

**HARVARD PLANNING BOARD
MEETING MINUTES
SEPTEMBER 8, 2014
APPROVED: NOVEMBER 3, 2014**

Chairwoman Kara McGuire Minar opened the meeting at 7:38pm in the Hildreth House under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Kara McGuire Minar, Erin McBee, Joe Hutchinson and Don Graham

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), John Osborn (Harvard Press) and Maren Caulfield (Harvard Press)

Board Member Reports

Hutchinson met with the Master Plan Steering Committee (MPSC) to go over scheduling and to iron out what they want to do between now and Feb 15th. The MPSC agreed to two public meetings, one on November 15th to discuss Devens and one on December 6th to go over the recommendations. McGuire Minar had questions about the public forum; it was her memory that there was to be a public meeting in regards to economic development as well. Hutchinson stated the MPSC and the consultant thought time could be better used as economic development is being study by the Montachusett Regional Planning Commission (MRPC) under the District Local Technical Assistance grant. The MPSC intends on attending the December 15th meeting of the Planning Board to review the Master Plan along with RKG. McGuire Minar thought the Master Plan was going to tackle two of the biggest questions in Town; Devens and Economic Development.

Hutchinson stated MPSC has determined the final Master Plan will be completed by January 15, 2015. Graham stated he was unaware the deadline was pushed out to January. McBee stated design guidelines and any other recommendations within the commercial district need to be laid out, along with a need to find out what the priorities are within the commercial district. Hutchinson thinks the September 22nd meeting to discuss a potential increase to the existing allowable size of a grocery store is premature; as the Master Plan will make recommendations on the commercial district. Hutchinson stated the Master Plan consultant, RKG, has stated the overall public recommendations are a higher priority than the commercial district. Hutchinson stated if the Board wants he can go back and discuss the public meetings with RKG. McGuire Minar asked if it is possible for the MPSC and Planning Board (PB) to carry the water on a public meeting in regards to economic development. Hutchinson will take the suggestion to MPSC; the MPSC has been resistant to public forums; Hutchinson suggested if the MPSC does not want to take on the task then maybe PB should take it on themselves.

McBee stated the Hildreth House Improvement Committee is currently deciding on the phases of the projects before them, as well as promoting the renovations at the Annual Town Meeting. Kevin Flynn from MRPC is going to look into funds available through the Community Development Block Grants for improvements to a senior center.

Planner Report

Scanlan stated the Montachusett Regional Planning Commission (MRPC) has circulated the draft surveys to the Economic Development Committee and their comments have been sent back to MRPC. McGuire Minar suggested the Planning Board review that survey as well. Scanlan stated MRPC has requested the Town pay for the postage on the return envelopes for the surveys. McGuire Minar asked what a

relevant return rate on a survey is. Scanlan stated probably 60%. McGuire Minar asked for more information on the amount that would be needed for postage.

Approve Minutes

McBee made a motion to approve the minutes of August 18, 2014 as amended. Hutchinson seconded the motion. The vote was unanimously in favor of the motion.

Approve Invoice

Allard stated as discussed during the bylaw amendment on the driveway provision this past spring Scanlan had recommended the purchase of the "Guidelines for Geometric Design of Very Low-Volume Local Roads". Ms. Allard has determined the cost for this guideline is \$60.00. McBee made a motion to allocate the necessary funds for the purchase of the above mentioned guidelines. Hutchinson seconded the motion. The vote was unanimously in favor of the motion.

Allard stated the following invoice has been received for payment on the next bill warrant.

- William Scanlan - \$2400.00 (Town Planner)

McBee made a motion to approve the invoice for inclusion on the next bill warrant. Hutchinson seconded the motion. The vote was unanimously in favor of the motion.

Discuss Final Process for Public Forum on September 22nd re: Bylaw Amendment 125-13J Grocery Store

Members discussed the strategy for the upcoming public forum on the requested amendment to the Protective Bylaw as it pertains to the limited size of a grocery store, the intent of bylaw, the suggested changes to the bylaw and getting public input on the subject matter.

Scanlan had prepared a PowerPoint presentation, which had previously been distributed to the members for their review and comment. Scanlan explained the presentation begins with an overview of the process of amending a bylaw. Hutchinson suggested the background information on the Economic Development Committee should be left out. McBee believes there is conflicting information on the desire of town residents as it pertains to a grocery store. The members had other minor tweaks to the presentation as drafted, including a map that would show where people are shopping currently.

The feedback from the public forum will help in making a decision as whether or not the Planning Board sees a value in moving forward with a bylaw amendment.

Scanlan reviewed his draft press release for the public forum. McBee made a motion to approve the press release as discussed this evening. Graham seconded the motion. The vote was unanimously in favor of the motion.

Design Guidelines for the Commercial District

McGuire Minar suggested putting together a small committee with individuals that would make a good contribution to these guidelines; such as an architect, a civil engineer, a realtor, a landscape architect and current or former member of the Park and Recreation Commission. McGuire Minar further suggested the process that would fast track it as this process does not require town meeting vote. Members discussed the possibilities for incentives to applying the design guidelines to a particular project. Scanlan stated he could set out framework for the committee. The members were in agreement with the suggestions brought forward this evening in regards to a committee to aid in the development of design guidelines for the commercial district.

Review Revisions to Chapter 133

Members agreed to table the discussion of revisions to Chapter 133 until the October 6th meeting in hopes all of the board members will be present.

Approve Scenic Road Consent – Lichtman, 10 South Shaker Road

Allard had previously distributed a draft of the Scenic Road Consent for 10 South Shaker Road. The members had no comments or suggestions to the draft, which they approved and signed.

Adjournment

McBee made a motion to adjourn the meeting at 9:13pm. Graham seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk