

**HARVARD PLANNING BOARD
MEETING MINUTES
JUNE 21, 2021
APPROVED: JULY 19, 2021**

Chair Justin Brown called the meeting to order at 7:02pm virtually pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency and signed into law on June 16, 2021, under M.G.L. Chapter 40A and Code of the Town of Harvard Chapter 125

Members Present: Justin Brown, Stacia Donahue, Fran Nickerson and Becca Kelley (Associate Member)

Others Present: Christopher Ryan (Director of Community and Economic Development), Richard Cabelus, Jefferson Burson, Tracy Kraus, Beth Williams (Council on Aging) and Nicky Schmidt

Public Comment

Brown noted that it is last meeting for both Nickerson and Kelley, thanking them both on behalf of the Board for their service to the Town.

Tracy Kraus, 31 Wittman Road, wanted to know if the Board knew of the Parks & Recreation (P&R) Commission's application for the mountain biking pump track. Brown noted that Board is aware of the project and Ryan is working with P&R on the application process with the Planning Board.

Review 2021 Summer Meeting Calendar

The Board agreed their next meeting would be Monday July 12th. The remaining summer schedule as requested at the previous meeting was amendable to current members and incoming members. The general consensus is to stay with the Zoom platform until the Town has worked out how to better accommodate the hybrid model. The Board will review going back to in person later this summer.

Schedule Strategic Planning Session

Strategic planning meeting would be on porch of Hildreth House from 9am to noon on July 10th.

Board Member Reports

•Representatives & Liaisons Update

- **Historic Commission** – In-coming Board member Cabelus reported they are having a special meeting this coming Wednesday on an application that needed action sooner than the normal monthly cycle
- **Transportation Advisory Committee** is meeting on June 30th; may need to increase the quarterly meetings; waiting for update from Montachusett Regional Planning Commission.

•Community Matters

- There has been an increase in people asking about in-home occupations/businesses in the AR district.
- Donahue and Ryan explained what a pump track actually is. For this use, it is a mountain biking area with tight turns and little climbing hills. Ryan noted that the Climate Resiliency Working Group (CRWG) sent a memo to the Parks & Recreation (P&R) Commission requesting that they fill out an environmental impact statement. In-coming Associate Member Burson noted that CRWG Chair is attending the P&R meeting to weigh in on the concerns CRWG have on the proposal. If it comes back to the Planning Board in the form of application, then CRWG would like to be part of that discussion.

Director's Update

Covered under other items this evening

Approve Minutes

Donahue made a motion to approve the minutes of March 11 and 15, 2021 as amended. Nickerson seconded the motion. The vote was unanimously in favor of the motion by roll call, Donahue, aye; Nickerson, aye; and Brown; aye.

Approve Invoices

Donahue Made a motion to approve the invoices for the Harvard Press in the amount of \$168.00 and Beals & Thomas in the amount \$749.33. Nickerson seconded the motion. The vote was unanimously in favor of the motion by roll call, Donahue, aye; Nickerson, aye; and Brown; aye.

Fall Town Meeting, October 16, 2021, Bylaw Amendments

• Senior Residential Development

- The Planning Board had initiated a 3-step process for the Senior Residential Bylaws.
- Step 1 was completed at Spring 2020 meeting.
- **§125-2 Definitions** – add some senior residential development related definitions
- **§125-9 Multiple Residence Use** - The Board is waiting on the State to finalize some requirement that they will be imposing on all MBTA communities, which will force a by-right multi-family district, requiring 15 units/acre.
- **§125-18.2 Affordable Accessory Apartment** to be deleted as it is not currently being used. Brown asked if it's important to keep it until we have something that replaces it. Nickerson noted that affordable housing does not apply to most Harvard residents as the value of their house makes them ineligible. Striking it cleans up the Bylaw.
- **§125-52 Ayer Road Village- Special Permit** – remove the assisted living section and move it to **§125-57 Senior Residential Development** where it belongs or delete assisting living altogether and replace it with Continuing Care Retirement Community (CCRC). The order of these amendments will be important; need to make sure CCRC passes before assisted living is deleted or else there will be no housing of this type available for development. Ryan was tasked with researching some existing CCRC's to see if there is something out there that is already built that seems like it would be something that would fit Harvard.

• Town Center Zoning District – Amend Chapter 125 Article IV

- This would be a 'from scratch' bylaw.
- Trying to preserve the town center 'as-is'.
- Ryan feels this is a good location for a form-based code to help cement the layout in Town Center.
- The Director of Community & Economic Development in Ayer, Alan Manion, is willing to meet with the Board to help us start the process; the Chair will review the schedule to determine when this can occur.
- An action item within the Master Plan.
- The goal is to freeze in place the style of the Town Center as it is right now.

• Erosion Control – Add new section §125-58

- Ryan has created a flow chart to show who and how it applies.
- In 2016 the bylaw was criticized because it was brought before Town Meeting by Conservation Commission; in 2019 it was presented by the Planning Board and got hung up by the State's Stormwater regulations, also known as MS4.
- Need to determine sites in which problems have occurred in the absence of this bylaw.

• Scenic Roads – Amend Chapter 90

- Amending the enforcement section and adding design guideline

• Mapping the Multiple Residence District – Amend §125-42 Zoning Map

- May push this off until Spring as we await regulations from the State

Spring Town Meeting, 2022

• Open Space Residential Development – Amend Chapter §125-35

- Ryan reviewed our existing Open Space and Conservation – Planned Residential Development bylaw that was developed in 2003 and used one time.
- The new bylaw might be long, but it covers much of the things needed to ensure that it fits the Town.
- Title 5 and shared septic is going to be the hardest thing to overcome.
- The most recent version will be shared with members for review and ability to discuss with others in Town
- Kelley noted that one-bedroom homes are not viable, that wider roads are not horrible if they are not excessive, and that there are some developments in the area that the Board should review, such as Bolton Woods Way in Bolton. Need to balance road width and safety for pedestrians, delivery trucks, and possibly parking.

Adjournment

Donahue made a motion to adjourn the meeting at 9:14pm. Nickerson seconded the motion. The vote was unanimously in favor of the motion by roll call, Donahue, aye; Nickerson, aye; Kelley; aye; and Brown; aye.

Signed: _____ Liz Allard, Clerk

EXHIBITS & OTHER DOCUMENTS

- Planning Board Agenda June 21, 2021
- Director of Community and Economic Development UPDATE, June 21, 2021