

**HARVARD PLANNING BOARD
MEETING MINUTES
JANUARY 9, 2017
APPROVED: JANUARY 30, 2017**

Chair Kara McGuire Minar called the meeting to order at 7:06pm in the Old Library, 7 Fairbank Street, under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Kara McGuire Minar, Don Graham, Michelle Catalina, Fran Nickerson and Rich Maiore (Associate Member)

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Steve Hierman, Janet Fradenburg, John Osborne (Harvard Press), Pam Brown, Mary Fernandez and Lynne Byers

Annual Town Meeting 2017 Bylaw Amendments:

Montachusett Regional Planning Commission Comments – Natural Resource Zoning/Poor Farm Overlay District

McGuire Minar stated the Planning Board has not heard back from Town Counsel in regards to the overlay district being considered spot zoning. Members discussed whether or not to move forward with the overlay district for the 2017 annual town meeting (ATM). Catalina believes the Board will not be ready with this amendment in time for ATM. There are too many factors that still need to be worked out including, but not limited to, the financial aspects of such a development and the interest from other property owners of being included in such a district. Catalina had some previous questions of Montachusett Regional Planning Commission (MRPC) that still have not been addressed. Scanlan was asked to follow up on those questions. Catalina also has strong concern that this would be spot zoning. Scanlan stated if the overlay district fulfilled a requirement under the Master Plan you could over come spot zoning. In addition, there are the concerns of the resistance being expressed by the residents.

McGuire Minar stated if the Board decides to not go forward with this overlay district at the 2017 ATM, they will need to respond to the Municipal Affordable Housing Trust Fund (MAHTF), as MAHTF asked that a district be created for the Poor Farm. Graham agreed with points made by Catalina. Scanlan suggested moving forward with the Natural Resource Zoning (NRZ), which can be used town-wide. With concern over the density calculation, Scanlan suggested calculating the density based on the number of bedrooms.

Members discussed the scheduling of the public hearings for amendments to §125-30C Height and a moratorium on recreational marijuana. The hearings for these two amendments will begin on February 6th.

Members reviewed and made suggestions to NRZ, which Scanlan will forward to MRPC.

Complete Streets Program Update

A policy for the Complete Streets program was drafted by Scanlan and circulated last week to the Planning Board members. Included with the draft policy was the Complete Streets Policy Element Scoring Sheet. Members reviewed and made revisions to the policy. The final policy will be approved at the January 23rd meeting.

Discuss Commercial Design Guidelines Review Board

Suggested revisions from the previous meeting have been incorporated into the Design Review Board section of the Planning Boards Procedural Rules and Regulations, Chapter 133. Members agreed to take a final vote on the language once McBee is available.

Discussion of Hildreth House Driveway Circulation

A site walk of the area was held on January 3rd with members of the Planning Board and the Town Hall and Hildreth House Construction Committee (T3HCC). Scanlan stated the T3HCC would like the Planning Board to consider removing the condition of sloped granite curbing within the Site Plan Approval. With how and where the curbing would be located still a concern, members who have not viewed the site will do so for further discussion at the January 23rd meeting.

Board Member Reports

Catalina stated the Board of Selectmen has taken over the project of finishing the rebuilding of the stone wall along Mass Ave in front of the library. In doing so, this may assist in the Community Preservation Committee (CPC) being able to make a final decision on project funding for fiscal year 2018. CPC will be recommending the allocation of funds to the Town Clerk for the preservation Town records. The funds for affordable housing are being put into reserve. CPC is also considering providing additional funding to the Conservation Commission beyond the requested amount.

McGuire Minar stated the Cultural Collaborative has asked for Planning Board support for use of the old library as a cultural center. Catalina recused herself from discussion as she is involved with the Collaborative. Maiore wants to review Master Plan to determine if this type of use is a goal of that plan before taking an opinion. McGuire Minar stated she would support the cultural center. Members agreed they would need more information about the center before make a determination to support. It was noted that the Concord Area Special Education Collaborative is interested in the building for their offices.

Planner Report

Scanlan stated he had nothing additional to report beyond items already discussed this evening.

Approve Invoice

Liz Allard stated the following invoice have been received for inclusion on the next bill warrant:

- William Scanlan - \$2420.00

Graham made a motion to approve the above invoice. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Minutes

Graham made a motion to approve the minutes of December 19, 2016. Catalina seconded the motion. The vote was unanimously in favor of the motion.

2016 Annual Report

McGuire Minar stated the annual report was coming along and would be available for approval at the January 23rd meeting.

ZBA Request for Comments – 216 Old Littleton Road

Scanlan reviewed the Special Permit application for an accessory apartment and had no comments. A memo to this effect will be sent to the ZBA.

Montachusett Regional Planning Commission District Local Technical Assistance Grant

Scanlan informed the members of the recently released grant and asked if there were any new ideas or should the Board consider applying for a second phase of Natural Resource Zoning. Members requested more time to consider the suggestion and will further discuss at the January 23rd meeting.

Finance Committee Budget Questions

McGuire Minar had previously circulated responses to two additional questions from the Finance Committee in regards to the Town Planner. Although the answers to these questions have been submitted (due to deadline requirements) the Board still has an opportunity to amend the responses. McGuire Minar is awaiting a response from the new Finance Director on the status of the planner as a contractor.

The Memorandum of Understanding between the Board of Health, Planning Board, Conservation Commission and the Zoning Board of Appeals for a shared administrative assistant was reviewed by the members. An additional condition was added stating the position would be reviewed in one year for functionality and effectiveness.

FY18 Town Planner Warrant Article (due Jan. 13th)

After a brief discussion McGuire Minar made a motion to submit a warrant article for the 2017 annual town meeting for an additional year of funding for the Town Planner in the amount of \$60,000. Graham seconded the motion. The vote was unanimously in favor of the motion.

Adjournment

Catalina made a motion to adjourn the meeting at 9:09pm. Graham seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

Annual Town Meeting 2017 Bylaw Amendments:

Montachusett Regional Planning Commission Update

- Harvard Draft Open Space Design, prepared by MRPC, second draft, December 19, 2016

Complete Streets Program Update

- Complete Streets Policy, Draft, dated January 5, 2017

Discussion of Hildreth House Driveway Circulation

- Renovation & Addition to the Hildreth House, Site Plan, prepared by GRP, Inc, dated 11/29/16

Discuss Commercial Design Guidelines Review Board

- Proposal for a Design Review Board, undated
- Excerpts from Harvard's Zoning By-Law – Design Review, undated

Finance Committee Budget Questions

- Email from Kara McGuire Minar to Tim Bragan, Don Ludwig, et. al., Subject: Response to Additional FinCom Questions, dated Jan 05, 2017
- Draft Memorandum of Understanding, Subject: Hours for administrative assistance to the Land Use Boards in Board of Health budget, dated January 6, 2017