

Action Items	Member/Staff Responsible
None	

**HARVARD PLANNING BOARD
MEETING MINUTES
JULY 1, 2019
APPROVED: AUGUST 19, 2019**

Chair Erin McBee called the meeting to order at 7:03pm in the Town Hall Meeting Room, 13 Ayer Road, under M.G.L. Chapter 40A and Code of the Town of Harvard Chapter 125

Members Present: Erin McBee, Fran Nickerson, Stacia Donahue, Justin Brown and Kristin Kelly-Munoz (associate member)

Others Present: Liz Allard (LUB Admin) and Matt Flokos (Harvard Press)

Election of Officers for Fiscal Year 2020

Donahue made a motion to appoint McBee as the chair and Brown as the vice chair of the Planning Board for fiscal year 2020. Nickerson seconded the motion. McBee abstained from the vote. The vote was unanimous.

Fall Town Meeting Bylaw Amendment

➤ **Rural Life Preservation (RLP) Bylaw**

- Repetitive sections when it comes to signage and lighting
- Confirm the provision of “no other RLP within 3000’ of any other RPL” is consistent throughout the bylaw
- Clarify “lots that have been approved for RPL” in 125-58C
- Need definitions for Rural Tourism, Artisan manufacture (too broad; include low-run production), major and minor arterial roads
- Microbrewery and Museum has definition within 125-2
- Why is the definition for “Health or fitness spa” only for that subsection (125-28D1(8))
- Delete “Minimum lot size 30 acres” under Type B
- Compare the limited capacity under Type A to other large-scale events in other rural communities
- 125-58E add “for Special Permit” after Accessory Use
- Include employee housing along with guest house under 125-58E
- 125-58F suggested removing number of buildings and limit to number of square feet
- 125-58F Type A minimum setbacks may need to be larger if allowing outdoor events
- 125-58G Submittal Requirements and 125-58I Design Requirements should be moved to Procedure Regulations
- 125-58-J Site Feature Evaluation Criteria should be moved to Procedural Regulations or combined with other previous sections with 125-58
- Confirm all subsection references
- Revise numbering/lettering to be consistent with existing Protective Bylaw

Board Members Reports – Committee Activities

Nickerson stated she recently attended a Housing @ Hildreth House meeting where she got the sense that senior housing on the Hildreth House property is most likely not going to happen. Only effective way to develop units in that location is to have the units be multiple level. In addition the cost to construct may result in an unreasonable sale prices for seniors.

Director's Update

Ryan was out of the office last week and not available this evening, therefore there was no Director's Report this evening.

Approve Minutes

Brown made a motion to approve the minutes of May 6, 2019 as drafted. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Brown made a motion to approve the minutes of May 20, 2019 as drafted. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Nickerson made a motion to approve the minutes of April 22, 2019 as drafted. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Approve Invoices

Brown made a motion to approve two invoices from the Harvard Press in the amount of \$480.00. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Adjournment

Brown made a motion to adjourn the meeting at 8:50pm. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

Planning Board Agenda, dated Monday July 1, 2019

DRAFT HARVARD PLANNING BOARD MEETING MINUTES, APRIL 22, 2019, prepared by Liz Allard

DRAFT HARVARD PLANNING BOARD MEETING MINUTES, MAY 6, 2019, prepared by Liz Allard

DRAFT HARVARD PLANNING BOARD MEETING MINUTES, MAY 20, 2019, prepared by Liz Allard

125-58, Rural Life Preservation Bylaw Special Permit v 3.0, undated