

**HARVARD PLANNING BOARD
MEETING MINUTES
APRIL 5, 2021
APPROVED: JULY 12, 2021**

Chair Justin Brown called the meeting to order at 7:01pm virtually in accordance with the Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, under M.G.L. Chapter 40A and Code of the Town of Harvard Chapter 125

Members Present: Justin Brown, Stacia Donahue, Jane Biering and Becca Kelley (Associate Member)

Others Present: Christopher Ryan (Director of Community and Economic Development), Matthew Flokos (Harvard Press), Beth Williams (Council on Aging), Eric Ward, Jennifer Finch, Keli Callaghan, Debbie Thompson (Director, Council on Aging), Rich Maiore (Select Board liaison),

Approval Not Required Endorsement – Callaghan, 268 Old Littleton Road

Keli Callaghan, of 268 Old Littleton Road, explained the reasoning for creating a new parcel to allow for the addition of a garage to her existing dwelling. In order to do so she has purchased the abutting vacant lot and created two new parcels; one that would provide the necessary setbacks for the garage (Parcel B2). Parcel B1 would remain undeveloped. Although all aspects of the plan are meeting the requirements, Dillis & Roy Civil Design Group neglected to remove the property line between Parcel B2 and 268 Littleton Road. As presented this evening the Board was unable to favorably endorse the Approval Not Require Plan. Ms. Callaghan will provide an amended plan for the next meeting of the Planning Board.

Board Member Reports

• **Representatives & Liaisons**

- **Transportation Advisory Committee** had its first meeting recently and has selected a chair, scheduled quarterly meetings and discussed what is being worked on currently and what is in the pipeline.
- **Ayer Road Project** – Brown & Ryan have discussed this project with the chairs of a number of Boards in regards to attending their meetings to gain support for this project.
- **Harvard/Devens Jurisdiction Committee** – Biering stated both State Representative Jamie Eldridge and Dan Sena were present at the most recent meeting. The Committee provided them with updates and background information. Biering stated that although 2033 seems far off in the distance there is a lot to be done before then. Representative Eldridge asked questions of the two Devens residents in attendance, which was helpful in molding where Harvard might end up.
- **Design Review Board (DRB)** is being reactivated with a potential Ayer Road Village – Special Permit application being submitted soon. Two previous members of the DRB have stated they are unable to serve at this time. Ryan is still waiting to hear from one additional former member. If any Planning Board members know of any who could serve on the DRB please have them be in touch with staff. Ryan will review the requirements for membership on the DRB.

• **Community Matters**

- Brown noted he will be meeting with Jeanie Avola soon to discuss her concerns with wireless communication towers

Proposed Protective Bylaw Amendments Hearing. Open at 7:30pm (see page 3 for complete details)

Adjournment

Biering made a motion to adjourn the meeting at 8:32pm. Donahue seconded the motion. The vote was unanimously in favor of the motion by roll call, Donahue, aye; Biering, aye; and Brown; aye.

Signed: _____ Liz Allard, Clerk

EXHIBITS & OTHER DOCUMENTS

- Planning Board Agenda April 5, 2020
- Director of Community and Economic Development Update, April 5, 2021
- Plan of Land Harvard, Massachusetts Prepared for: Kevin & Kelli Callaghan, 268 Old Littleton Road, Harvard, Massachusetts, Job No. 6684, prepared by Dillis & Roy Civil Design Group, dated March 2, 2021

Harvard Planning Board

Proposed Protective Bylaw Amendments Hearing Meeting Minutes

April 5, 2021

The public hearing was opened at 7:32pm by Chair Justin Brown under MGL Chapter 40A the Zoning Act and the Code of the Town of Harvard Chapter 125 the Protective Bylaw virtually in accordance with the Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, MGL Chapter 30A §20.

Members Present: Justin Brown, Stacia Donahue, Jane Biering and Rebecca Kelley (Associate Member)

Others Present: Christopher Ryan (Director of Community and Economic Development), Matt Flokos (Harvard Press), Beth Williams (Council on Aging), Eric Ward, Jennifer Finch, Debbie Thompson (Director, Council on Aging), Rich Maiore (Select Board liaison),

Christopher Ryan, Director of Community and Economic Development, provide an overview of the process that has brought the Planning Board to this point in creating senior residential development in Harvard with a three-phase approach. The initial plan is to bring two bylaws to annual town meeting – a new section 125-57 Senior Residential Development and revisions to 125-18.1 Accessory Apartments. Ryan provided an overview of new section 125-57 Senior Residential Development.

Rich Maiore, a member of the Select Board, stated he is a big supporter of these bylaws and wants to help out leading up to the Annual Town Meeting. Debbie Thompson, Director of Council on Aging (COA), thanked everyone for their effort to provide senior housing options in Harvard without over running the Town. Thompson stated there are currently very few options for seniors to downsize here in Harvard, this and the taxes are why seniors are leaving Town. Beth Williams, board member of the COA, is also happy with the proposed approach of phasing-in of this subject matter.

New Section 125-57 - Senior Residential Development

- No comments from the public

Amend Section 125-18.1 - Accessory Apartments

- Modify the terminology from Accessory Apartment to Accessory Dwelling Unit (ADU)
- Allowed by Special Permit or by right, provided the unit is designed and constructed according to the Age-Appropriate Design Criteria as defined in 125-57E.
- Feedback from seniors indicted the maximum 1,200 square feet for a ADU was a bit to small; as amended the maximum would be 1,500 square feet or 50% of the primary unit as to not have the ADU dominate the existing dwelling
- There is no limitation on the owner living in the ADU and renting out the primary dwelling

Donahue made a motion to continue the hearing to May 3, 2021 at 7:30pm. Biering seconded the motion. The vote was unanimously in favor of the motion by roll call vote, Donahue, aye, Biering, aye; and Brown, aye.

Signed: _____ Liz Allard, Clerk