

<b>Action Items</b>	<b>Member/Staff Responsible</b>
Rural Planning Guide	McBee
Apply for Planning Assistants grant	Scanlan
Gain BOS support for Planning Assistants grant	McBee
Gain Town Administrator support for Planning Assistants grant	Scanlan
Create a case study for Westward APR land on Oak Hill Road for open space development	Scanlan
Forum on Open Space Development with the League of Woman Voters and the Council on Aging, February 2018	?
Share Open Space Development case studies with the Board of Selectmen	?
Review recent episode of Chronicle to see what Towns are being creative when it comes to “farm stands”	Allard
Draft farm survey	Scanlan
Review concerns with Erosion Control Bylaw from Annual Town Meeting 2016	Allard
Review other Towns Erosion Control Bylaws	Allard

**HARVARD PLANNING BOARD  
MEETING MINUTES  
OCTOBER 2, 2017  
APPROVED: OCTOBER 16, 2017**

Chair Erin McBee called the meeting to order at 7:00pm 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, Michelle Catalina, Fran Nickerson, Rich Maiore and Stacia Donahue

**Others Present:** Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), John Osborne (Harvard Press), Beth Williams (COA), Carl Sciple (COA), Hank Fitek (COA) and Matthew Fiokos (Harvard Press)

**Approve Invoices**

Allard stated the following invoices have been received for inclusion on the next bill warrant.

- William Scanlan - \$2475.00
- 2017 Moving Together Conference - \$100.00

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

**Approve Minutes**

Maiore a motion to approve the minutes of September 18, 2017 as amended. Donahue seconded the motion. The vote was unanimously in favor of the motion.

**Board Members Reports – Committee Activities**

McBee stated she had attended the Moving Together conference last week in hopes of obtaining insight on how to gain support and funding for projects in rural communities under the Complete Streets program; however the discussion was centered on the types of projects other communities have completed. There was a recommended guide book for rural planning, which McBee will look in to. In addition, McBee learned the Town of Dalton has some good example of rural planning.

Catalina arrived at 7:10pm

Nickerson arrived at 7:12pm

Catalina stated Community Preservation Committee (CPC) has three off-cycle requests for funding totaling \$25,000 more than available from CPC. The three projects are the purchase of open space along Still River Road; upgrade the accessibility to the old library; and restoration of the war memorial on the Town Common. CPC will be meeting again on October 11<sup>th</sup> to determine how to proceed. Catalina asked if the Board had any input. McBee stated she personally thinks the library accessibility is important. Additional funding is being sought through a grant for this project for a portion of the cost; however, if the grant is not obtained then the committee leading this effort will need to seek 100% of the cost through town meeting. Scanlan stated it was his understanding that the Town had committed to making the old library accessible.

### **Planner Report**

Scanlan stated there is a new grant program from Executive Office of Energy & Environmental Affairs to assist in the implementation of local bylaws that address climate change, promote open space and affordable housing. The grant requires a 25% match, with up to \$50,000 in funding available.

After a brief discussion, members agreed to apply for an economic analysis of cluster housing developments. McBee stated she would follow up with the chair of the Board of Selectmen, to gain their support for this grant. Scanlan will follow up with the Town Administrator as well. Scanlan noted the District Local Technical Assistance provided by Montachusett Regional Planning Commission (MRPC) can be used as the match for this grant; however MRPC does not have the expertise to conduct such an analysis. If the Town provides a \$5,000 match, the Town could receive a \$15,000 grant from EEA.

### **Protective Bylaw Amendments Hearing for Special Town Meeting.** Opened at 7:36pm

- Amend Section 125-2 Definitions to include a definition for Micro-Brewery, Micro-Cidery, Micro-Winery
  - There were no new revisions to this amendment this evening; the Board had previously agreed to add micro-meaderies.
- Amend Section 125-13 Medium-Scale Commercial Uses by adding a new section 125-13AB micro-brewery, micro-cidery, micro-winery
  - Members discussed the request to remove the requirement that tasting can only be that of products made on-site;
  - The Board is open to suggestions in the future, but determined to move forward with the amendment as proposed
- Amend Section 125-18.1 Accessory Apartment Use by removing "existing" within the Intent and deleting Section 125-18.1A(1)
  - It was clarified that a new structure can be built with an accessory apartment should this amendment pass at Town Meeting
  - A property owner has the right to reside in the accessory apartment and rent out their house if they so chose

Maiore made a motion to accept the Protective Bylaw amendments as presented this evening. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Catalina made a motion to continue the hearing to October 16<sup>th</sup> at 7:30pm in the Town Hall. Maiore seconded the motion. The vote was unanimously in favor of the motion.

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

- Chapter 125-35 Open Space & Conservation – Planned Residential Development
  - Scanlan applied the formula for an open space development to Carlson Orchard on Oak Hill Road
  - This lot has plenty of frontage and limited environmental constraints
  - Scenario 1 details conventional Approval Not Required plan with 10 house lots
  - Scenario 2 details a conventional Subdivision plan with 12 house lots
  - Three scenarios for open space design; 3-bedroom single-family homes on 11 house lots; mix of two- and three-bedroom single-family homes on 14 house lots; and mix of three-bedroom single-family homes and two-bedroom duplexes on 10 house lots.
  - Need to review the standards under the existing Open Space Planned Residential Development for roadways under Chapter 125-35M
  - Any common open space in this type of development will not be able to be further developed as it will be restricted by a Conservation Restriction
  - Requiring a development to have 70% open space would eliminate the potential of a large land owner from dividing up a property and developing each new lot as an open space development
  - A forum with League of Women Voters and the Council on Aging was agreed upon for February 2018
  - These case studies should be shared with the Board of Selectmen
  - Scanlan will create a case study for Westward property on Oak Hill Road. Members decided to see the analysis for another APR property to remove actual development potential from the discussion.
- Farm to Table Restaurants
  - Groton Town Planner has stated Gibbet Hill is within the business district
  - Need to determine what other activities farms can conduct and what bylaws will help expand that
  - A recent episode of Chronicle was based on how farms are sustaining in today's economy; Allard will review for additional information
  - Scanlan will develop a survey for farms in town
  - One factor is how permanent would an activity be and what type of review, i.e. site plan, light/noise, would be necessary to allow said activities
- Recreational Marijuana
  - Scanlan is attending a workshop tomorrow at Holy Cross entitled "Implementing the Revised Marijuana Statute – What Municipal Officials Need to Know Now"
- Erosion Control Bylaw
  - Conservation Commission is willing to revisit for the 2019 Annual Town Meeting; Planning Board agreed
  - Allard needs to review recording of the 2016 ATM to determine concerns raised by residents
  - Allard will review other communities bylaws to determine if there is a simpler way to include along with site plan review

## **Complete Streets Update**

Scanlan reviewed the draft prioritization plan. With Board of Selectmen (BOS) in charge of roadways, the members are confused as to who is really in charge of the Complete Streets program. Scanlan will request TEC present the plan to the Ayer Road Roundabout group, which includes two BOS members, and determine from there if a presentation to BOS is necessary.

#### **FY2019 Director of Planning Position**

McBee spoke with Lucy Wallace, chair of the Board of Selectmen, about funding from special town meeting (STM) to allow for a pre-fiscal year 2019 start date for the Director of Planning to allow for overlap of personnel. Wallace felt there was not enough time to promote the position prior to STM and recommended waiting until annual town meeting in the spring as planned.

#### **Adjournment**

Maiores made a motion to adjourn the meeting at 9:00pm. Donahue seconded the motion. The vote was unanimously in favor of the motion.

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

### **DOCUMENTS & OTHER EXHIBITS**

#### **Planning Board Agenda, dated Monday October 2, 2017**

##### **Protective Bylaw Amendments Hearing for Special Town Meeting**

- Draft Zoning Amendment for Breweries, Cideries and Wineries, dated July 11, 2017
- §125-18.1 Accessory apartment use, draft 7-31-2017

##### **Approve Invoice**

- INVOICE – William Scanlan, Consulting Town Planner, dated September 22, 2017
- UMTC at the UMass Transportation Center, Registration Invoice, Invoice Number: BSR-25668, dated 9/21/2017

##### **Approve Minutes**

- Draft minutes of September 18, 2017 as prepared by Liz Allard and amended by Bill Scanlan

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

- Memo to the Planning Board from Bill Scanlan, Subject: Open Space Design Case Study, Oak Hill Road, dated September 28, 2017

##### **Complete Streets Update**

- MassDOT Complete Street Funding Program Project Prioritization Plan, Harvard, District 3, dated 10/2/2017