support of it. McGuire Minar wondered if the MAHT could assist in increasing the affordable units by way of a monetary donation.

Approve Invoice

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

- William Scanlan - \$2880.00

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

Approve Minutes

McBee made a motion to approve the minutes of January 4, 2016 as amended. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Potential District Local Technical Assistance (DLTA) Requests

A request to Montachusett Regional Planning Commission has been made under the DLTA program to assist the Planning Board in amending the current Open Space and Conservation – Planned Residential Development.

Continuation of Chapter 133 Amendment Hearing. Opened at 7:30pm

Protective Bylaw Amendment Hearing. Opened at 7:52pm

Review and Approve Site Plans:

- **Wittenberg & Corning, Lot 2 Prospect Hill Road (Map 16 Parcel 1.2)**
Scanlan stated he is still waiting on approval from Fire Chief in regards to the material to be used along the shoulders of the driveway
- **Town of Harvard School Department, 14 Massachusetts Avenue**
With no questions or comments on the drafted decision McBee made a motion to approve. Catalina seconded. The vote was unanimously in favor of the motion.

Conservation Commission Request for Comments & Support – Erosion Control Bylaw

Allard asked the members for any final comments in regards to the proposed Erosion Control Bylaw. McBee stated the definition of clear-cut is too broad and should be amended. In addition, the requirement of erosion controls for activity of a slope greater than 25% seems excessive if a resident is just seeking to remove a bush. Scanlan asked how the 25% grade would be determined. These comments will be forwarded to the Conservation Commission.

Review & Approve Special Permit – CCATT, LLC, 336 Old Littleton Road

McBee made a motion to approve the decision for CCATT, LLC as drafted. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Commercial Design Standards Guidelines

Review of the Commercial Design Guidelines was tabled until the next meeting of the Planning Board.

Town Planner FY17

McGuire Minar stated the Finance Committee (Fincom) has reviewed the warrant article from the Planning Board for funding in the amount of \$60,000 for an additional year of contracted services of a Town Planner. The Fincom is recommending \$40,000 to the annual Town Meeting. McGuire Minar will request a meeting with Fincom to further discuss this reasoning behind the reduction in the request, as well as attempt to reinstate the original request.

Adjournment

Graham made a motion to adjourn the meeting at 9:23pm. McBee seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk

Harvard Planning Board

Continuation of Chapter 133 Amendments Hearing Minutes

February 22, 2016

Chair Kara McGuire Minar called the meeting at 7:30pm at the Hildreth House at 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, Don Graham and Michelle Catalina

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner) and Maren Caulfield (Harvard Press)

After a brief discussion Graham made a motion to approve Chapter 133 as amended. McBee seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk

Harvard Planning Board

Protective Bylaw Amendment Hearing Minutes

February 22, 2016

Chair Kara McGuire Minar called the meeting at 7:52pm at the Hildreth House at 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, Don Graham and Michelle Catalina

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Maren Caulfield (Harvard Press), Deb Thomson, Lou Russo and Mickey Mouse

- Amend 125-2, 125-13 & 125-52 to include Assisted Living Facility as an allowed use
Deb Thompson proposed a revised definition of assisted living, which is the State statutory definition. Members agreed, as proposed, this would be the definition used for approval at annual Town Meeting.

Scanlan explained an Assisted Living Facility could be constructed as a mix-use development or as a stand alone development and that is why under 125-13 is it own separate section.

Lou Russo stated he is concerned the fixed parameters set forth in the provision could make development difficult; he suggested leaving flexibility for the setback requirements. Currently Russo is working with a contractor to have an Assisted Living Facility (ALF) constructed in Harvard, which would be larger than allowed under the proposed provision.

McGuire Minar explained why the 100' off set was established for lots that abut the Agricultural-Residential district. Scanlan noted under the Ayer Road Village-Special Permit the Planning Board has flexibility on the requirements. Russo thinks you eventually zone out the use of a property. McGuire Minar stated this provision is not intended for a specific use or location. Russo is asking that the flexibility remain. The members feel it has.

Russo explained the reasoning behind his suggested amendment to 125-52I in regards to combining lots. Catalina stated she is agreeable to increasing the allowed size of an ALF to 55,000 square feet; her research indicates such facilities are 51,000 square feet on average.

Russo suggested 125-52I(2) be removed.

125-52I(4) was discussed in regards to the number of emergency calls made annually and the need for an ALF to contract their own ambulance services. Catalina was told by the contractor, previously mentioned by Russo that on average such a facility has 100 service calls per year; all of Harvard has 300 calls per year currently. Members agreed that with this type of facility the Town would not be able to provide service. Scanlan was tasked with determining how other town deal with this issue and to provide suggested language for the provision.

- Amend 125-30E(3) & (4), 125-39C(2) for development within the commercial district
Members discussed the implications of reducing the front setback within the commercial district to 20'. Russo noted this would create a large number of non-conforming structures within the commercial district; therefore requiring property owners to obtain a special permit from the Zoning Board of Appeals for additions to existing structures. Members agreed this amendment requires additional discussion and tweaking before finalizing.

McBee made a motion to continue the hearing to March 7, 2016 at 7:45pm in the Hapgood Room at 7 Fairbank Street. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk