

**HARVARD PLANNING BOARD
MEETING MINUTES
May 1st, 2023
APPROVED JUNE 26, 2023**

Chair Richard Cabelus called the open meeting to order remotely at 7:00pm, pursuant to Chapter 2 of the Acts of 2023, An Act Making Appropriations for the Fiscal Year 2023, which has suspended the requirement of the Open Meeting Law to have all meetings at publicly accessible locations and allowing all public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Members Present: Richard Cabelus, John McCormack, Stacia Donahue, Doug Thornton, Brian Cook, Ariel Jennings

Others Present:

Frank O'Connor (Town Planner)

Discussion Overviews:

1. **No Public Commentary**
2. **NO PUBLIC HEARINGS**

3. Prospective MBTA Multi-family zoned district

Stacia Donahue shared her screen to show a guide from the state that focused on sample zoning examples. John McCormack specifically liked the structure of the document. He has already started creating a version for the Town of Harvard that can be edited for the town's specific needs. For the remainder of the screen share, the board quickly looked over the guide to quickly flag areas they would need to revisit to have language that aligns with Harvard's plans/needs.

Note: The Planning Board plans to move forward by looking at the Lexington plans so both documents can be discussed during a future meeting when planning the Town of Harvard's written plan.

4. Ayer Road: pursue Phases II & III (vision plan & zoning to facilitate vision) RFP with funds from Rural & Small-Town Grant award

Frank O'Connor is ready to send out the grant.

Motion: Stacia Donahue made a motion to approve and send out the RFP as it has been submitted by Frank O'Connor.

Seconded by Doug Thornton

Voted yes by: Doug Thornton, Ariel Jennings, Brian Cook Stacia Donahue, Richard Cabelus

Passed unanimously

5. Bylaw Violations at 320 Ayer Road (§125-23B Expired Special Permit & §125-20 activity detrimental to the natural environment, including wetland resources)

Frank O'Connor has two letters for Richard Cabelus to sign off on so they can be sent out. These letters will be sent to the zoning officer in charge of enforcing and overseeing the damage to the property and to the property owner/tenant.

Note: The Board will send out individual letters to both the property owner and the tenant.

6. Open Space Residential Development Bylaw Amendment (§125-35)

John McCormick shared the open space document to discuss the next round of revisions to approve/discuss.

Topics edited/discussed:

- Open Space criteria – Language on 300ft open space deleted.
- Open Space Conveyance – no changes identified at this moment.
- Criteria for Passageways – the minimum width has been changed from 20ft to 22ft; “in perpetuity” struck from the language for the length of time passageways shall remain private ways.
- Sewage Disposal – clarification affirming that it can be part of open space.
- Parking – minimum of 1.5 spaces per unit was struck from language; maximum of 1.5 spaces per unit confirmed.
- Developmental Incentive – “substantial use of pervious pavement” added to section-e.

Edited sections based on Climate Committee’s comments:

- Passive Haus Design – This section and the following language has been added: “if the above is found to be satisfied in the opinion of the Planning Board, it may authorize a 2-unit acre increase over base density.”
- Dimensional requirements – the word “green” changed to “landscaped area.”
- Insulation and windows added to section 3 on page 3.
- Submittal Requirements – Part 7 of Section-J struck from the document.

7. Standard Business

- Arielle Jennings updated the Board that she is close to a final draft for public feedback for the Harvard Affordable Housing Production Plan. She hopes to be ready for May 22nd 2023. The Board plans to review and give feedback during the next meeting on May 15th 2023.
- Stacia Donahue will be going to MRPC for her monthly meeting while she and Frank O’Connor wait on the feedback of the mapping.

Minutes

Motion: Stacia Donahue made a motion to approve the minutes for October 17th 2022, March 6th 2023, March 20th 2023, and April 3rd 2023 (as amended)

Seconded by Brian Cook

Voted yes by: Doug Thornton, Ariel Jennings, Brian Cook, Stacia Donahue, Richard Cabelus

Passed unanimously

Adjournment:

Motion to adjourn by Stacia Donahue at 9:08pm

Seconded by Brian Cook

Voted yes by: Ariel Jennings, Doug Thornton, Brian Cook, Stacia Donahue, Richard Cabelus