

Action Items	Member/Staff Responsible
None	

**HARVARD PLANNING BOARD
MEETING MINUTES
SEPTEMBER 30, 2019
APPROVED: NOVEMBER 4, 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, Justin Brown, Fran Nickerson, Stacia Donahue and Jarrett Rushmore,

Others Present: Liz Allard (Land Use Boards Administrator/Conservation Agent), Chris Ryan (Director of Community Economic Development), Matt Flokos (Harvard Press), Michelle Catalina, Rich Maiore, Neil Gorman (Ross Associates), Michael Hood (Three Season Landscape), Lou Russo, C. Ron Ostberg, Dan Daley (Athletic Field Planning Subcommittee) and Brad Besse

Informal Discussion – Potential Landscape Business, 264 Ayer Road

Neil Gorman, of Ross Associates, along with Michael Hood, of Three Season Landscape, were present. Gorman explained the site at 264 Ayer consists of four buildings with a portion of one of those buildings currently occupied by a painting business. The parcel is zoned commercial and is the site of a former retail store (Toreku Tractor). Hood is seeking to locate his landscape business at this site. The use of the property would consist of the storage of equipment, outdoor storage of landscape supplies, such as mulch and stone, parking for employees and customers. Gorman stated this would be a medium-scale commercial use under 125-13T, with the need for Site Plan Review as well as a Special Permit under Chapter 125-23B(1) for landscape services involving equipment parking. The retail operation will be small with customers coming in to order mulch and stone for delivery. With little redevelopment of the site, including no increase in impervious surface, to accommodate this use, Gorman is wondering if the Board will require a complete Stormwater Report.

In Ryan's his opinion, as described, the use would not rise to the level of a complete Site Plan Review; the Board agreed.

Review & Discuss Athletic Field Planning Subcommittee's Interim Report

Dan Daley, member of the Athletic Field Planning Subcommittee (AFPS), was present to obtain any feedback the Planning Board may have on the interim report. Daley explained the AFPS was formed by the Park & Recreation (P&R) Commission to explore the usage patterns, capacity, scheduling and maintenance of the Town's athletic fields in order to identify potential improvements in management, availability and planning. Daley thanked Donahue for her continued involvement with AFPS and P&R; her input has been valuable. The final report expected by end of the year.

Continuation of the Proposed Chapter 125 Protective Bylaw Amendments Hearing. Opened at 7:30pm

Board Members Reports – Committee Activities

McBee stated a letter from the Town of Harvard (TOH) was sent to the Town of Ayer Planning Board in regards to the Mill Pond development, just over the Town line on Shaker Road. TOH is concern with traffic impacts to Shaker Road not only from this development, but also another housing development in the works and the potential of future commercial along Shaker Road in Ayer. The Board should consider reviewing the approvals given to Shaker Hills Golf Course to make certain all of the restrictions and conditions are being maintained.

McBee noted a Conservation Coffee will be held on October 8th at 7:30am on the second floor of General Store.

Director's Update

Ryan continues to propose a Transportation Subcommittee, Sustainability Subcommittee and an Economic Development Group.

Ryan recently met with a representative from the Assabet Regional Housing Consortium with a primary focus on getting the Housing Production Plan certified by the State. In addition, they discussed eligibility for the State's Housing Choice Program and inclusionary zoning.

Ryan will facilitate a session on Form-Based Codes at the Southern New England American Planning Association conference on October 17, 2019.

Ryan has created training modules for the members and once time allows will start training sessions at upcoming meetings.

Approve Minutes

Rushmore made a motion to approve the minutes of August 19, 2019 as amended. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Nickerson made a motion to approve the minutes of September 23, 2019 as amended. Rushmore seconded the motion. The vote was unanimously in favor of the motion.

Approve Invoice

Donahue made a motion to approve the invoice from Hamwey Engineering in the amount of \$390.00. Brown seconded the motion. The vote was unanimously in favor of the motion.

Adjournment

Brown made a motion to adjourn the meeting at 9:24pm. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

Harvard Planning Board

Continuation of the Proposed Chapter 125 Protective Bylaw Amendments Hearing

September 30, 2019

Chair Erin McBee called the hearing to order at 7:30pm in the Volunteer Government Room at Town Hall, 13 Ayer Road, under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125-50

Members Present: Erin McBee, Justin Brown, Fran Nickerson, Stacia Donahue and Jarrett Rushmore

Others Present: Liz Allard (Land Use Boards Administrator/Conservation Agent), Chris Ryan (Director of Community Economic Development), Matt Flokos (Harvard Press), Michelle Catalina, Rich Maiore, Lou Russo, C. Ron Ostberg and Brad Besse

➤ Chapter 125-52 Ayer Road Village - Special Permit

- Under 125-52B(2) the minimum road frontage along Ayer Road was returned to 300'
- Project with less than 50% open space they have the ability to be flexible with site standards under Section H
- For support of these amendments at town meeting it will need to be explained that the provision is not being utilized
- The amendments has incentives to create cluster development
- Ron Ostberg had general comments about any bylaw amendment, which included what is the expected tax revenue from development of the commercial district; what is it the Town is trying to get out of the commercial district; and the differences between outreach v. engagement. Ostberg was not sure engagement has been accomplished for these amendments; the community is different then it was 25 years ago when these things were first thought about.
- Michelle Catalina stated the amendments should have wiggle room, in other words don't suggest certain requirements require them. Catalina wondered how the rural character of Harvard will be maintained and how will traffic be affected by these amendments. For clarity, Catalina asked are the biggest changes being proposed the allowance of water and sewer from Devens and the increase to Floor Area Ratio (FAR); Yes. Catalina is concerned with the FAR increase Harvard is being left vulnerable to a large scale affordable "housing tower". Ryan stated the amendments are not designed to encourage large apartment complexes. Catalina feels the increase in the FAR is random without knowing how this is going to change the density.
- After debating the increase to FAR, Brown made a motion to submit the proposed amendments to Chapter 125-52 Ayer Road Village – Special Permit, as detailed on Version 3.3 – 9/30/19, with the additional amendment of changing the allowed floor area ratios in 125-52G(2)(a) to 0.3 and 0.4 respectively for inclusion on the warrant for Special Town Meeting on October 28, 2019. Donahue seconded the motion. The vote was 4-1 with Brown opposing the motion.

➤ Chapter 125-58 Rural Life Preservation Special Permit

- After a brief discussion Brown made a motion to not submit the proposed Chapter 125-58 Rural Life Preservation Special Permit for inclusion on the warrant for Special Town Meeting on October 28, 2019. Donahue seconded the motion. The vote was unanimously in favor of the motion.

➤ Chapter 125-12 -14 Small, Medium and Large-Scale Commercial Uses

- Brown made a motion to submit the proposed amendment to Chapter 125-12, 13 & 14 Small, Medium and Large-Scale Commercial Uses for inclusion on the warrant for Special Town Meeting

on October 28, 2019. Donahue seconded the motion. The vote was unanimously in favor of the motion.

➤ **Chapter 125-39E Fire Protection**

- Brown made a motion to submit the proposed amendment to Chapter 125-39E Fire Protection for inclusion on the warrant for Special Town Meeting on October 28, 2019. Rushmore seconded the motion. The vote was unanimously in favor of the motion.

➤ **Chapter 125-2 Definitions**

- Definitions pertaining to Chapter 125-58 Rural Life will be removed
- Donahue made a motion to submit the proposed amendment to Chapter 125-2 Definitions for inclusion on the warrant for Special Town Meeting on October 28, 2019. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Donahue made a motion to close the hearing for the Protective Bylaw Amendments and submit the above approved amendments for inclusion on the warrant for Special town Meeting on October 28, 2019. Rushmore seconded the motion. The vote was unanimously in favor of the motion.

DOCUMENTS & OTHER EXHIBITS

Planning Board Agenda, dated Monday September 30, 2019

Director of Community and Economic Development UPDATE, September 30, 2019

125-12 Small-scale commercial uses, 125-13 Medium-scale Commercial uses, and 125-14, Large-scale commercial uses, Version 3.2, 9/30/19

§125-39 Site standards, E. Fire Protection, undated

§125-52 Ayer Road Village Special Permit (ARV-SP), Version 3.3 – 9/30/19

§125-2 Definitions, Version 1.1 – 8/20/19

§125-39 Site standards, E. Fire Protection, undated