

Action Items	Member/Staff Responsible
None	

**HARVARD PLANNING BOARD
MEETING MINUTES
NOVEMBER 4, 2019
APPROVED: DECEMBER 4, 2019**

Chair Erin McBee called the meeting to order at 7:02pm 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), Matthew Flokos (Harvard Press), Scott Hayward, Jared Wollaston, Pat Jennings, C. Ron Ostberg, Bill Marinelli, Tim Kilhart (Department of Public Works Director), Terry Morton, Billy Salter, Della Jennings, Tim Clark, Bob O'Shea, Bonnie Heudorfer, and Bruce Nickerson

Site Plan Review – Department of Public Works, 1 Still River Road

Tim Kilhart, the Director of the Department of Public Works, stated a revised site plan, based on comments provide by Christopher Ryan, the Director of Community and Economic Development, was received last week from The Engineering Company (TEC). Ryan's report reflects the latest site plan before the Board this evening. Ryan stated the revised plan meets the minimal requirements of a site plan submittal including a request for waivers to non-applicable Sections of 125-39 of the Protective Bylaw. Comments from other departments have not yet been received, including Fire and Police.

Waivers requested include Sections 125-3G, 125-39A(2), 125-39A(3), 125-39A(3)(a)[3]. As designed the center aisle between the parking stalls is twenty-two (22) feet, as Kilhart did not receive a favorable response from the Zoning Board of Appeals on the request to reduce the length of the parking stalls from nineteen (19) feet to eighteen (18) feet. Rushmore asked if a traffic study will be required as detailed under Section 125-39B(5)(a). Ryan was not sure if the number car trips generated at this location would trigger that requirement, which are 400 vehicles daily. Scott Hayward, owner of the General Store, stated there are that many cars trips per day, especially on the weekends. Jarrett Wollaston, of 1 Elm Street, confirmed this information as well from his vantage point on the Common. Ryan recommended the traffic study be waived. With American Disability Act (ADA) standards dictating the width of the sidewalk, the request to waiver the required width of the sidewalks, as detailed within Section 125-39G, should be requested to Mass Department of Transportation.

Ryan read his report into the record. Rushmore asked how the design is going to affect the loading dock. Hayward stated he is not sure and would recommend TEC provide the presentation of the plan. McBee requested TEC determine how much space is necessary for a parked vehicle to exit the parking stall when a truck in unloading at the loading dock. Kilhart stated the plan provides two additional feet which should allow for vehicles to maneuver out of a parking stall when deliveries are being made. Brown asked Kilhart the process on how the Town got to these improvements. Kilhart explained the improvements are intended to create a safer environment between vehicles and pedestrians by installing sidewalks,

narrowing the intersection from Still River Road to Ayer Road, which will shorten the east to west crosswalk and eliminates the two-lanes in the south bound land of Ayer Road, which it is not intended to be. This plan also eliminates the ability for a vehicle to exit the parking area at the General Store directly onto Still River Road without stopping to accommodate for vehicles already on Still River Road. A number of ADA upgrades around the Common will be provided as well.

Bob O'Shea stated the Park & Recreation (P&R) Commission has spent a considerable amount of time designing the patio area between the General Store and the Congregation Church, which is an area under P&R jurisdiction. Additional O'Shea stated the current owner of the General Store does not have 18-wheelers making deliveries, but in the future another owner could; O'Shea suggested a mountable curb.

Ron Ostberg stated children will continue to walk across the General Store parking lot and not use the sidewalks. Ostberg does not see a need for a sidewalk; as sidewalk should not be between a roadway and a parking area to increase safety.

Della Jennings stated the side egress along Massachusetts Avenue sees a lot of activity in that area and is already a difficult and unsafe. Jennings suggested that the sidewalk extend right up to the General Store.

Scott Hayward stated under the easement agreement between the General Store and the Town for the parking area in front of the General Store (which is on Town-owned land) any improvements can not be made without his permission, therefore the project needs to be moved outside the easement area. Hayward state there is not a need for a side walk along Still River Road. Hayward wants to know how a fire can be fought from the parking area. Hayward stated the new plan creates a lot of unsafe conditions.

Jared Wollaston finds some of this appalling; the plan eliminates 10 -12 parking spaces that are used every day; the plan does not show the entrance to the bike shop or the dumpsters along Massachusetts Avenue. Wollaston would like to see this plan revised, by keeping the simple sidewalks that are there now and not creating larger concrete sidewalks.

Billy Salter stated people may come and go but let us keep the Common the same. Salter stated with all the potential responsible parties involved in creating this plan there should be a process on developing a good plan. Salter stated the Complete Streets plan has many steps that have not been applied; he suggests slowing down the process and asked if the scope of the sidewalks could be reduced and funds used some where else in Town for other sidewalk improvements.

Bill Marinelli stated he tries using the exit onto Massachusetts Avenue but finds it difficult, therefore it should not be allowed or the design out onto Mass Ave should be redesigned. Marinelli has seen site plan review and site plan approval used interchangeable and asked for clarification.

Terry Morton asked if the waivers in regards to driveway would pertain to the abutting properties, specifically the driveway to the Congregational Church. Ryan stated the waivers are for the property only. Norton is not sure the Congregational Church is in agreement with this revised plan. Morton added the process of developing this plan has been confusing.

The Board discussed the need for additional signage when existing onto Massachusetts Avenue. Ryan explained the differences between site plan review and site plan approval. In addition, Ryan explained stakeholders outreach was done in the Spring of this year, which included a representative from the

Congregational Church. Ryan stated the concerns that were presented during that outreach was conveyed to the engineers, most of which is reflected in the site plan. Although the engineers were unable to address all of the stakeholders' concerns, the stakeholder are okay with the site plan. Ryan will confirm with the Fire Department the needed turning radius for the tower truck.

McBee noted comments received by residents both in favor and opposed to the improvements within the Town Center. With revisions and questions to be answered the review of the Site Plan filed on behalf of the Harvard Department of Public Works was continued to November 18, 2019.

ZBA Request for Comments

- **2 Littleton Road (Variance)** – Ryan recommends the applicant provide legal documents that detail the ability to build on another lot.
- **23 Madigan Lane (Special Permit)** – Ryan stated the application is compliant and recommends the issuance of the Special Permit.

Update Liaisons & Representatives

McBee agreed to be the Planning Board representative on the Community Preservation Committee.

Approve Minutes

Donahue made a motion to approve the minutes of September 30, 2019 as amended. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

The following items were tabled until the next meeting:

Post Special Town Meeting/Next Steps for 2020 Annual Town Meeting
Schedule Strategic Planning Session for the remainder of Fiscal Year 2020
Board Member's Reports
Director's Update

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

DOCUMENTS & OTHER EXHIBITS

- Planning Board Agenda, dated Monday November 4, 2019
- Director of Community and Economic Development UPDATE, November 4, 2019
- Draft Memorandum to the Harvard Zoning Board of Appeals from Christopher Ryan, AICP; RE: ZBA Requests for Comments – Hearings of 11/13/2019, dated October 30, 2019