

**HARVARD PLANNING BOARD
MEETING MINUTES
NOVEMBER 3, 2014
APPROVED: NOVEMBER 17, 2014**

Chairwoman Kara McGuire Minar opened the meeting at 7:11pm in the Town Hall Meeting Room 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), Maren Caulfield (Harvard Press), Bruce Ringwall (GPR, Inc.), Fred Hamwey (Hamwey Engineering), Jon Bishop (Nashoba Publishing), Molly Cutler (Harvard Conservation Trust), Margret Nessler (Harvard Conservation Trust), Al Combs, Jim Lee, Suzanne Dutkewych, Kevin Conover (Ross Assoc.)

Board Member Reports

McBee stated the Hildreth House Improvement Committee is working on determining the phases of the project and getting ready for presentation at the annual town meeting. HHIC is projecting a 2015 start date for the project.

Graham stated the Economic Development Committee (EDC) was split on whether or not to go forward with a bylaw amendment on the allowable size of a grocery store; they decided not to go forward with the bylaw amendment at this point. EDC will be working on other aspects of the commercial district over the next few months. McGuire Minar stated the chair of the EDC has requested a joint meeting of the EDC, Planning Board and Board of Selectmen within the next month.

Approval Not Required Endorsement

Kevin Conover, of Ross Associates, was present to represent the applicant, Harvard Conservation Trust, on the land division of 121 Old Littleton Road. The Approval Not Required (ANR) plan shows the creation of five lots; two building lots and three non-building lots. With the exception of Lot 1, which contains the existing house and garage, all of the remaining lots will have conservation restrictions that do not allow for the development of building lots. Scanlan stated he had reviewed the plan and found it to conform to the requirements. McBee made a motion to endorse the ANR plan for the Harvard Conservation Trust at 121 Old Littleton Road. Graham seconded the motion. The vote was unanimously in favor of the motion.

Conover presented the ANR plan for Still River Heritage Realty Trust, at 24 Still River Depot Road, which will create an additional lot from the existing house lot. Scanlan stated he had reviewed the plan and find it to conform to the requirements. McGuire Minar made a motion to endorse the ANR plan for Still River Realty Trust at 24 Still River Depot Road. McBee seconded the motion. The vote was unanimously in favor of the motion.

Site Plan Approval – Samantha Realty Trust, 188 Ayer Road

McGuire Minar read David Durrant's email dated, October 26, 2014 into the record. McGuire Minar asked Bruce Ringwall, of GPR, Inc., who is representing the applicant, Samantha Realty Trust, if they had been compliant with collecting trash from the roadsides around town associated with the business at this location. Ringwall stated he believes they do a good job of keeping trash off the roadways in Harvard.

The Planning Board had previously requested the plans be reviewed by their consulting engineer, Fred Hamwey, who was present this evening. Hamwey had previously submitted to the PB a review of the plans that included requested revisions to the plan. Ringwall has since submitted revised plans, which have been provided this evening. Revisions to the plan included labeling the curb type, a note stating "elevations to match and connect to the existing under drains", the detail of the energy dissipater was removed and the drainage curb cut/paved spill way was revised to show an acceptable pad and stone size. Ringwall explained that GPR uses a program called AUTOTURN to determine turning radius, and have found as proposed the parking layout is sufficient; a detail showing the turning radius was submitted. McGuire Minar asked about the distance between the parked car and one turning out on the detail presented. Ringwall stated there was two feet of clearance between the two vehicles. Hamwey stated he had questioned this initially as well, explaining former programs only showed the major turning path of a vehicle, where as AUTOTURN shows the minute movements of a vehicle. Hamwey reviewed three different sites, including 188 Ayer Road, with both a passenger vehicle and a van and determined the parking lot proposed has been designed with acceptable vehicle movements. Hamwey agrees that it is tight, but in reality it works. McGuire Minar had concerns of vehicles backing out of the first parking space and in-coming vehicles to the lot. McGuire Minar asked about a cross walk for pedestrians as the plan does not look particularly safe for pedestrians. After discussing the matter Ringwall agreed to a crosswalk, clearly marked, from the edge of the new island prior to the new lot that will connect to the landscape corner across the driveway. McGuire Minar discussed making the loop a one-way as mentioned at the previous meeting. Hamwey stated perpendicular spaces are typically in an area with two-way movement and angled parking is one way; the parking along the side of the lot is perpendicular. Hamwey believes most motorists will not pay attention to the one-way direction. McBee suggested a right turn only sign upon exiting the new lot. Scanlan suggested one-way direction beyond the new lot and around the back of the building. Hamwey talked about the grade of the lot that goes to a 6% at most and recommended for consistency the lot be level at 4.5% at maximum. Ringwall was agreeable to this request. Light on the property and within the new parking lot were discussed and agreed that if the foot candle is less than 0.4 from existing lights, an additional pole will be installed in the new lot.

McGuire Minar made a motion to approve the Site Plan for Samantha Realty Trust, 188 Ayer Road, as amended this evening to include the following conditions:

- right turn only signage added to the new lot
- a crosswalk shall be installed from the edge of the new island on an angle to the landscaped area across the driveway; including a sidewalk connecting to the existing sidewalk in front of the building
- if the foot candle is less than 0.4 from existing lights, an additional pole will be installed in the new lot
- grading shall be a uniformed 4.5% across the parking area

McBee seconded the motion. The vote was unanimously in favor of the motion.

Discuss Members for the Commercial Design Guidelines Committee

McGuire Minar stated she had invited four of the six prospective individuals for the Commercial Design Standards Task Force. Those present include former long-term Park and Recreation Commission member, Jim Lee; Real Estate Broker Suzanne Dutkewych; developer, Al Combs; and the Economic Development Committee Chairman, Rich Maiore. McGuire Minar is seeking to round out the task force with an architect, possible Ron Ostberg and a landscape designer, possible Rochelle Greayer. McGuire Minar explained the Planning Board (PB) is hoping to have a completed set of design guidelines for the annual Town Meeting at the end of March, so this will be a limited committee. Town Planner, Bill Scanlan will be helping develop material for each working session of the task force. Meetings will be held the

second and fourth Mondays of each month. Erin McBee vice chair of the PB will be assisting in the process as well.

After a brief discussion with those present on the outline of the process, Graham made a motion to approve the four above mentioned individuals who were present to the Commercial Design Standards Task Force. McBee seconded the motion. The vote was unanimously in favor of the motion.

Approve & Sign Decision for Global Signal, 47 Poor Farm Road

Scanlan explained the Town still has not received the required bond for the removal of the equipment if it should become necessary. Scanlan suggested the addition of language to the decision that would require evidence of the bond be presented at the time of the submittal for the building permit. Members were not agreeable to that suggestion as items such as this have been over looked in the past upon the issuance of a building permit. The members did agree to stop in to the office and sign the decision once the bond is received rather than having to wait another two weeks for a meeting. Scanlan will convey this information to the representative.

Approval Minutes

McBee made a motion to approve the minutes of September 22, October 6 and October 20, 2014 as amended. Graham seconded the motion. The vote was unanimously in favor of the motion.

McGuire Minar made a motion to approve the minutes of September 8, 2014 as amended. Graham seconded the motion. The vote was unanimously in favor of the motion.

Planner Report

Scanlan stated the Montachusett Regional Planning Commission received a twenty percent response to the surveys sent out to property and business owners within the commercial district. MRPC is working on a final report on those results and plans on attending the November 17th meeting to review them with the Planning Board. McGuire Minar stated concerns about the low response rate from a grant point of view. McBee asked if there is any grant money left, is there anything else it can be used for. Scanlan stated the grant ends November 30. McGuire Minar wondered if you can you get actionable data on that low a response rate. Scanlan agreed that you could not use the results for decisions in regards to zoning amendments. McGuire Minar stated she would reach out to the MRPC Director to determine if any remaining grant funds could be used in a different manner.

Scanlan noted that the Attorney General has denied the bylaw amendment on adult entertainment. The report back from the AG does provide suitable language for moving forward with a new amendment. The question for the Planning Board, is do they want to go forward with an amendment for the annual town meeting at the end of March. Members agreed to move forward with amendment. McGuire Minar requested Scanlan to reach out to Town Counsel to determine the proper steps in creating a revision that will be acceptable for reconsideration at the annual town meeting.

Approve Invoice

The following invoices have been received for payment on the next bill warrant:

- William Scanlan - \$2160.00 (Town Planner)

After a discussion of the items on the invoice, time spent and guidelines of how to have a better understanding of the time the Planner is spending on any one given matter, Graham made a motion to approve the invoice for William Scanlan. McBee seconded the motion. The vote was unanimously in favor of the motion.

Adjournment

McBee made a motion to adjourn the meeting at 9:21pm. Graham seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk

EXHIBITS & OTHER DOCUMENTS**Site Plan Approval – Samantha Realty Trust, 188 Ayer Road**

- Site Improvements Permit Plan Set, Parking Modification, 188 Ayer Road, Harvard, MA 01451, prepared by GPR, Inc., JOB 141047, final revision date November 3, 2014
- Turning Sketch w/AUTOTURN, 188 Ayer Road, Harvard, MA, dated 10/31/14