

**TOWN OF HARVARD
PLANNING BOARD AGENDA
MONDAY, APRIL 22, 2024 @ 7:00PM VIRTUAL MEETING via Zoom**

Pursuant to Chapter 2 of the Acts of 2023, An Act Making Appropriations for the Fiscal Year 2023 to Provide for Supplementing Certain Existing Appropriations and for Certain Other Activities and Projects, and signed into law on March 29, 2023, this meeting will be conducted via remote participation. Interested individuals can listen in and participate by phone and/or online by following the link and phone number below.

THVolGovt Pro is inviting you to a scheduled Zoom meeting.

Topic: Planning Board

Time: Apr 22, 2024 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88952556862?pwd=cDVESWhZeW15ZENHKyt4TVVxNmtuZz09>

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Meeting ID: 889 5255 6862

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Public Comment

- Old Business:**
- a) Proposed Town Center Overlay District and Town Center Action Plan
 - b) 2016 Master Plan progress report
 - c) Discussion of Ayer Road Vision Plan & Form Based Code – invite UTILE to May meeting
 - d) Comments for Draft Open Space & Recreation plan

New Business: **Site Plan Review Without Special Permit for Lauderly G. Lima on behalf of Shaker Hills Country Club at 146 Shaker Road. §125-38 and 125-39.** Request to allow for the existing smaller snack shack to be replaced with a larger and more accommodating snack shack/refreshment center. The old one will remain and serve as storage and support for the newer one.

Discussion of 75% Plans for the Ayer Road Transportation Improvement Plan (TIP)

Worcester County Registry of Deeds: Update signature cards

Public Hearings:

7:15pm **Public Hearing requested by Atty. Pamela J. Brown for David Rossi of Bespoke Landscaping 288 Ayer Road, Harvard seeking approval of a Site Plan Review with a Special Permit or other relief as appropriate under M.G.L Chapter 40A, and the “Code of the Town of Harvard” as amended, the Protective Bylaw Chapters 125-23 B(1) (Medium Scale Commercial Uses) and §125-13T Landscaping business & §125-13Y Warehousing as well as §125-38 Site plan approval with Special permit - Permitted uses in C Districts.**

The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may be brought up for discussion to the extent permitted by law, also.

- Standard Business:** a) Review Metrics update
b) Board Member Reports
- Representatives & Liaisons Update
 - Community Matters
- c) Master Planning for 2026
d) Approve Minutes: April 1, 2024 & Special Mtg. Saturday, April 6, 2024
e) Approve Invoices: UTILE invoice #10627 Phase II for \$11,780.00
UTILE invoice #10628 Phase III for \$920.00

**NEXT SCHEDULED MEETINGS:
MONDAY, MAY 6, 2024**

AS/bny

The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may be brought up for discussion to the extent permitted by law, also.



Town of Harvard | Ayer Road Corridor Vision Plan

April 2024

utile

CODE STUDIO

LW LANDWISE

Nitsch Engineering

Table of Contents

- **Executive Summary** 03
- **Introduction** 04
 - Plan Background and Market Study Takeaways
 - Corridor Constraints and Opportunities
 - Community and Stakeholder Engagement
- **Corridor Development Framework** 16
 - Prioritize commercial and mixed-uses
 - Encourage village-style cluster development
 - Foster a continuous built primary frontage
 - Improve pedestrian and bike connectivity
 - Protect natural and agricultural uses
- **Development Scenarios** 25
 - Representative Sites
 - Scenario Process and Approach
 - Case Study: Large test-fit site: 285 Ayer Road
 - Summary Takeaways
- **Guidelines for Future Development** 37
 - Site standards
 - Building standards
 - Architectural guidelines
 - Landscape and public realm
 - Next Steps
- **Appendix** 46

Ayer Road Vision Plan: Executive Summary

Planning for the future of the Ayer Road commercial district has been ongoing for several years, driven by the Harvard community's desire to establish it as an active commercial district, and diversify and increase tax benefits for the Town. This planning process has been unfolding in three phases, each aimed at addressing key questions about the corridor's future: what can be done, what must be done, and how to implement it.

Community Feedback

The 2016 Harvard Master Plan describes the strong and widespread interest of residents for a re-imagined and re-vitalized Ayer Road Corridor/ C District area. Stakeholder interviews and community workshops conducted during the Vision Plan engagement process further confirm the community's support for increased commercial and mixed-use development along the corridor. This includes multifamily housing to boost activity, as well as convenience retail such as grocery stores and destination retail like restaurants and family-friendly venues. Additionally, there has been clear emphasis on the need for improved public realm, including enhanced walking and biking access, and safer street crossings.

Vision Plan Purpose

The Ayer Road Vision Plan combines community feedback, extensive market analysis, and evaluations of development possibilities to outline a cohesive vision and development strategy for the commercial district's future. This process underscores the critical need for investment in public water and sewer infrastructure along the corridor to unlock its transformative development potential. Market feasibility assessments indicate that facilitating commercial development along the corridor would require some form of subsidy, likely through residential development. While infrastructure improvements will occur gradually, the Vision Plan serves to document the Harvard community's desired outlook for the Ayer Road corridor/C-district area and provides development guidelines to inform future zoning.

Ayer Road Development Framework

- **Prioritize commercial and mixed-use development**
- **Encourage village-style clustered development**
- **Foster a continuous built primary frontage**
- **Improve pedestrian and bike connectivity**
- **Protect natural and agricultural uses**

Introduction

- Planning Background and Goals
- Project Phases and Market Study Takeaways
- Corridor Opportunities and Constraints
- Community and Stakeholder Engagement

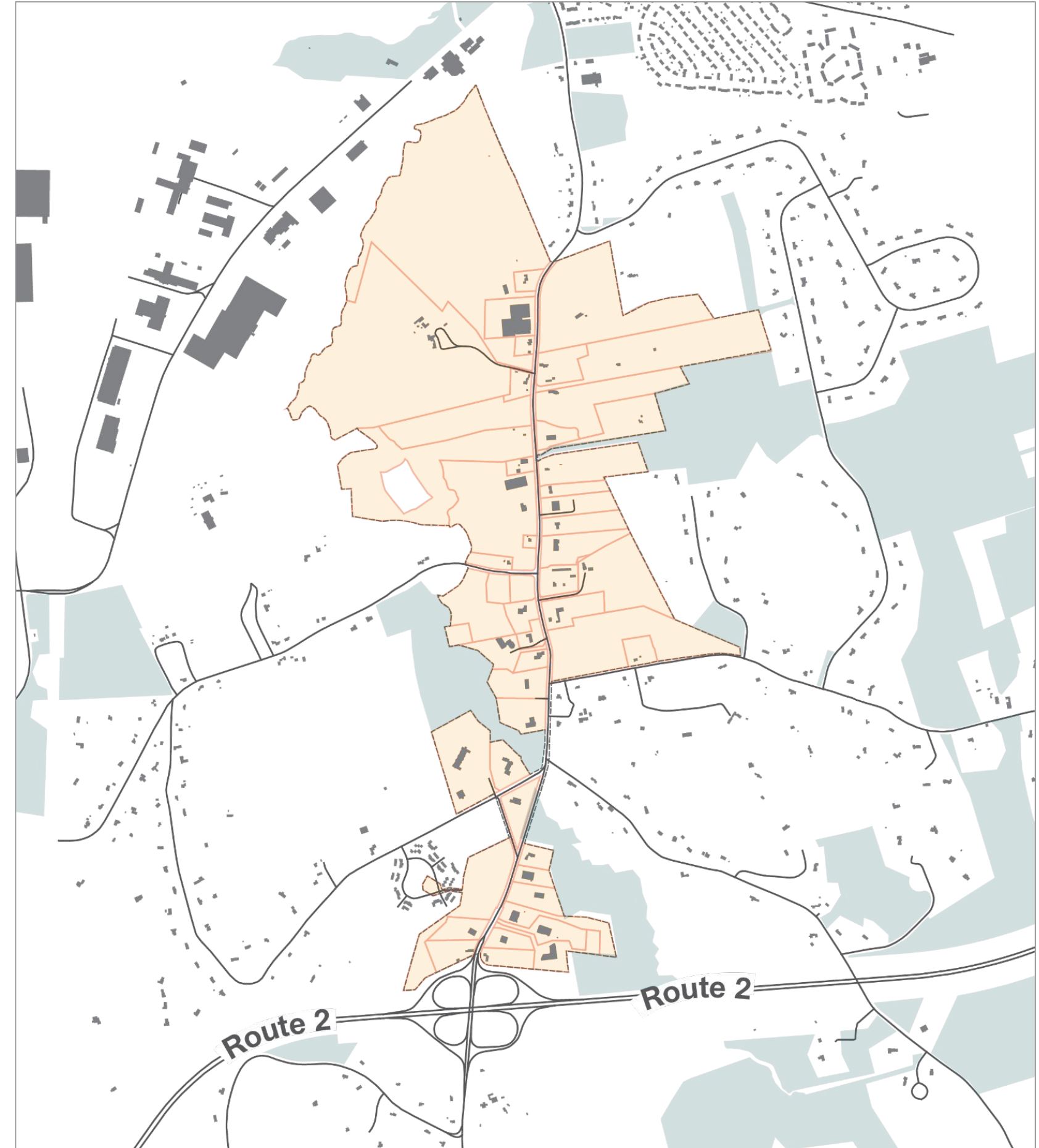
Planning Background and Goals

The Ayer Road Vision Plan is a **comprehensive development strategy**, shaped by market analysis, stakeholder input, and public engagement. It identifies the **preferred combination of commercial, residential, and mixed-use development** along the Ayer Road corridor, with a focus on enhancing community benefits. The Vision Plan defines the **suitable scale and character** of these developments and outlines **essential infrastructure improvements** required to bring the envisioned projects to fruition, while considering broader transportation and environmental impacts for the corridor.

The town initiated a three-phase strategy to foster growth in the Ayer Road C-district. The first phase, a comprehensive Market Study and Fiscal Impact Analysis was completed in January 2023. The subsequent phases involve the Vision Plan and the establishment of a form-based zoning code to regulate development on the corridor.

Other past and concurrent planning initiatives

- 2026 [Ayer Road TIP Project](#)
- 2023 [Market Study and Fiscal Impact Analysis](#)
- 2016 [C District Commercial Design Guidelines](#)
- 2016 [Town of Harvard Master Plan](#)



C-District study area

Project Phases

Phase 1: Market Study and Fiscal Impact Analysis

(Weitzman Associates, LLC)



Identifies possible uses and scale of development the market can support and provides an estimate of fiscal impact/revenue corresponding to level of potential development on the corridor.

Completed January 2023



Phase 2: Corridor Vision Plan

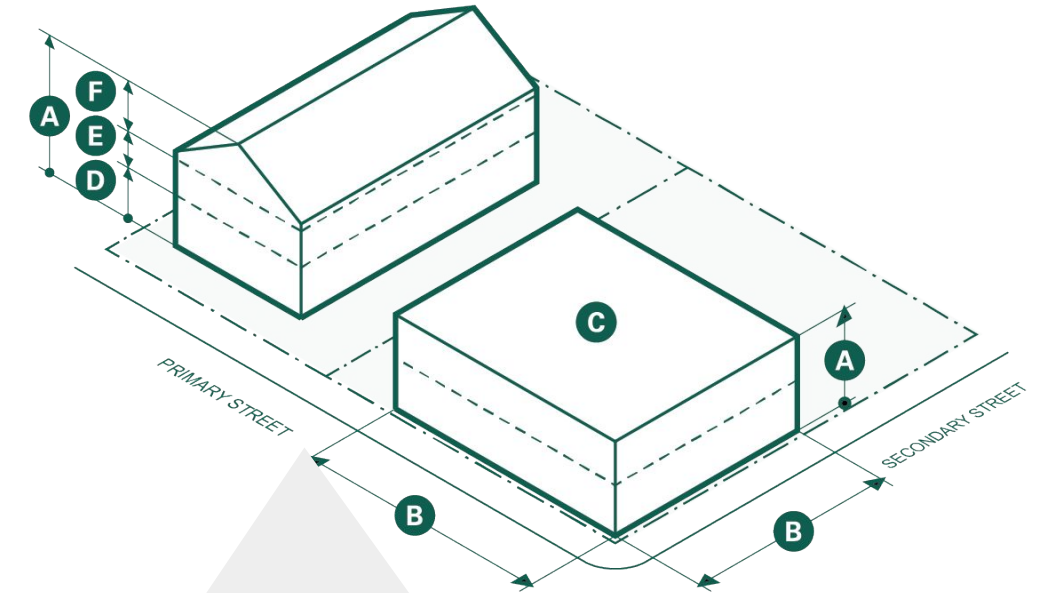


Delves deeper to explore market viability of community-preferred uses along different site-specific scenarios to understand what's feasible relative to commercial vs. residential mix, desired character and design, and assessing overall Town impacts.

Completed April 2024



Phase 3: Form-based Code



Translates the community vision for preferred uses and scale of development into a set of form-based zoning tools that prescribe and foster predictable built results, high-quality public realm, and a streamlined process for development.

To be completed by June 2024

Phase 1: Market Study and Fiscal Impact Analysis Takeaways

Phase 1: Market Study and Fiscal Impact Analysis

(Weitzman Associates, LLC)



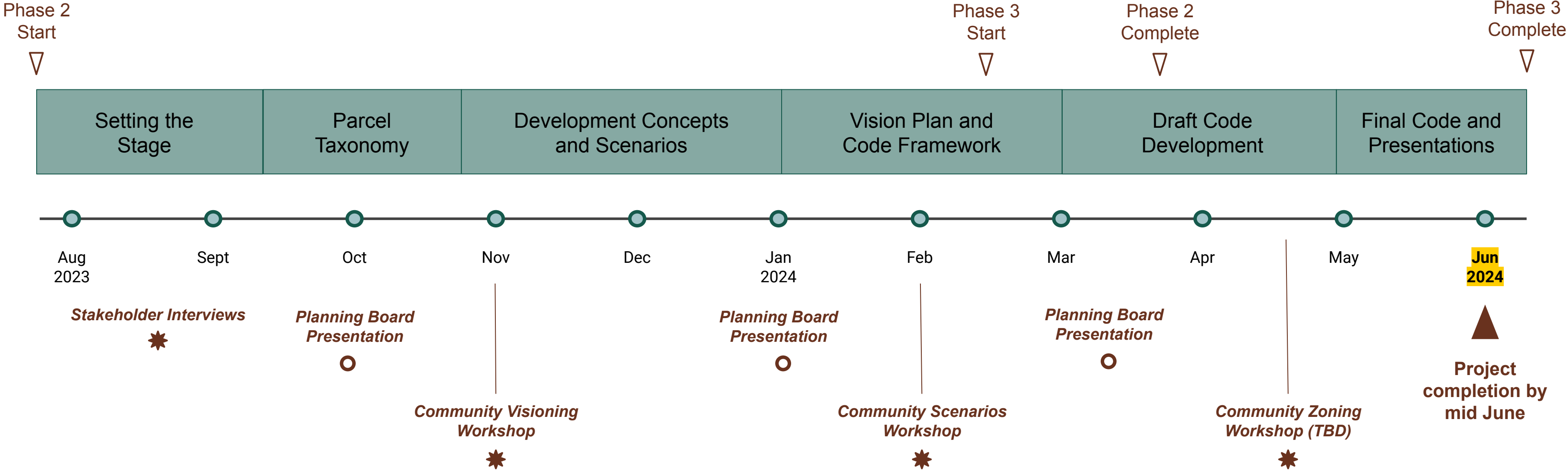
Identifies possible uses and scale of development the market can support and provides an estimate of fiscal impact/revenue corresponding to level of potential development on the corridor.

Completed, January 2023

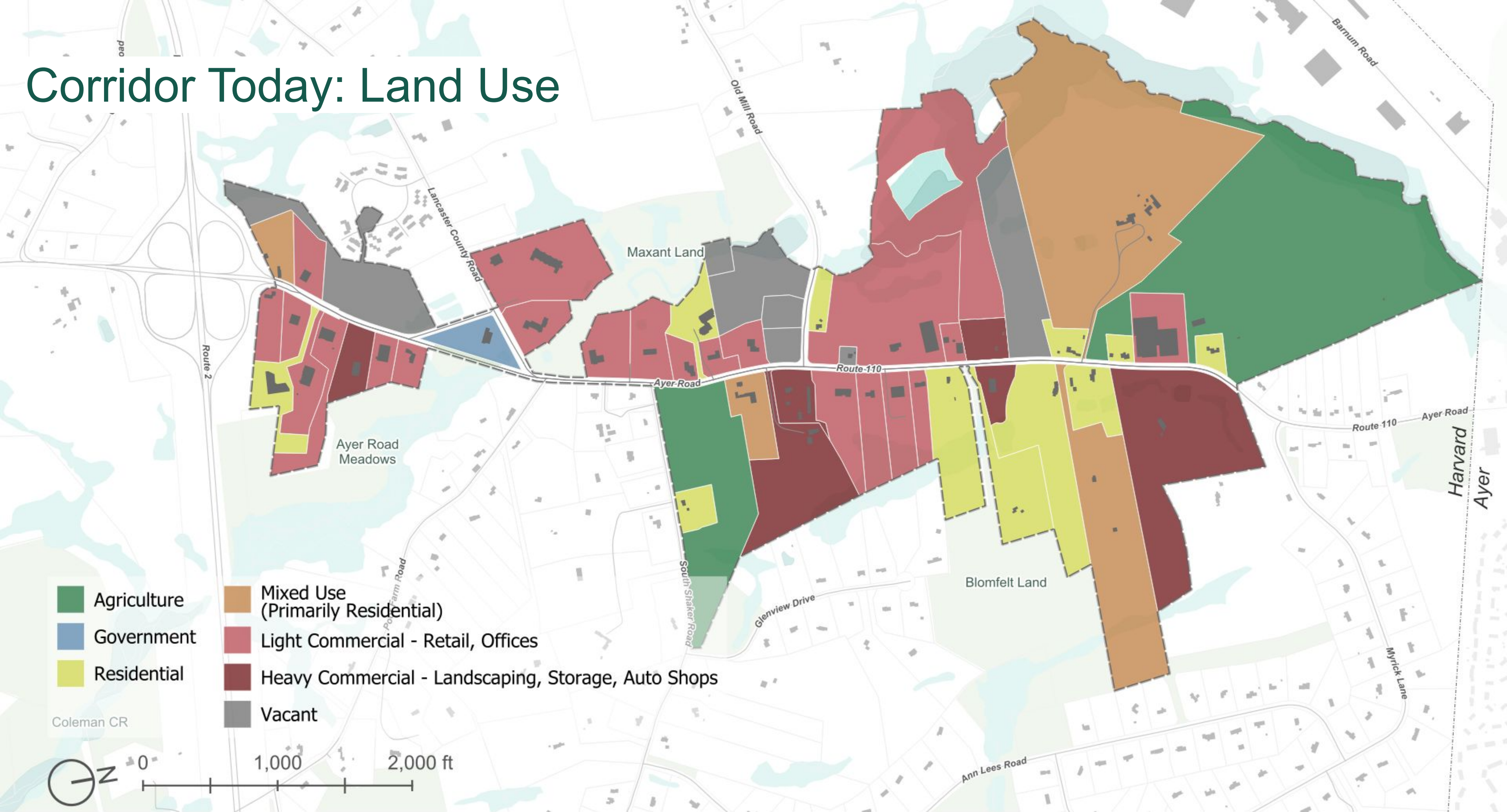
- Lack of access to **public water and sewer infrastructures** and their costly alternatives are the biggest impediment to commercial development in the C-District, as well as **deficient zoning**
- Recommends not maximizing the development of Harvard's retail potential, but encouraging **incremental and clustered development** as part of small-scale mixed-use commercial and residential projects.
- Potential for **community and neighborhood-oriented "necessity retail"**, as well as **visitor-oriented businesses** that would align with an inn. Office uses lack demand.
- **New commercial development would need residential subsidy**
- **Condominiums and townhomes, and new rental construction are appropriate for the C-district area.** Single family is in excess supply.
- Projected annual direct tax benefits to the town could range from \$100K - \$930K

Phase 2: Vision Plan Process

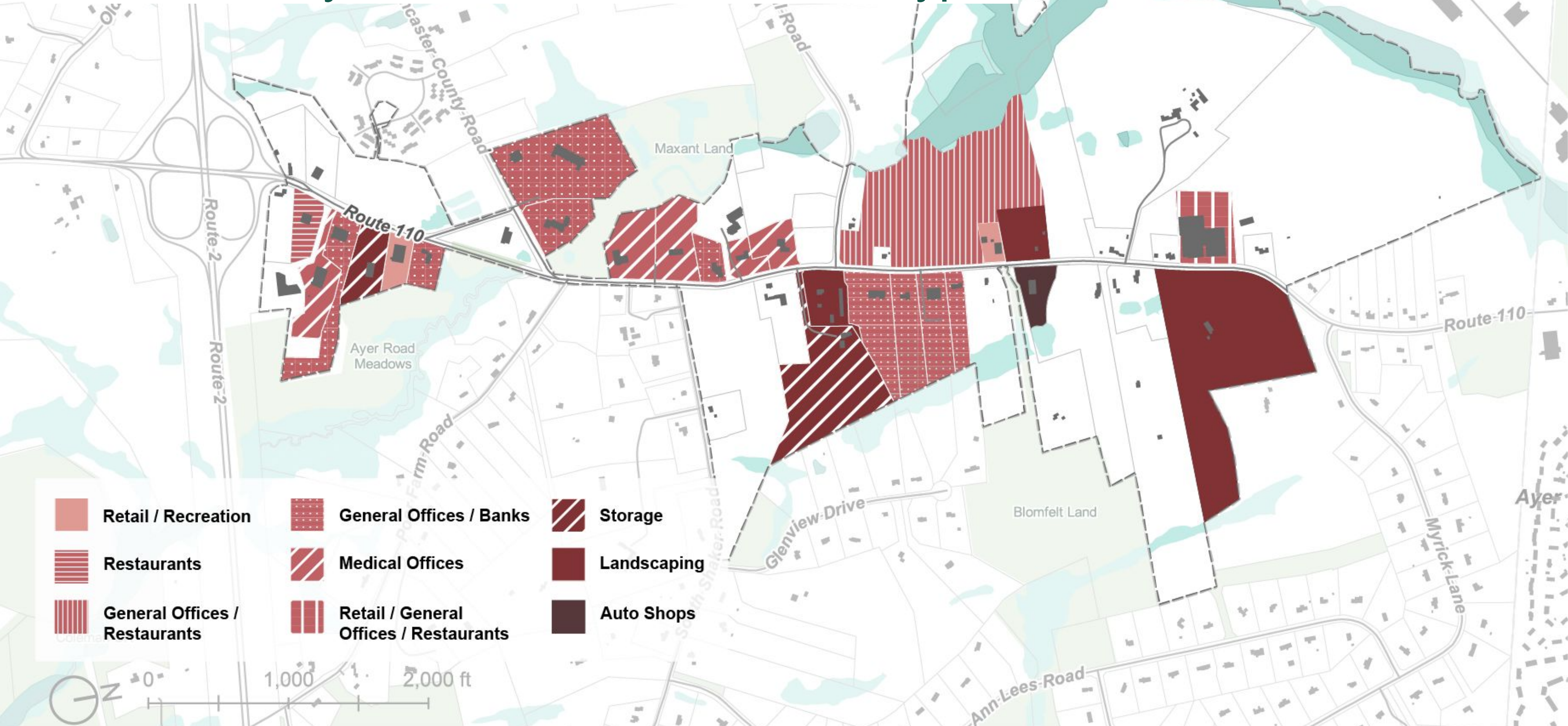
Phase 2: Vision Plan, which commenced in August 2023, expanded upon the insights from Phase 1: Market Study and Fiscal Impact Analysis. Phase 2 involved multiple steps including a study of how the Ayer Road Corridor functions today, an assessment of developable parcels, and conceptual tests to envision future developments along the corridor. At key stages of the process, the planning team engaged in stakeholder interviews, community workshops, and presentations to the planning board, to share findings and gather input to shape the vision and development framework for the Ayer Road Corridor.



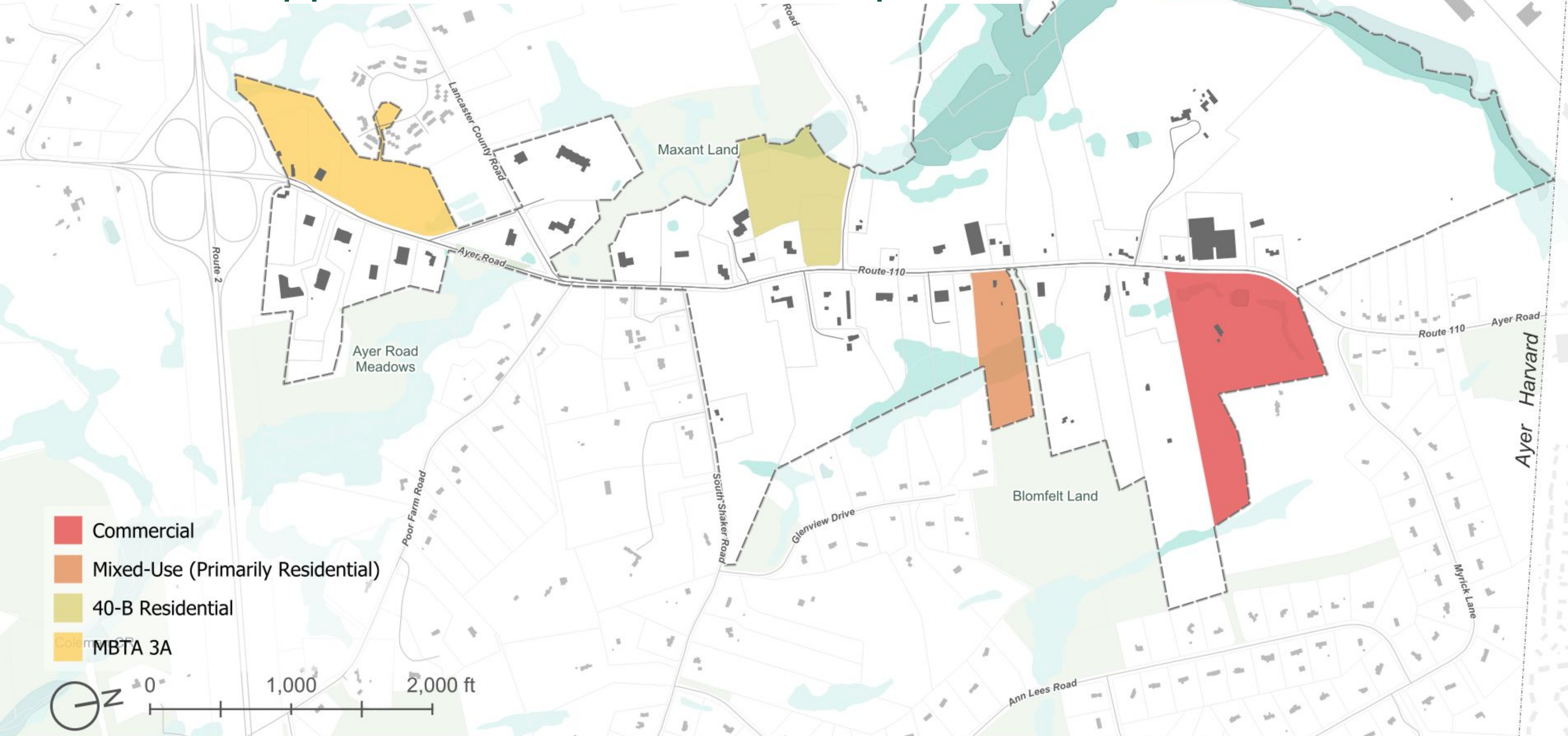
Corridor Today: Land Use



Corridor Today: Retail/Commercial Use Types



Sites with Approved or Potential Use Updates



Corridor Today: Retail/Commercial Use Types



188/196/198/200 Ayer Road: Mixed-use cluster
Retail / Office / Residential



283/285 Ayer Road: Retail / Office / F&B / Recreation



325 Ayer Road: Retail / Office / Warehousing / Services



204 Ayer Road: Recreation



294 Ayer Road: Retail / Auto Service



289 Ayer Road: Retail / Services

The corridor today houses a mix of businesses, including warehouse storage facilities, and auto repair shops. The predominant development pattern is characterized by low-density structures, occupying lots with substantial setbacks. Large impervious surfaces such as parking areas are typically oriented towards Ayer Road, contributing to the corridor's sprawling and uninviting appearance.

Corridor Constraints and Opportunities (summary)

Lack of water & sewer infrastructure

Lack of access to public water and sewer infrastructures and their costly alternatives have been identified as the biggest impediment to commercial development. As a result the corridor is characterized by low density development current infrastructure can support.



Potential Infrastructure extensions:

- Potential to bring water into corridor as an extension from the 3A site connection from Devens.

Parcel configurations vary along corridor

Implications for street-oriented commercial development. Several parcels, currently hosting low density commercial activities, are relatively small, long, and narrow, with limited frontage on Ayer Road.



Enhance parcel connections

- Potential to consolidate parcels and/or create better connectivity across parcels through development clusters
- Propose future site layouts that prioritize active commercial fronts with enhanced public realm, and locate parking and BOH services to back of parcel

Slow commercial development market

Commercial development applications along the corridor are lacking, with the market showing a preference for housing development. Commercial developments carry considerably higher risk to developers compared to residential projects.



Community support to revitalize the corridor

- Desire within the community to diversify commercial uses and reimagine the corridor as a vibrant district
- More retail is possible, and the Town can maintain and promote the C-district as mainly commercial: the market can change or the Town might find the right tenant in the future.

Deficient zoning, low density development

Current zoning has resulted in scattered suburban-type development and is conducive to unintended uses such as recent development inquiries for self-storage facilities, auto repair uses, warehousing.



New form-based code:

- Implementation of new zoning regulations to enable predictable and desired built outcomes
- Opportunities for the integration of more street-oriented commercial and mixed-use developments
- Regulations to include design themes reflective of desired village-style character

Car-oriented design, environmental limitations

Corridor functions primarily as a thoroughfare for traffic, lacking pedestrian infrastructure such as sidewalks, safe crossings, and protected bike lanes. Presence of wetlands and environmentally protected areas limits parcel development.



2026 TIP Project:

- 10-foot-wide shared use path along the west side of the corridor, aimed at enhancing the public realm and promoting walkability.

Enhance and promote open space network:

- Incorporate wetlands and other environmental restorative areas.
- Support commercial uses that foster connection with agriculture

Community and Stakeholder Engagement








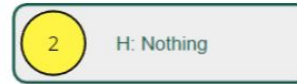

An important initial step in the vision plan involved gathering input from stakeholders and the community regarding the envisioned character, scale, and type of development for the Ayer Road corridor. The following table provides an overview of the feedback collected and generated from both the community and stakeholders in the process:

Ayer Road Opportunities	Ayer Road Challenges
Potential for robust mixed-use development on the corridor featuring retail establishments such as restaurants and cafes, with a focus on farm-to-table concepts like Groton Gibbet Hill.	Economic viability is a concern, particularly in terms of residential development needed to support desired commercial and retail endeavors.
Housing designed to cater to individuals who wish to age in place within the town, along with a commitment to providing affordable housing options.	Water and sewer limitations pose significant obstacles, with shallow groundwater and stringent septic system rules impeding meaningful development and making compliance difficult.
Enhancement of public realm, promoting walkability.	The arduous and expensive well approval process dissuades potential investors.
Tax revenue diversification by shifting the focus towards commercial development, as residential taxes currently form the town’s primary income source.	School enrollment impact perceptions and town resident reluctance towards multifamily housing add another layer of complexity.
Potential water and sewer connections from Devens and Ayer, aiming to bolster infrastructure and facilitate growth.	Current zoning grants developers considerable freedom that sometimes results in undesired development character along the corridor.
Implementation of new zoning regulations and a clear vision for the future, aiming for predictable built outcomes that align with the desired rural village character.	Town residents are hesitant to proceed with “as of right” development, preferring oversight via planning board involvement or special permits, although this stance may be less appealing to developers.
Having visual representations and setting specific design standards prior to developers initiating projects, streamlining the process while ensuring the desired town character is maintained and enhanced.	Challenges related to increasing traffic volume, wetland complications, and utility constraints, including overloaded electric lines predominantly above ground.







11/02/23 Community Visioning Workshop - Takeaways

- Overall support for mixed-use development including **multifamily residential** and commercial development, leaning towards **convenience retail such as grocery stores and destination retail such as restaurants and places for families to visit.**
- Desire for **enhanced walkability in future developments that prioritize sustainability,** incorporating future infrastructure improvements
- Concerns around new **development impact on street safety** along the Ayer Road Corridor.
- Attendees of the 11/02/23 community workshop generally advocate for **extending water and sewer infrastructure to accommodate new and vibrant uses** along the corridor.






What new commercial uses would you like to see on Ayer Rd?: (choose up to 3)

 3 A. Retail shops	 14 B. Restaurants / Farm-to-table	 8 C. Convenience / Groceries	 3 D. Boutique stores
 5 E. Pharmacies / Clinics	 4 F. Lodging / Inn	 1 G. Vehicle repair / Landscape	 2 H. Nothing
			 1 I. Others

Select your preferred character and scale for commercial use: (choose up to 3)

 15 A. Small ground-floor convenience retail in mixed-use developments	 16 B. Clustered retail in mixed-use developments	 0 C. Shopping centers
 17 D. Standalone boutique retail/restaurants	 2 E. Standalone chain retail/restaurants	 0 F. No change in character / nothing

If there is new housing on the corridor, preference would be: (choose up to 2)

 3 A. Townhouse cluster / family-size units (3+ bedrooms)	 7 B. Multi-family / compact units (1-2 bedrooms)
 7 C. 2-4 unit buildings / clusters	 2 D. Single-family detached homes
 0 E. None of the above	

Development Precedents

In the community visioning workshop and stakeholder interviews, development examples from similar communities were reviewed to identify appropriate scale and type of developments preferred by the community for the Ayer Road Corridor/C-district.



Northern Bank Town Common, Littleton, MA

- Commercial (37,880 sf total with retail, restaurant, office programs)
- *Precedent for character*



Summer St development, Manchester-by-the-Sea, MA

- Retail (5,000 sf)
- Residential (39 units; 40B Development)
- *Precedent for character / combination of uses / scale*



Groton Inn, Groton, MA

- Boutique hotel (60 keys)
- Restaurant within same cluster
- *Precedent for character / combination of uses*

Note: While no precedent can serve as an exact match for the unique opportunities and challenges presented by the Ayer Road Corridor/ C-district, the examples here provide valuable references for character, scale, and the integration of various uses desired by the community. See corridor development framework on next pages and the attached appendix for more detailed summary of precedents discussed through this project.

Corridor Development Framework

- Prioritize commercial and mixed-uses
- Encourage village-style cluster development
- Foster a continuous built primary frontage
- Improve pedestrian and bike connectivity
- Protect natural and agricultural uses

Corridor Development Framework



Prioritize commercial and mixed-use development



Encourage village-style clustered development



Foster a continuous built primary frontage



Improve pedestrian and bike connectivity



Protect natural and agricultural uses

Prioritize Commercial and Mixed-Use Development



VillageWorks, West Acton, MA
Mixed-use Retail / Restaurant / Brewery / Office / Event
Space (35,000 sf)

Ayer Road is Harvard's only commercial district, and as such, the community aspires to maintain and expand the commercial opportunities in the corridor. There is potential for community and neighborhood-oriented “necessity retail” alongside visitor-oriented businesses. As concluded by the 2023 market study for the corridor, new commercial development will require to be supported by including residential uses, especially multi-family.

- Increase the financial feasibility of new commercial spaces by including a diverse array of uses, especially residential.
- Mixed-use developments will help to add vitality, vibrancy, and all-day activity to the corridor.

Encourage Village-style Cluster Development



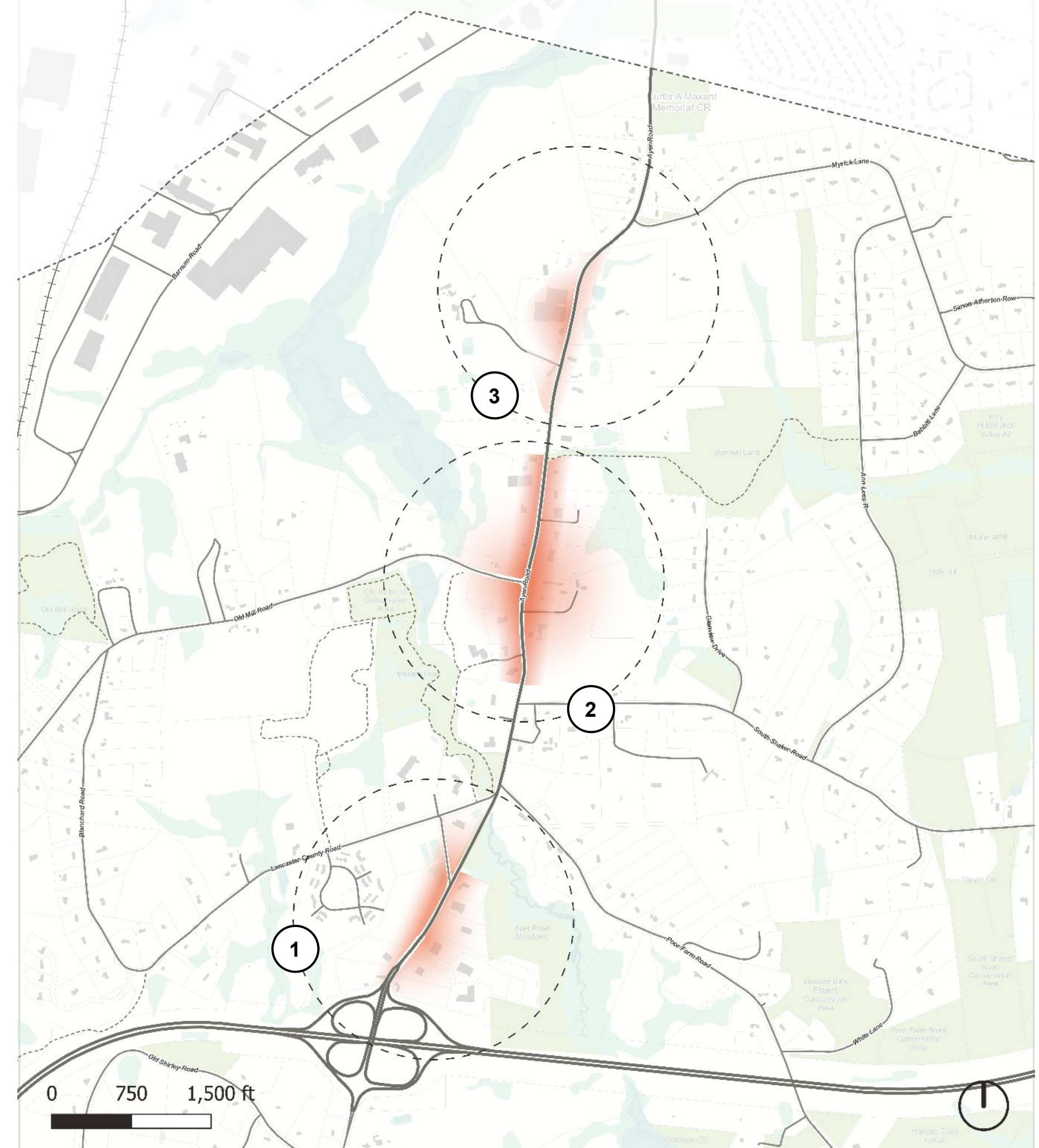
The 2023 Market Study and Fiscal Impact Analysis recommends not maximizing the town's retail potential and instead encouraging incremental clustered development of small-scale mixed-use commercial and residential projects.

- Identify centralities and corridor nodes
- Group buildings in pedestrian-friendly clusters
- Develop contextually scaled buildings

Centralities and corridor nodes

Ayer Road has potential nodes that could offer opportunities to divide the corridor into several village nodes. **These centralities are not necessarily fixed locations in the corridor and rather provide a gradient of where development would have the maximum impact.** These nodes are prime areas for clustered development and street calming.

1. **Ayer Road South node:** The conjunction of the only recent mixed-used development in the corridor and the potential commercial and residential developments across the street offers a great opportunity to consolidate an activity cluster close to Rt 2.
2. **Ayer and Old Mill Roads:** The segment between South Shaker Rd and the Blomfelt trail, at the heart of the commercial corridor, contains some of the parcels with more development potential.
3. **Doe Orchard:** By adding visitor-oriented businesses within mixed-use developments, another possible node can be developed around Doe Orchard, north of the corridor.



Group buildings in pedestrian-friendly clusters

Although the existing Ayer Road Village Special Permit (ARV-SP) already encourages clustered development, it has not yet achieved the desired transformational development along the corridor. The two ARV-SP projects approved so far have not truly produced the desired proximity between buildings.

By creating clusters of mixed-use sites, especially around the corridor nodes, accommodating retail, residential, and residential service businesses will gradually increase the walkability of the corridor to reflect better a New England village character and the history of the Town of Harvard.

Contextually scaled buildings

Ensuring buildings are proportionate to neighboring structures creates cohesive, visually appealing environments that preserve local character. Future developments would do well to adhere to and follow guidelines that seamlessly integrate new structures with the local form and town fabric.

Summer St development, Manchester-by-the-Sea, MA
Mixed-use Retail (5,000 sf) / Residential (39 units)



Foster a continuous built primary frontage



Northern Bank Proposed Development, Town Common, Littleton, MA

Ayer Road currently has a sparse urban fabric with most existing buildings significantly set back from the street. As part of the clustered development approach, the vision for Ayer Road is for all new developments to create a continuously built edge along the corridor, minimizing the number of curb cuts and driveways, and for commercial uses to be placed fronting Ayer Road.

Consider how frontage, building massing, and other design requirements apply along Ayer Road, other public streets, and internal circulation routes (drives, paths, parking lots, etc.).

- Relationship to the shared path
- Secondary paths. Parcel interconnections
- Corners

Improve Pedestrian and Bike Connectivity



Minuteman Bikeway Crossing, Arlington MA

Ayer Road is currently an unwelcoming environment for pedestrians and cyclists. While the TIP will bring significant infrastructure improvements to the corridor's walkability, future clustered development will be crucial to achieving better pedestrian conditions. New development must be designed with parking lots placed behind buildings and landscape arrangements that enhance the quality of the public realm.

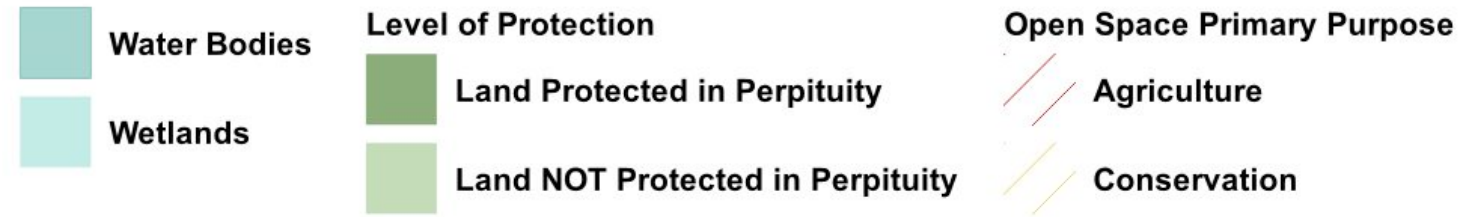
Interconnectivity between parcels and cross-access easements could reduce the number of curb cuts and driveways and share secondary pedestrian paths along the corridor. Furthermore, new secondary connections could link into the already extensive trail networks across town.

Pedestrian Crossings

The TIP already brings a significant improvement in the number of pedestrian crossings along Ayer Road. The corridor nodes should receive special attention, making sure to include crossings where development clusters.

Protect Natural and Agricultural Uses

The Commercial District of Ayer Road and the town as a whole have important natural and agricultural areas. New development must include thoughtful buffers from existing agricultural and protection areas, in particular, the natural landscape around Bowers Brook, Blomfelt Land, and the Doe Orchard, and any environmental impacts on adjacent parcels.



Development Scenarios

- Representative Sites
- Development Scenario Process and Approach
- Case Study: Large test-fit site: 285 Ayer Road
- Summary Takeaways

Representative Sites for Development Tests

In collaboration with Town staff, the planning team identified representative sites suitable for testing the vision for commercial and mixed-use redevelopment possibilities on the Ayer Road Corridor. The selection of these sites considers factors such as parcel size and frontage, property ownership, current building and parking configurations, the condition of existing buildings on the property, and prevailing uses.



Development Scenario Process

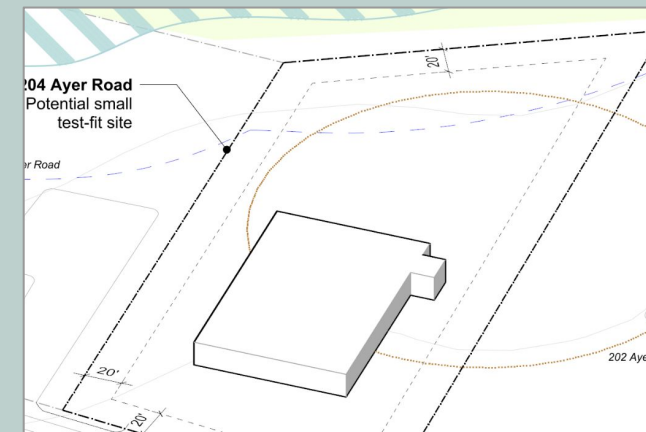
Informed by insights from the 2023 market analysis report and community feedback, **conceptual test-fit scenarios** explore what an **ideal commercial/mixed-use development** could look like on the corridor and the **desired access, connections, parking, and community amenities** it can potentially support.

Scenarios are studied through the perspective of a **future form-based code**, aiming to identify **dimensional thresholds** that govern better site arrangements, building massing approaches, parking locations, and landscape layouts.

Why test scenarios?

While scenarios cannot predict the future of the corridor, they serve as valuable tools for comparing and evaluating development options. They help us to better understand benefits and trade-offs of various outcomes and allow the community to envision the extent of change it is comfortable with.

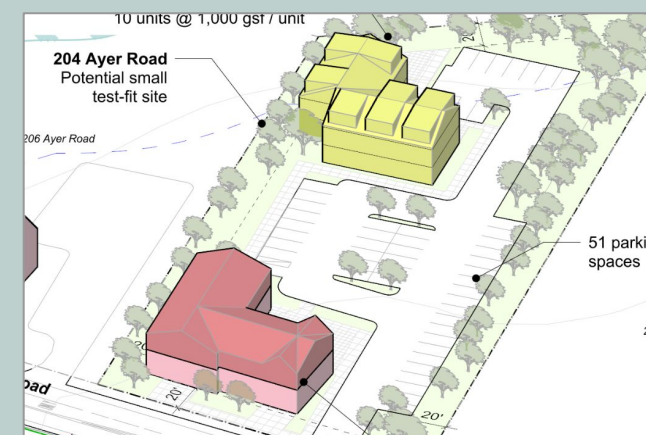
Scenarios tested explore development thresholds made possible by various increments of infrastructure improvements and their impact on the scale of potential development



- **Scenario 1: No water or sewer extension**
Assumes that neither water nor sewer utilities will be extended through the corridor and each parcel will remain reliant on wells and septic systems.



- **Scenario 2: Water main extension**
Assumes that a water main will be extended down Ayer Road and a sewer main would not be extended. This would remove the reliance on wells, but the septic systems would remain.



- **Scenario 3: Water and sewer main extension**
Assumes that both a sewer main and water main will be extended down Ayer Road, relieving the reliance on septic and wells, while simultaneously reducing the constraints on commercial development.

Scenario Assumptions and Site Parameters

Program and dimensional assumptions:

- Residential unit size: 1,000 gsf / unit
- Residential parking: 1.6 spaces per unit
- Commercial parking: 4 spaces / 1,000 gsf retail
3 spaces / 1,000 gsf office
- Max building height: 2.5 stories / 35 ft
- Min open space (excl.parking): 50%
- Setback: Front & rear 20'
- Setback: Sides 20'

Septic system constraints:

- Leaching field sizing as recommended by Nitsch Engineering
(*See Appendix for depiction of the septic system sizing*)
- No septic systems within 100' of Water Protection Overlay District

Water-related constraints:

- No non-water-supply-related uses on DEP Wellhead Protection Areas
- 100' setback from wetlands

NOTE: Assumptions and parameters are based on estimations and industry standards, and informed by development in comparable communities where applicable. Should be used as approximate values only.

Site configuration assumptions:

- Surface parking
- Horizontal mixed-use development more likely than vertical

Environmental/Ground conditions:

- Project scope did not include extensive site assessments

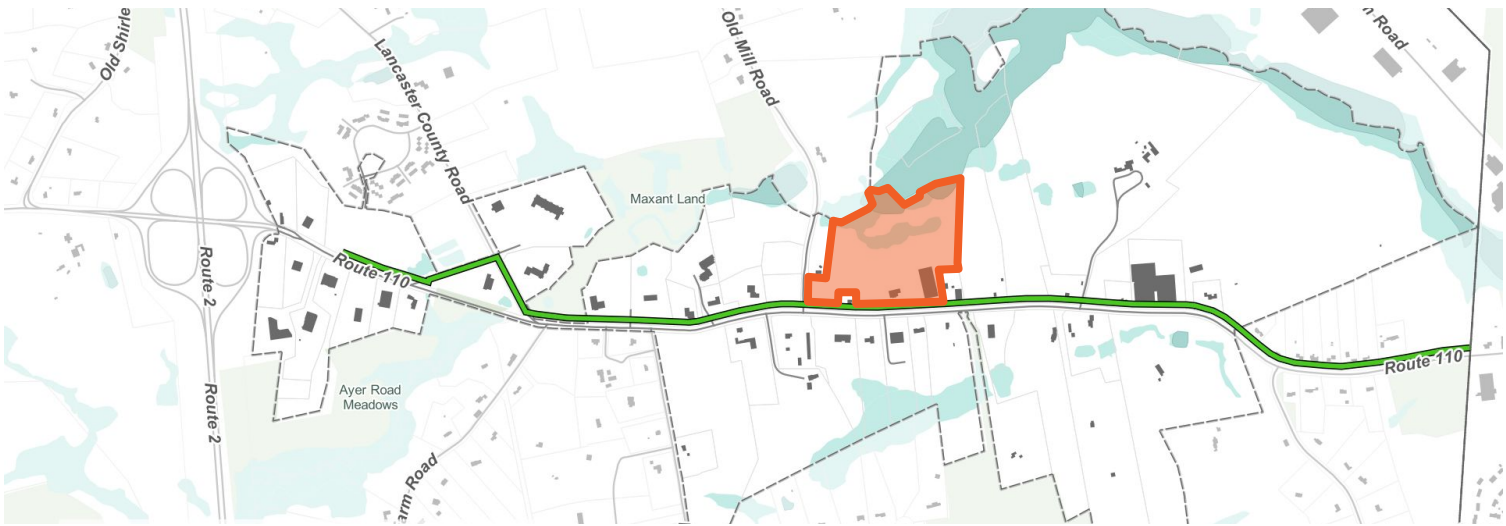
Estimating costs and revenue impacts:

- Feasibility analysis of development options based on model by Landwise Advisors (*See Appendix*)
- key inputs such as construction costs and rental rates have been modeled on local comparables and are specific to the suburban Boston market
- Land market in Harvard is highly variable and projects could be feasible on some sites but not others depending on the value expectation of the land owner.

Traffic and transportation impacts

- High-level traffic impacts from test-fit scenarios were estimated by Nitsch Engineering using the 11th Edition Institute of Transportation Engineers (ITE) Trip Generation Manual Web-Based Tool. Should be used as approximate values only. (*See Appendix*)

Case study - Large test-fit site: 285 Ayer Road

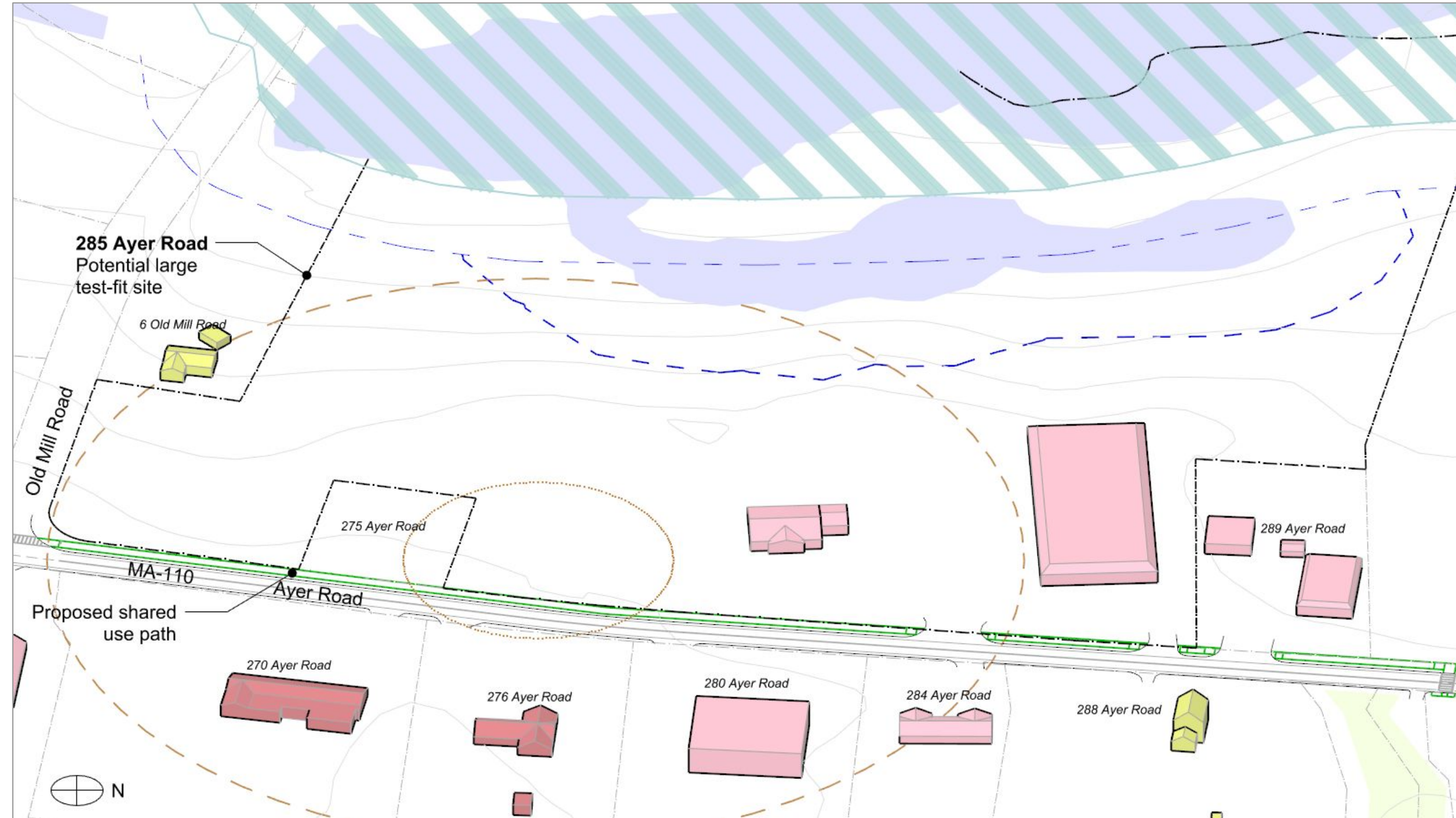


NOTE: For the Vision Plan, only the large site scenario is presented, as it best supports commercial cluster development. For tests on small and medium sites, please refer to appendix. Page 37 provides a summary of development feasibility for all sites.

285 Ayer Road
 Parcel acreage: 9.62 ac
 Existing uses: F&B / retail / recreation / services

Large test-fit site: 285 Ayer Road

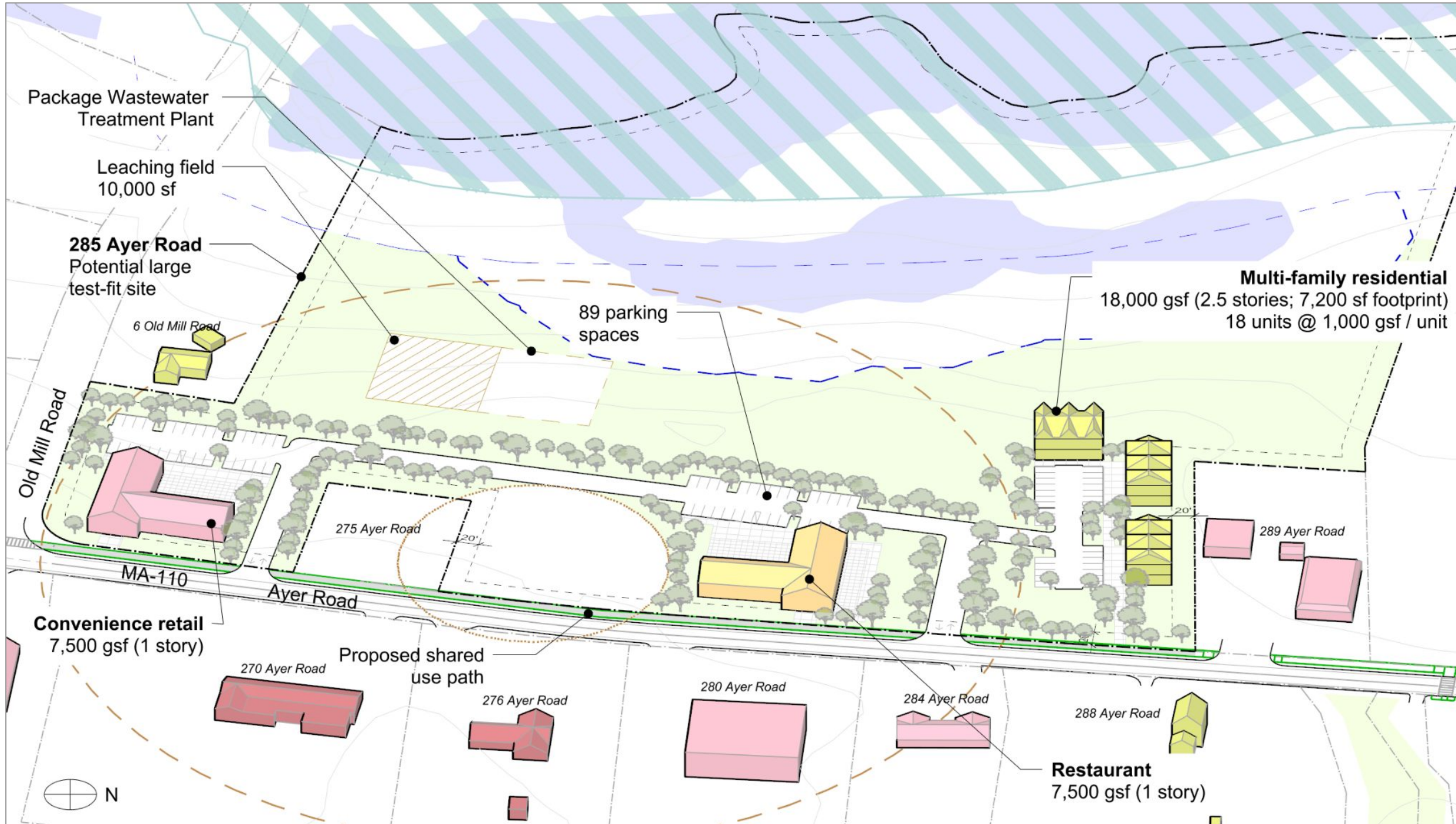
Parcel information



285 Ayer Road is the largest prototypical parcel on which three development scenarios regarding water and sewer utilities were explored. Given the parcel's significant visibility and size, these scenarios explore different program ratios and visions for the site, in addition to demonstrating how the degree of infrastructural upgrades will shape densities and site configurations.

- | | | | |
|-------------|--------------|----------------------------------|--|
| Residential | Lodging | Property lines | Water Protection Overlay District |
| Retail | Agricultural | Proposed setbacks | Water Protection Overlay District 100' setback |
| Office | Vacant | DEP Approved Zone 1 | Wetlands |
| Restaurant | | Interim Wellhead Protection Area | Wetlands 100' setback |

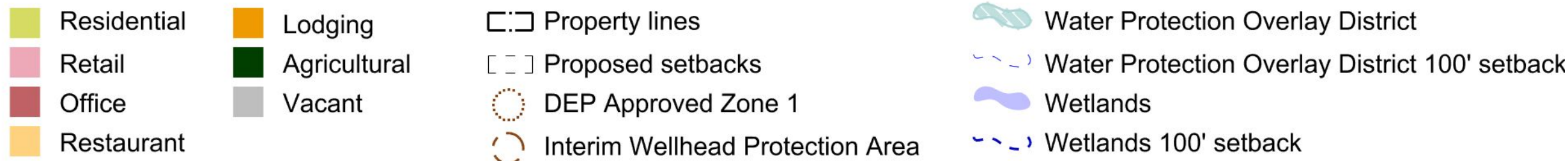
Scenario 1: No Water & Sewer Utilities



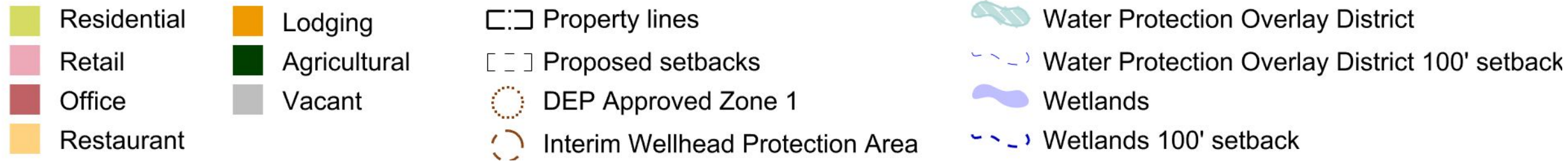
- DEP Zone I area and septic system sizing limit frontage and use of full site
- Reliance on public wells limits density
- Convenience retail and restaurant as front-lot developments; multi-family residential and parking in the back
- Wastewater treatment plant required

Program	Area	%	Units/Acre
Residential	18,000 sf	55%	1.9
Restaurant	7,500 sf	23%	N/A
Retail	7,500 sf	23%	N/A
Total	33,000 sf		

Lot coverage	
Built structures only	5%
Total impervious area	22%



Scenario 2: Water from Harvard Main + On-site waste disposal

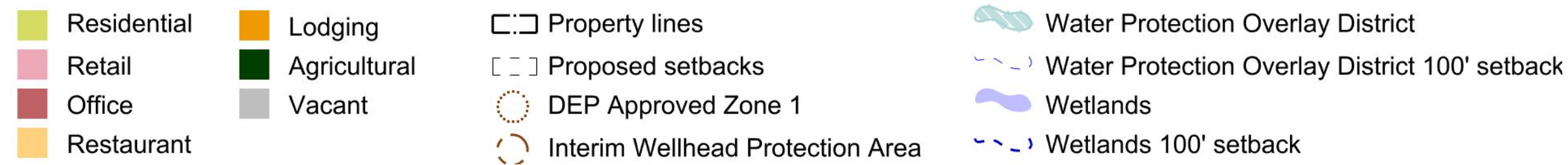


- This scenario explores minimum retail as a test
- Ground floor retail as part of vertically integrated development near parking entry
- Townhomes lining Ayer Road; apartments and parking in the back
- Wastewater treatment plant required

Program	Area	%	Units/Acre
Residential	110,000 sf	96%	11.4
Retail	5,000 sf	4%	N/A
Total	115,000 sf		

Lot coverage	
Built structures only	11%
Total impervious area	34%

Scenario 3: Water and Sewer from Town of Harvard



- Use of full site enabled by removed restrictions on water and sewer
- Opportunity to establish site as destination with a mix of commercial uses lining Ayer Road, including restaurants, retail complex, grocery stores, offices, and a small inn
- Front-lot building setbacks and interconnected building wings shaping pedestrian public realm

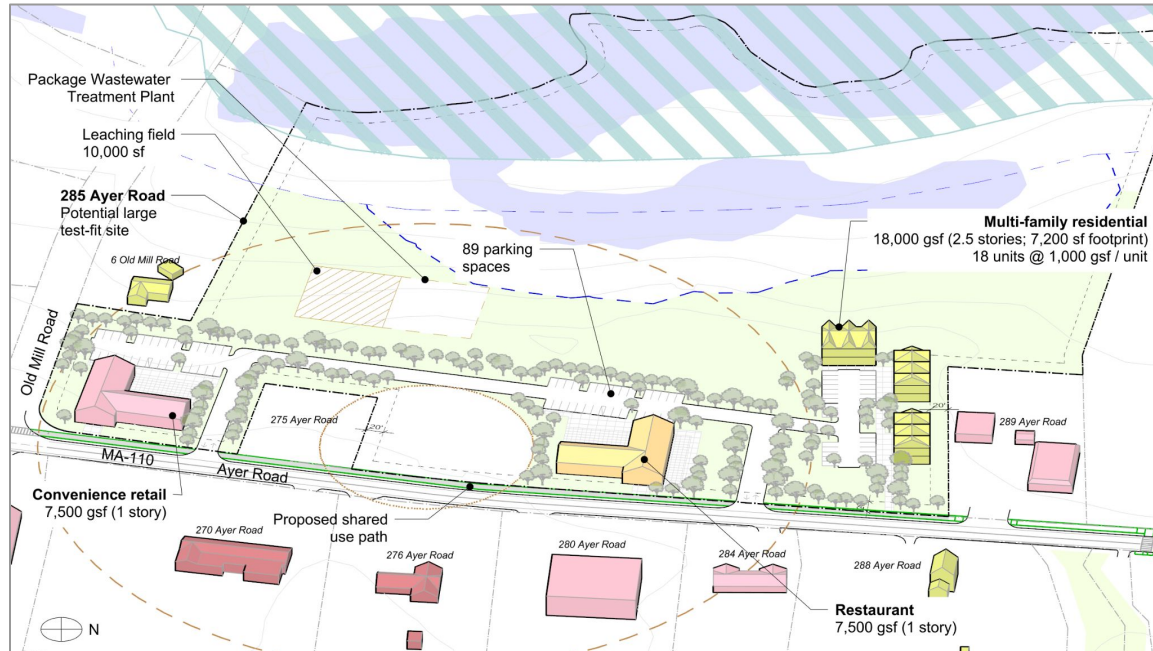
Program	Area	%	Units/Acre
Residential	96,000 sf	64%	10.0
Restaurant	7,500 sf	5%	N/A
Retail	17,500 sf	12%	N/A
Office	15,000 sf	10%	N/A
Lodging	15,000 sf	10%	N/A
Total	151,000 sf		

Lot coverage	
Built structures only	17%
Total impervious area	55%

Large Site Scenario Tests (overview)

Scenario 1

No Water & Sewer Utilities



Scenario is **not financially feasible** as it results in **low land value** at \$1,600,000 or \$165,000 per acre

Scenario 2

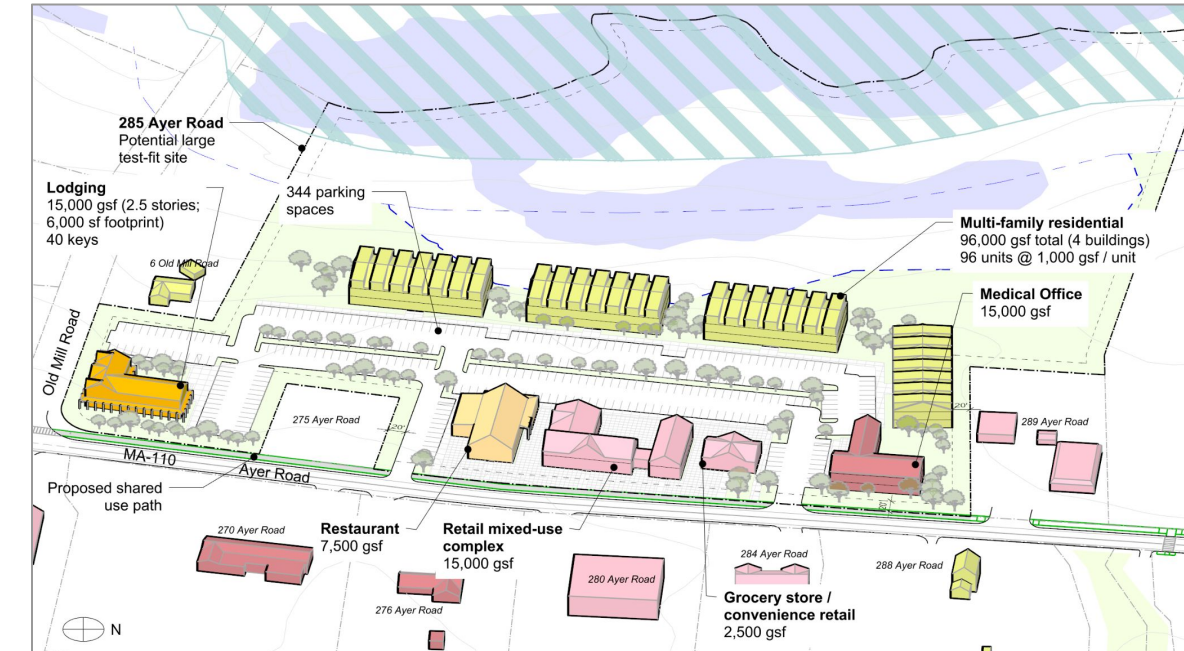
Water from Harvard Main + On-site waste disposal



Scenario is **financially feasible** as it results in **medium value** at \$4,150,000 or \$428,000 per acre

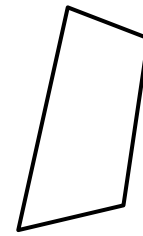
Scenario 3

Water and Sewer from Town of Harvard

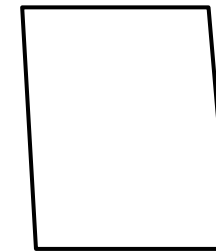


Scenario is **financially feasible** as it results in **medium value** at \$4,600,000 or \$435,000 per acre

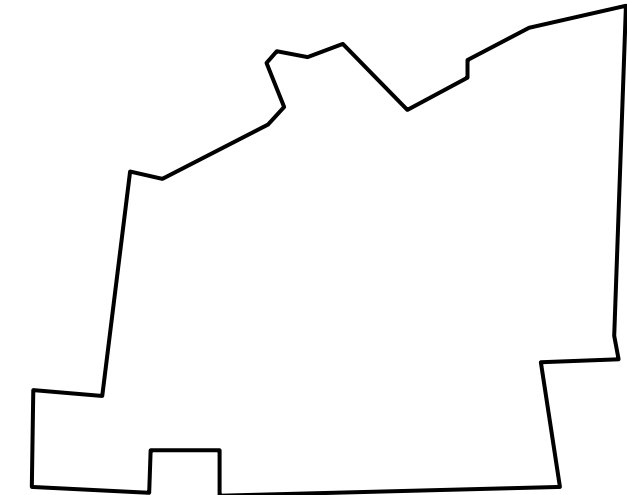
Feasibility Takeaways (all sites)



204 Ayer Road



325 Ayer Road



285 Ayer Road

	Site 1 - 1.6 acres			Site 2 - 4.8 acres			Site 3 - 9.6 acres		
	Scenario 1	Scenario 2	Scenario 3	Scenario 1	Scenario 2	Scenario 3	Scenario 1	Scenario 2	Scenario 3
Total SF		9,000	20,000	23,000	52,000	79,000	33,000	115,000	151,000
Residential Units		6	10	15	36	60	18	110	96
Commercial SF		3,000	10,000	8,000	16,000	19,000	15,000	5,000	55,000
Land Value/Acre	N/A	\$256,000	\$422,000	\$215,000	\$365,000	\$585,000	\$166,000	\$428,000	\$434,000
Total Value		\$399,000	\$659,000	\$1,031,000	\$1,746,000	\$2,575,000	\$1,596,000	\$4,121,000	\$4,613,000
Feasible?		No	Borderline	No	No	Borderline	No	Feasible	Feasible
Notes	Site recently listed for \$1,115,000			High Embedded Value			Low Embedded Value		

Development Scenarios - Summary Takeaways

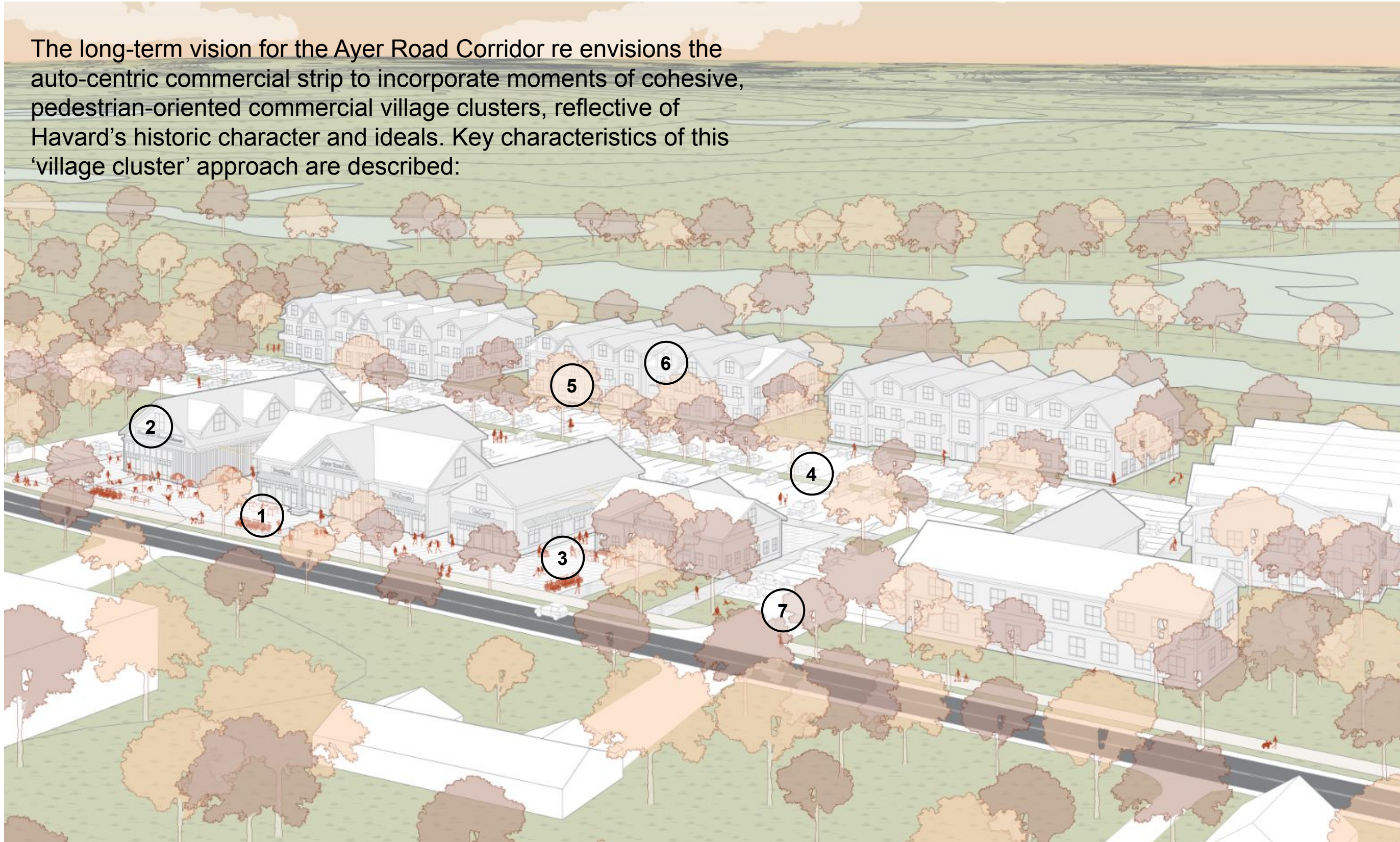
- **In general, large sites (larger than 10 acres) will be most attractive to developers** so they can achieve economies of scale with a larger development (180+ units) and solve the septic challenge on site.
- More meaningful development will become viable with **water and sewer infrastructure expansion** along the corridor.
Note: precise cost estimate for providing public access to water and sewer services in the Commercial District has yet to be determined pending more detailed engineering studies
- **The residential values are likely to support surface parking only.** Vertically integrated mixed-use buildings with podium parking are not currently feasible.
- **Commercial developments carry significantly more risk than residential.** The planning team estimates developers will want to cap commercial uses at around 10% or less of the total development square footage. Market feasibility assessments indicate that facilitating commercial development along the corridor would require some form of subsidy, likely through residential development.
- **More retail is possible, and the Town can maintain and promote the C-district as mainly commercial:** the market can change or the Town might find the right tenant. However, it might take time to find developers who are willing to take on a higher risk
- **Traffic and transportation impacts:** Scenarios generally represent a net reduction or near net neutral trip generation compared with existing conditions.

Design Guidelines

- Site Design
- Building Design
- Landscape and Public Realm

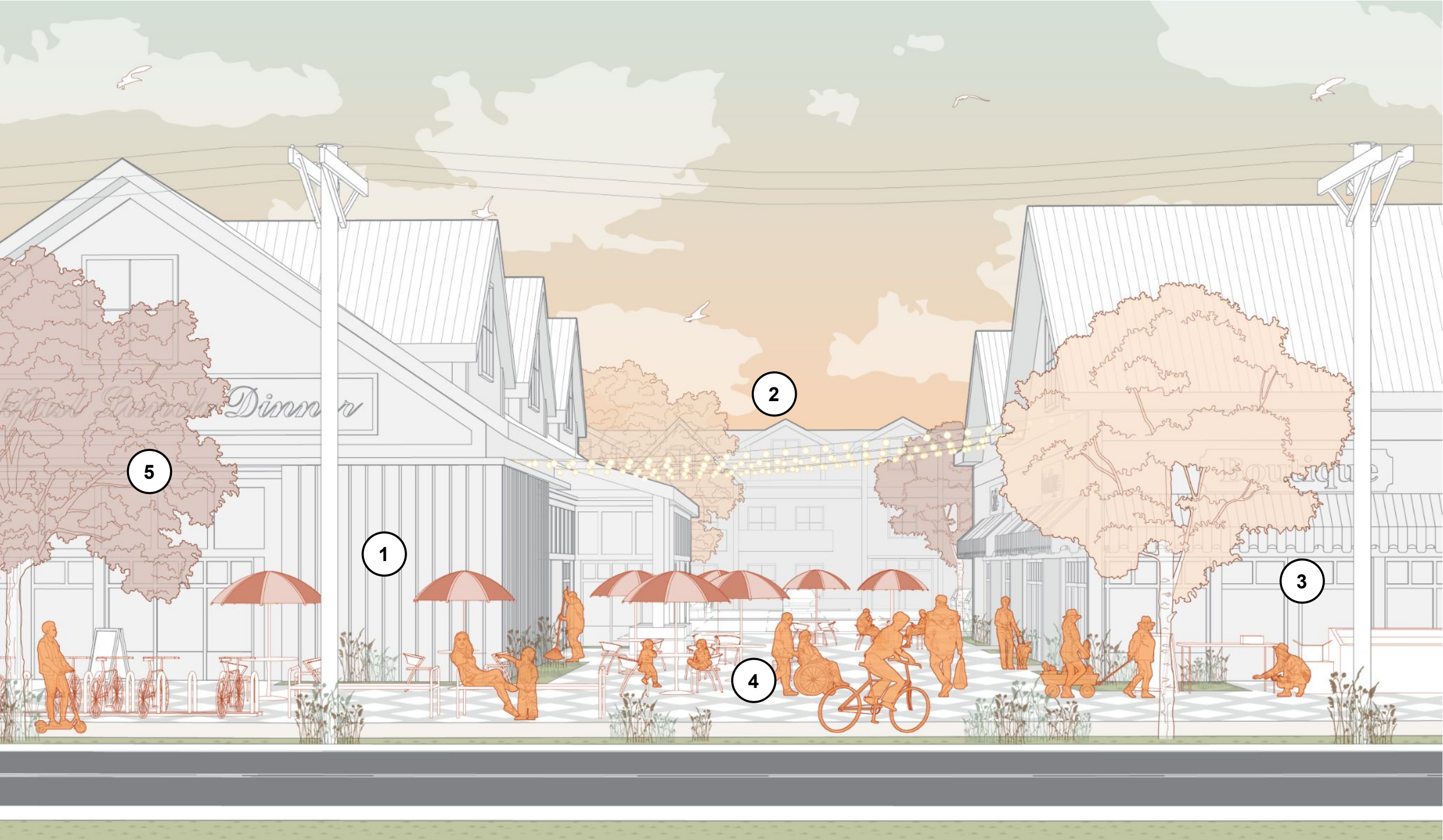
Ayer Road Cluster Development: Conceptual Rendering

The long-term vision for the Ayer Road Corridor re envisions the auto-centric commercial strip to incorporate moments of cohesive, pedestrian-oriented commercial village clusters, reflective of Harvard's historic character and ideals. Key characteristics of this 'village cluster' approach are described:



1. **Active and continuous street front:** Articulated building facades and continuous street wall with buildings close to sidewalk/shared use path to define public realm
2. **Architectural style and character:** Building size and features reflect the small village character and style of Harvard's rich history.
3. **Pedestrian walkways and plazas:** Residents and visitors feel welcome and safe while walking within the development cluster, parking areas, and along the street
4. **Parking in the back:** Parking lots and service/loading areas are located behind or to the side to minimize visual impact. Pedestrian circulation through parking areas is well designed, clearly separated from vehicles.
5. **Landscape features:** such as trees, open spaces, and shrubs provide both visual relief and shade to impervious areas like parking lots. They can also be designed as accessible and functional public space, and an effective way to screen residential development to allow privacy.
6. **Site planning and building placement:** Residential development placed in the back of site, buffered from the active commercial front by parking lot and landscaping, for privacy and noise mitigation.
7. **Access management and connectivity:** Defined entry and exit to development cluster, minimized curb cuts, shared parking, and extended pedestrian pathways to adjacent properties

Ayer Road Cluster Development: Conceptual Rendering

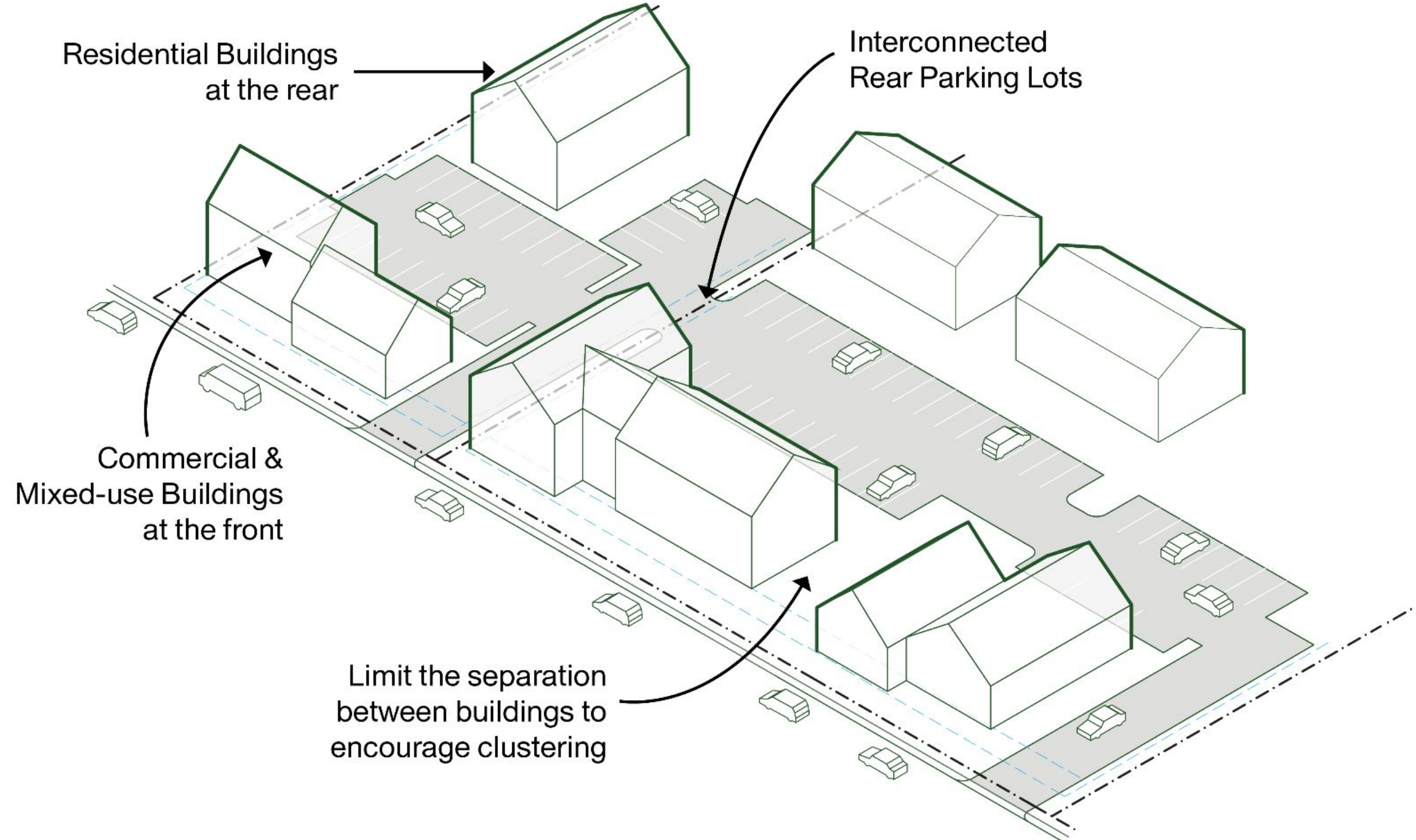


- 1. **Building Style:** building form and architecture along the corridor to fit with the context of Harvard's existing character.
- 2. **Building Clusters:** allow to create small pockets of commercial and people-facing activities by keeping building close to each other.
- 3. **Ground floor design:** are designed with specific standards and fenestration to accommodate commercial uses.
- 4. **Public spaces/amenities:** Spaces between buildings and frontages can serve to accommodate pedestrian-oriented spaces such as outdoor plazas, street furniture, public art, parklets.
- 5. **Landscape features:** setbacks and landscape buffers allow to provide additional pedestrian amenities such as seating opportunities and additional trees.

Site Design Guidelines

Buildings Clustering

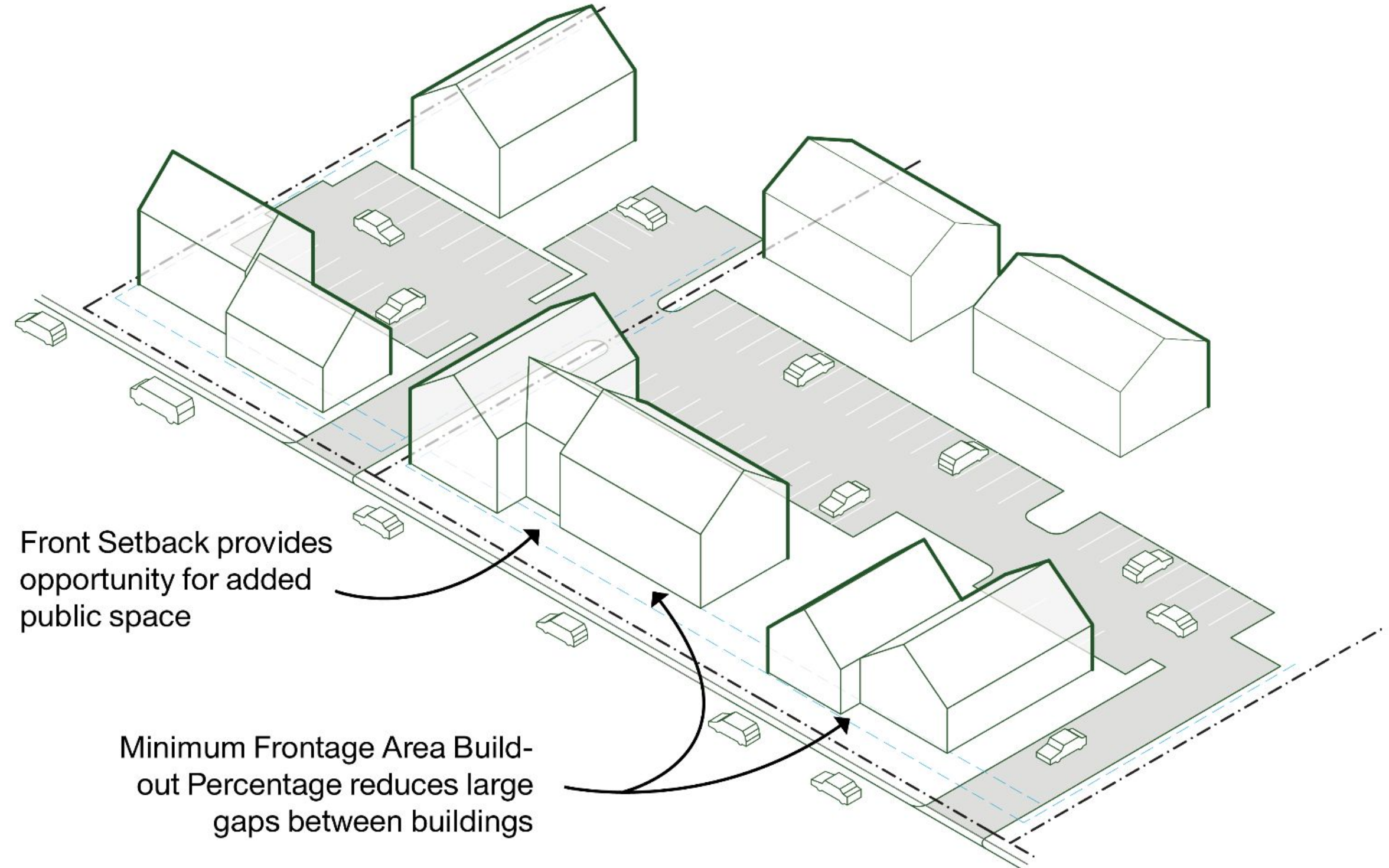
- Allow for **multiple buildings on a single parcel** as long as they do not collectively exceed a maximum lot coverage percentage.
- Regulate the **allowed separation** between buildings within the same parcel to ensure buildings create an engaging synergy between them.
- Limit the percentage of residential-only buildings along the front of the parcels to prioritize commercial and mixed-use buildings.



Site Design Guidelines

Buildings Placement

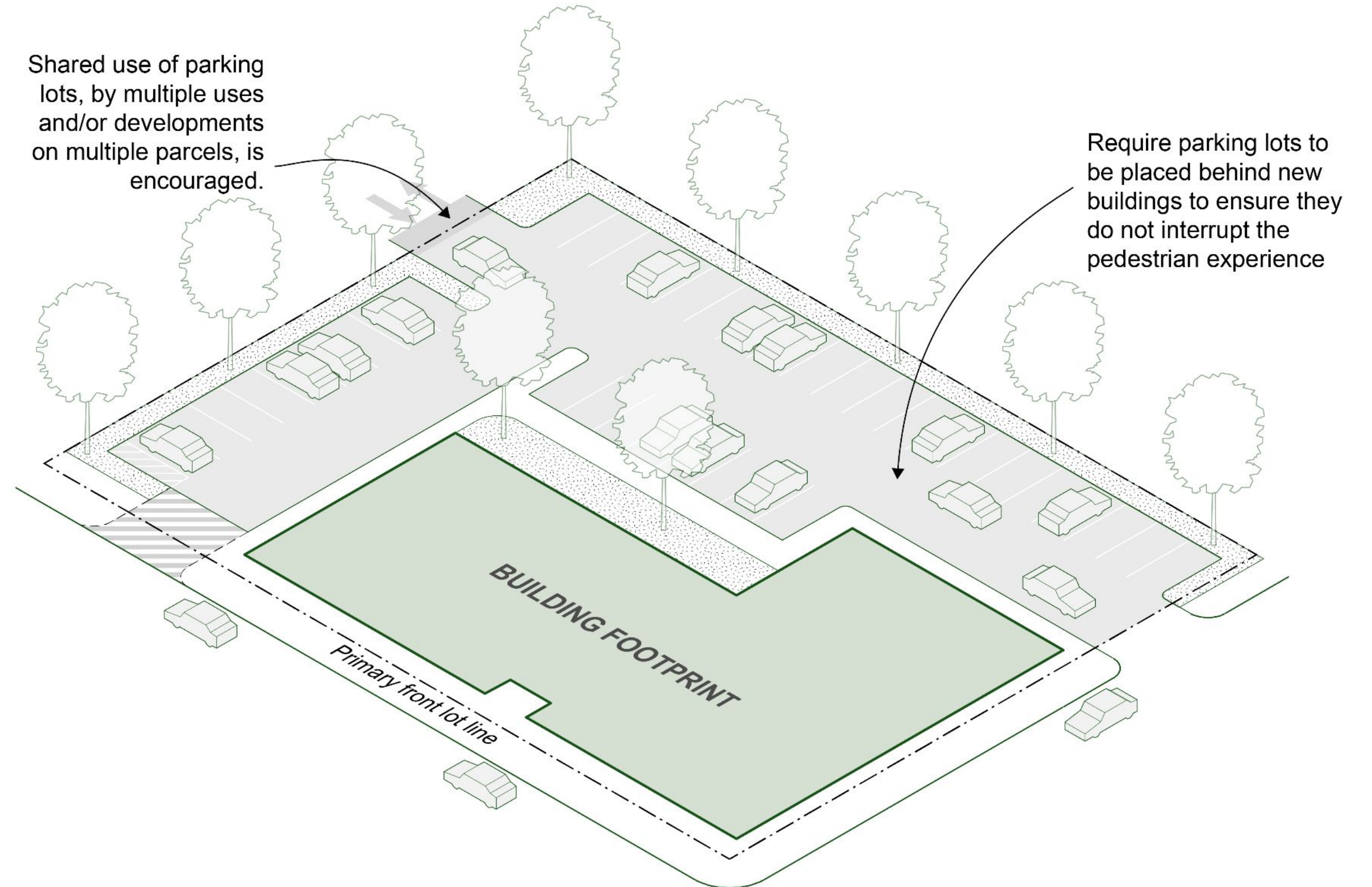
- Require new buildings to be setback from the front and side lot lines to maintain Harvard's development patterns.
- Define a **maximum setback** for new buildings, and require facades to meet a minimum percentage of their front lot widths (i.e., "frontage area build-out") to ensure buildings adequately frame and engage the public realm.



Site Design Guidelines

Parking and Driveways

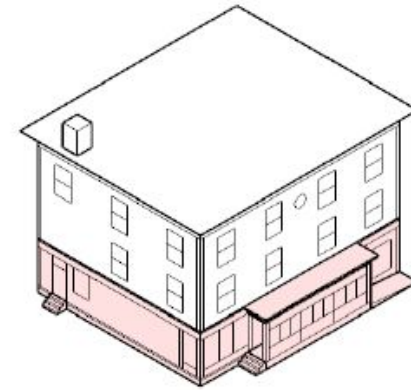
- Require parking lots to be placed behind new buildings to ensure they do not interrupt the pedestrian experience.
- Encourage rear parking lots to interconnect with other rear lots and share driveways to maximize visitor convenience and minimize the number of curb cuts.
- Consider shared parking between different uses



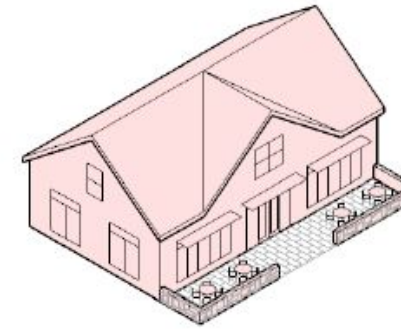
Building Design Guidelines

Buildings Form

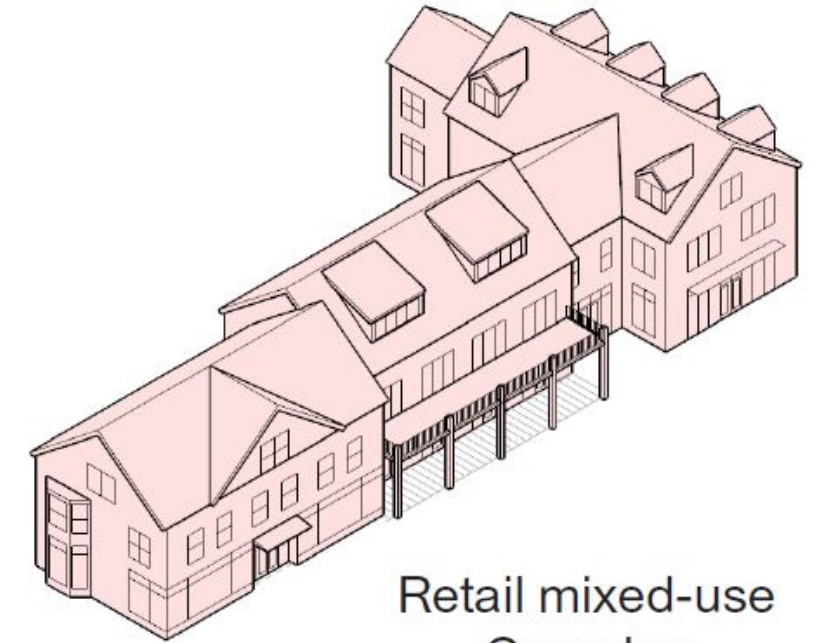
- Regulate the type and scale of buildings along the corridor to **fit with the context of Harvard's existing built character** while allowing for the accommodation of larger contiguous floorplates necessary for contemporary commercial uses. Some key metrics to include are:
 - Height and Number of stories
 - Stories heights
 - Maximum widths and floorplates
 - Building articulations
- Require different standards for ground floor design of mix-used and commercial buildings



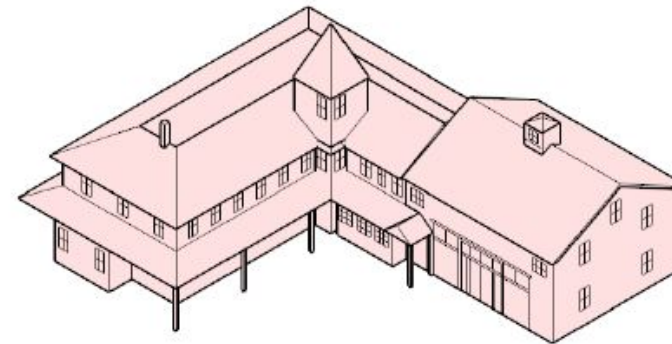
Convenience retail



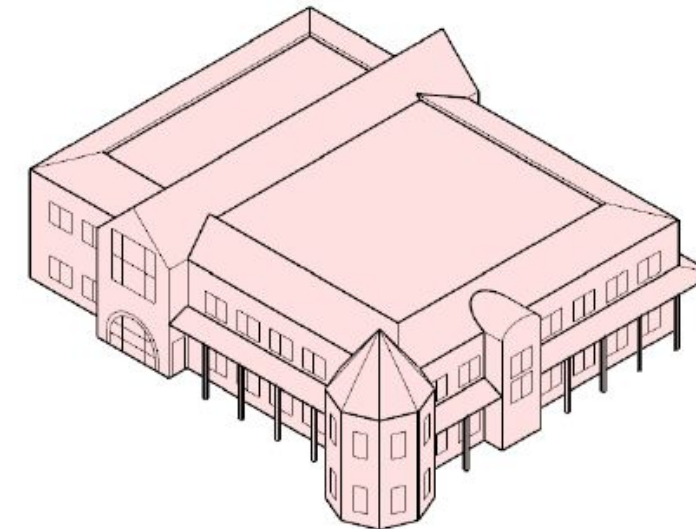
Restaurant



Retail mixed-use Complex



Lodging

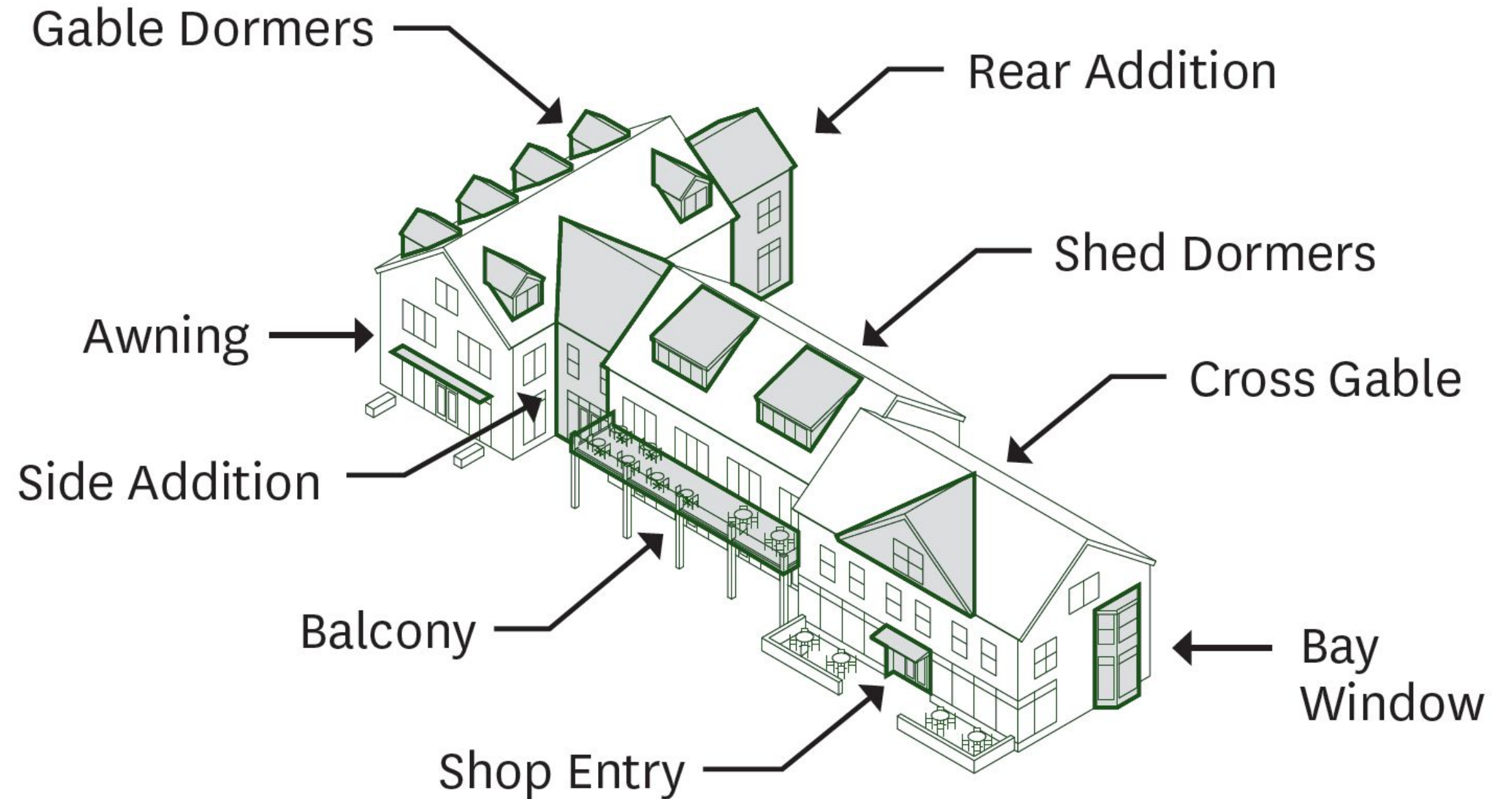


Commercial Office

Building Design Guidelines

Architectural Guidelines

- Regulate relevant architectural features based on Harvard's character, including:
 - *Facade Articulation* - Vertical subdivision of the building's facade
 - *Fenestration* - Percentage of glazing in the facade
 - *Building Components* - Accessory architectural elements
 - *Frontage Design* - Design of primary entrances
- Limit the type and color of materials to a minimum to maintain a harmonious composition.



Building components are accessory elements attached to primary massing(s) that increase a building's usefulness and provide an important means for achieving variety and individuality in design.

Landscape and Public Realm Design Guidelines

Parking Design

- Unless specified, limit parking locations behind buildings and landscaped buffers to improve pedestrian conditions and enhance walkability and safety.
- Limit the maximum allowed dimensions of driveways.
- Require a densely planted landscape area to screen any parking lot abutting any property line.
- Define a metric to require trees per parking lot surface.

Streetscape Design

- Limit the minimum spacing and the number of allowed curb cuts per parcel, and the curb cuts' widths must not be larger than the driveways.
- Limit the location of driveway aprons within the furnishing zone of a sidewalk to avoid any interference with pedestrian circulations.

Landscaped areas

- Coordinate the landscape design in the frontage area with the abutting public sidewalk to provide additional pedestrian amenities such as seating opportunities and additional trees.
- Prioritize the use of materials that are common to Harvard's character, such as short stone walls, pervious ground covers, and wood decking.
- Prioritize the use of native plant species and xeriscape.

Appendix

For additional detailed information regarding the project process, the following appendices are available on the Town's website:

- 01_Ayer Road Maps
- 02_Development Precedents
- 03_Development Scenario Takeaways (all sites)
- 04_Development Scenario Test Fit Septic Constraints
- 05_Transportation/Traffic Memo (general assessment)



Code Strategy Report

Ayer Road Corridor
Town of Harvard, Massachusetts

April 2024

Prepared by:

CODE STUDIO

CONTENTS

INTRODUCTION AND VISION PLAN

Introduction	2
Ayer Road Corridor Vision Plan.	3

ANALYSIS OF EXISTING BYLAW

Planning and Zoning Context	6
Commercial (C) District	7
Current Zoning Map	8
Special Permit Options	9
C District Commercial Design Guidelines	11

PROPOSED APPROACH

Form-Based Code Organization.	14
Key Metrics	16
Relationship to Existing Bylaw	18
Next Steps	19



Introduction and Vision Plan

INTRODUCTION

Beginning at least as early as 2002, the Town of Harvard has sought to promote mixed-used development, pedestrian-friendly development patterns, and long-term infrastructure improvements in its commercial corridor along Ayer Road. This corridor is home to the Town's commercial zoning district (the C District) and has developed over time with a car-oriented, disjointed pattern of single-use buildings. The redevelopment of the C District has remained an important goal of the Town and continues to enjoy widespread support from residents due to the promise of significant public benefits, including greater social cohesion, increased commercial activity, and a diversified tax base. With this project, the Town seeks to replace its current commercial development process with a new approach, informed by a corridor-specific Vision Plan, to catalyze sustainable development along Ayer Road. Together, the Ayer Road Vision Plan and form-based code will provide the Town of Harvard with the tools to achieve its goal of a mixed-use village along Ayer Road.



AYER ROAD CORRIDOR VISION PLAN

The Vision Plan provides a comprehensive strategy for re-imagining the C District. This strategy is an extension of previous efforts to promote mixed-use development along the corridor, including the 2002 and 2016 master plans, two complementary special permits, and commercial design guidelines. These efforts also include years of community engagement to determine a suitable scale and character for the C District. Because of the considerable public interest in this project, the consultant team adopted a multidisciplinary approach to implement the planning process. In the first phase of the broader Ayer Road Corridor project, the team conducted a market study and fiscal impact analysis to anticipate the challenges and opportunities of mixed-use development in the corridor, including public infrastructure constraints and market conditions.

The second phase of the project, the Vision Plan, expands upon the findings of this initial economic analysis by exploring the viability of different development scenarios on several parcels throughout the corridor. The Vision Plan team also considered possible negative externalities, from increased traffic congestion to environmental degradation, of each development scenario. To finalize the development of the Vision Plan, the team engaged area stakeholders and residents in a participatory planning process consisting of stakeholder interviews, community engagement workshops, and planning board meetings.

SYNTHESIZING THE VISION PLAN

The Ayer Road Vision Plan consists of three key components: a corridor development framework, development scenarios, and design guidelines. The development framework describes in detail the following desired outcomes for future development along Ayer Road, and high-level recommendations on how to achieve them:

Prioritize commercial and mixed-use development

Accommodate a variety of business types, catering to residents and visitors alike, and integrate commercial space with multifamily housing to increase affordability and financial feasibility.

Encourage village-style cluster development

Help preserve a suitable scale and character for the district by authorizing the phased development of small-scale mixed-use commercial and residential projects. Compact development can improve accessibility, walkability, and connectivity.

Foster a continuous built primary frontage

Minimize the number of curb cuts and driveways, which risk contributing to traffic congestion along the corridor. Identify access points and secondary paths to facilitate the flow of traffic.

Improve pedestrian and bike connectivity

Conceal parking lots behind primary buildings and leverage landscape arrangements to enhance the public realm and pedestrian safety. Connect pedestrian paths to existing trail networks throughout Harvard. Use the anticipated Harvard Transportation Improvement Program (TIP) project as an initial launching pad for improvement projects.

Protect natural and agricultural uses

Consider the impact of proposed development on adjacent parcels, and incorporate strategies to appropriately transition between new development and surrounding agricultural and protected lands.

AYER ROAD CORRIDOR VISION PLAN

VISION PLAN DESIGN GUIDELINES

The Vision Plan sets baseline expectations and for some of the more granular aspects of the built environment, including architectural style and character, landscape features, and site planning and building placement. These policy-level design guidelines, together with the corridor development framework, will inform the team's approach to crafting the actual design and building standards in the form-based code.

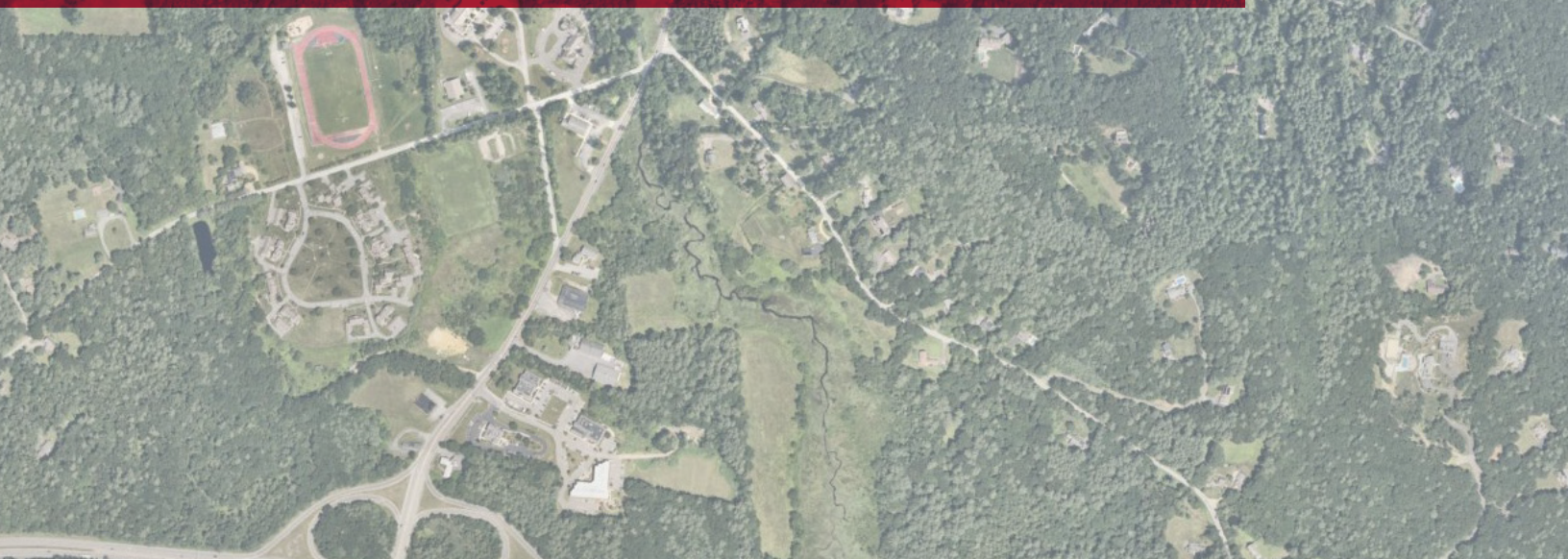
IMPLEMENTING THE PLAN

As a strategic planning document, the Vision Plan presents a conceptual framework that will directly inform the creation of the form-based code. The combination of Vision Plan and form-based code is a viable and powerful alternative to the Town's current process of regulating development in the C District, with a strong policy foundation supporting clear, actionable, enforceable standards. The primary objective of this project is to empower and equip the Town with the regulatory tools needed to foster predictable and high-quality outcomes in the built environment. The following sections of this report include a thorough analysis of the existing bylaw and design guidelines, and a comprehensive summary of the proposed approach for the form-based code.





Analysis of Existing Bylaw



PLANNING AND ZONING CONTEXT

Harvard is a predominantly rural town, primarily zoned for residential, agricultural, and institutional uses. Located between larger urban centers, such as the nearby towns of Ayer, Shirley, and Littleton, the Town has historically accommodated minimal commercial activity. However, the Town’s Planning Board has taken several well-intentioned and decisive steps over the last two decades to establish a new center of social and commercial activity in Harvard. In 2002, the Planning Board commissioned the Harvard Master Plan, which included several recommendations to revise the municipal code to catalyze mixed-use development along a minor thoroughfare and simultaneously prevent rapid or speculative development in the Town. In particular, the master plan directed the Planning Board to establish a Commercial District (C District) along Ayer Road, which runs about 1.4 miles between Route 2 to the south and Myrick Lane to the north (see the zoning map on page 8).

Since then, the Planning Board has adopted additional measures focused on creating incentives for commercial developers and leveraging urban design to create an enabling environment for transformative and

sustainable development in the C District. The Ayer Road Village Special Permit (ARV-SP) and Mixed-Use Village Development (MUVD) special permits were adopted in 2004. Both special permits are intended to encourage “village-style” development patterns in the C District, characterized by a mix of “services, amenities, and gathering places” integrated with multifamily residential use (Harvard Master Plan 2002, pg. 4.5). To further promote this aspirational vision of a “Main Street” molded in the New England tradition, the Planning Board developed the Commercial Design Guidelines in 2016 to prioritize building, landscaping, and site standards in the development of the C District. Despite these sustained efforts to align the Municipal Code and development review processes with the stated objectives of the C District, progress has been slow and unpredictable, and the corridor remains “haphazardly developed” and underutilized by residents (Harvard Master Plan 2016, pg. 9).

This section of the report summarizes the current bylaw, with a specific focus on the C District, the Ayer Road Village and Mixed-Use Village special permits, and the Commercial Design Guidelines.



COMMERCIAL (C) DISTRICT

The C District was established to accommodate a mix of uses, amenities and services that are prohibited or conditional in other zoning districts in Harvard. Residents overwhelmingly support the Town's long-term vision to transform the C District into a pedestrian-friendly, mixed-use area that blends into the surrounding natural environment and single-family neighborhoods. However, as currently written, the zoning bylaws lack the nuance needed to enable development patterns one would expect in a mixed-use commercial corridor.

DEVELOPMENT STANDARDS

Harvard's current Protective Bylaw employs an unusual approach by applying the same standards to regulate land use, lot area, intensity, and frontages across zoning districts with different objectives, including Agricultural Residential (AR), Business (B), Commercial (C), and Watershed Protection and Floodplain (W). As a result, the C District today hosts a built environment dominated by larger single-use buildings surrounded by parking lots, separated by sprawling open lots and occasional agricultural land. This area currently includes several heavy commercial uses such as landscape supply businesses.

To develop property in the C District, developers who do not hold a special permit must comply with somewhat restrictive regulations, including but not limited to the following rules:

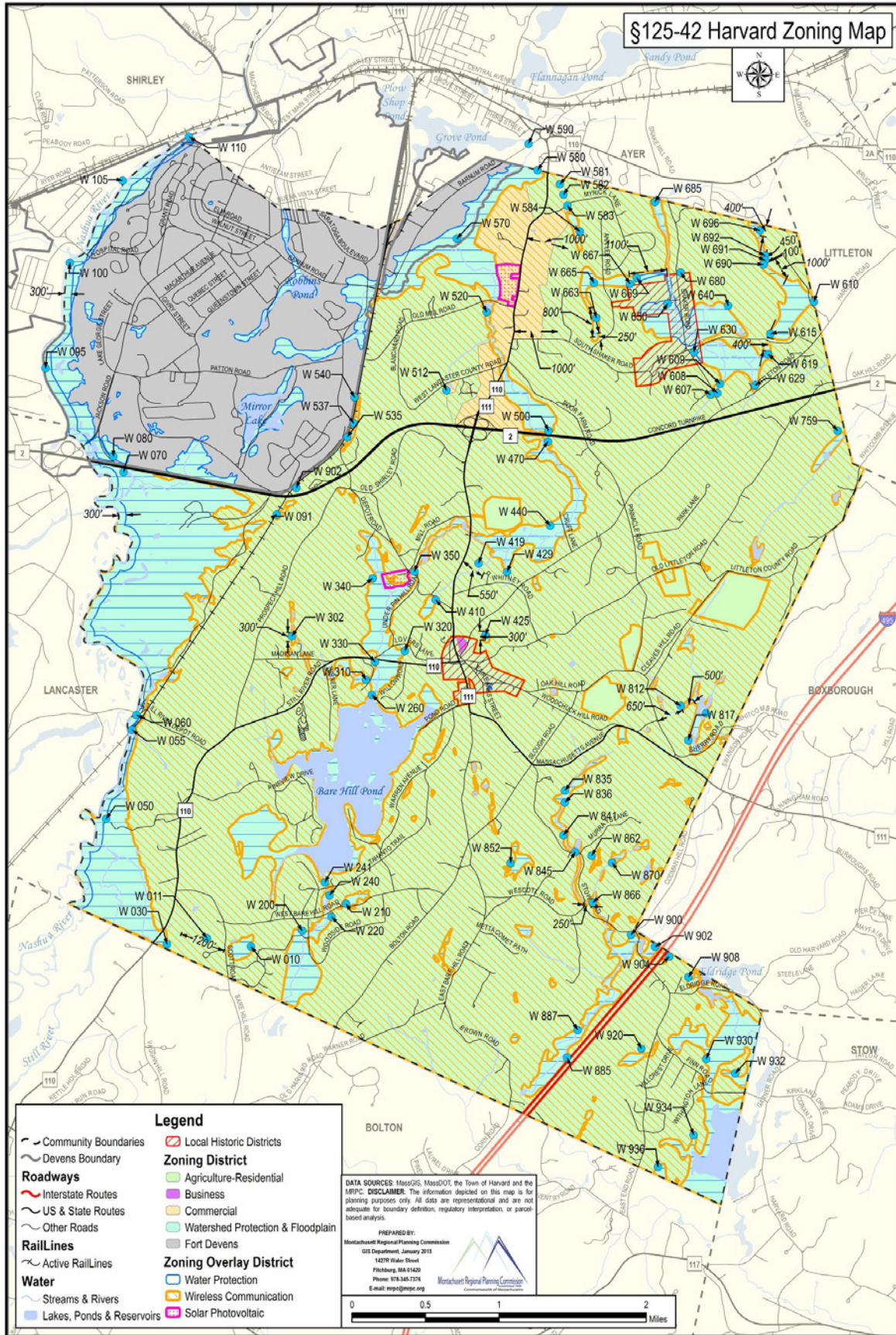
- › Maximum FAR of 0.10 or 8,000 SF of building (whichever is larger)
- › Maximum building height of 35 feet or 3 stories
- › Minimum setback from arterial streets (specifically Ayer Road) of 125 feet.
- › Minimum open space coverage of 50 percent of the lot area, plus 25 percent of any lot area over 3 acres
- › Maximum 1 building per lot, subject to a lot width circle

CONDITIONAL USE ELEMENTS

As a mitigating measure, the Harvard Planning Board has employed special zoning provisions – namely the Ayer Road Village Special Permit (ARV-SP) and Mixed-Use Village Development (MUVVD) – to minimize the conventional commercial sprawl-type development pervasive in the C District. To qualify for either of these special permits, a landowner or developer must meet minimum eligibility requirements and partake in an extensive development review process. Conceptually, an eligible applicant can obtain a special permit to implement a more creative or innovative site plan for various allowable uses, such as grocery stores, restaurants, bookstores, entertainment venues, and some multifamily housing.

While the special permits allow developers to waive many of the base bylaw requirements, only a few developers have pursued this opportunity, and the Town has generally found the process challenging to apply in practice. A lengthy and burdensome permitting process means that only two special permits have been approved (and only one built) in the C District since the adoption of special permit provisions in 2004. These special permit options are examined in more detail in the following section.

CURRENT ZONING MAP



SPECIAL PERMIT OPTIONS

AYER ROAD VILLAGE SPECIAL PERMIT

The Ayer Road Village Special Permit (ARV-SP) is the more comprehensive option of the two special zoning provisions incorporated into the current bylaw. Adopted in 2004, the ARV-SP discourages more conventional commercial sprawl-style development patterns by providing incentives for landowners and developers to invest in compact, accessible, and vibrant mixed-use development in the C District. While incentives for specific uses are granted on a case-by-case basis to account for substantial public benefits from each proposed project, they may include waivers from relevant zoning requirements and an increased floor-area ratio (FAR). A second objective of the special permit is to manage traffic along this minor thoroughfare between a major highway and larger urban centers. To this end, the special permit seeks to limit the subdivision of commercial lots, which can cause more traffic congestion and hazards than if smaller lots were merged into well-integrated development sites.

To apply for a special permit, a landowner or their representative must own a lot with a minimum frontage of 300 feet along Ayer Road. Landowners and developers who meet the eligibility requirements may submit their joint applications for a special permit and site plan to the Planning Board, which holds the authority to issue all special permits filed with the town clerk. Due to the high public interest in the future of the C District, the Planning Board has adopted an extensive process to review development proposals under the ARV-SP. In addition to reviewing the site plan and application material, the Planning Board can assess applications against the design guidelines and request additional documentation, including erosion control assessments, traffic impact studies, and complementary special permits related to mixed-use development, sewage disposal, and other factors.

MIXED-USE VILLAGE DEVELOPMENT

The Mixed-Use Village Development (MUVD) special permit can be employed separately or jointly with the ARV-SP to invest in mixed-use development in the C District, subject to the same process as the ARV-SP. According to the bylaw, mixed-use development is categorized under medium-scale commercial uses, along with things such as certain guest accommodations, medical or dental offices, and financial institutions. While the MUVD and ARV-SP both encourage village-style mixed-use development patterns, one of the main objectives of the MUVD is to invest in multifamily housing in mixed-use districts.

Developments built under the MUVD standards can include apartments and condominiums if the residential uses are “integrated with a commercial use constituting 30% or more of the proposed development or total gross floor area” (Harvard Municipal Code, Part II – Protective Bylaw, Chapter 125 - Protective Bylaw, § 125-13Z). The other allowed uses under MUVD include medium-scale grocery stores, restaurants and entertainment venues, and one-screen theaters.

SPECIAL PERMIT OPTIONS

IMPACT ON DEVELOPMENT APPROVAL

As a result of these conditions, the development review process can take months, or even years, and will conclude with a public hearing followed by a final decision. As of 2024, the Planning Board has only approved two ARV-SP developments: a complex consisting of apartments, office space, and a Dunkin' Donuts at 188-200 Ayer Road (below), and a recently approved but unbuilt project just across Ayer Road.



Source: Google Maps

C DISTRICT COMMERCIAL DESIGN GUIDELINES



OVERVIEW OF CURRENT GUIDELINES

The Harvard Commercial Design Guidelines were adopted in 2016, over a decade after the Town revised the Municipal Code to establish the Ayer Road Village Special Permit. The design guidelines were intended to complement and reinforce the zoning regulations and permitting processes adopted to encourage village-style, mixed-use development patterns along Ayer Road. The design guidelines were prepared by the Commercial Design Standards Task Force, which was staffed by members of the Planning Board and technical experts across various fields, including architecture, urban design, real estate, landscape architecture, and economic development.

By drawing on the insights and recommendations of a comprehensive study of the zoning bylaws and existing physical and spatial conditions in the C District, the Task Force produced a resource that partially fulfilled a direct implementation measure from the Harvard Master Plan 2002, particularly the need to create “strong design guidelines and site standards to support town character” (Harvard Master Plan 2002, pg. 4.5). The design guidelines include guidance on ensuring sustainable development and upholding certain building, landscaping, and site standards. Yet, despite their alignment with the stated objectives of the C District, the design guidelines have not resulted in any significant changes in the development patterns along the corridor in the decade since they were adopted.

DIFFICULTY WITH IMPLEMENTATION

The main issue with the current design guidelines lies in their subjectivity. While the design guidelines presented a vision for the C District, they were also intended to serve as a tool to help developers navigate the development review process and productively engage the Design Review Board (DRB), a subcommittee of the Planning Board responsible for promoting good design principles throughout Harvard. The DRB is also tasked with applying the design guidelines to examine any development proposal in the C District that requires “a building permit for new construction, an addition, exterior alteration, or are subject to site plan review or a special permit” (Harvard Municipal Code §133-62 Applicability). While the design guidelines have assisted Town staff and committees with reviewing development proposals, they are not enforceable in the development review process outside the discretion of the Planning Board to approve or reject applications based on specific design elements in the proposed projects. As such, many developers lack sufficient incentive to submit proposals that reflect the Town’s aspirations to transform the C District into a vibrant main street, opting for more conventional commercial development models.

The general, subjective, sometimes vague language of the guidelines has created a process in which the Planning Board is responsible for judging specific design elements on a case-by-case basis, from building roofs and facades, to building and parking placement. Instead of simplifying the development review process, the design guidelines have inadvertently added to the administrative burden and volunteer board workload in implementing the vision of the C District.

An alternative approach should adopt the vision espoused by these guidelines through a more objective, action-oriented tool that can be implemented with less burden on review boards and administrative procedure, and results in a higher-quality built environment and public realm.



Proposed Approach



FORM-BASED CODE ORGANIZATION

The Ayer Road corridor form-based code will be organized as a cohesive regulatory framework, including standards addressing building and site layout and design, as well as detailed information on how these standards are defined and interpreted, a table of land use permissions and related use standards, approval processes for projects within the district, and associated definitions. These sections are shown in the proposed code outline and described in more detail below.

DISTRICT SUMMARY PAGES

The district summary pages (example at right) contain the key building and site design standards (the “form” part of a form-based code) for the Ayer Road district, illustrated and organized into easy-to-read tables. These tables include references to the Rules of Measurement, where each standard is explained in greater detail.

RULES OF MEASUREMENT

The rules of measurement define and illustrate each district metric in a user-friendly way. Each standard or metric generally includes a definition, a statement of applicability, a set of rules for how to measure or interpret the standard, and a description of any forms of relief or methods for alternative compliance (whether by-right or discretionary). Combined with the summary page illustrations and tables, the rules of measurement provide all of the detail required to apply the code to any project.

USE TABLE AND USE STANDARDS

The use table describes which land uses are permitted by right, conditionally permitted, and not permitted within the district. Certain specific uses may be permitted in conjunction with performance standards, which will be listed and described in this section. Finally, any “bonus” uses will be identified here, along with the criteria required to use these programs.

One such “bonus” may allow a certain percentage of residential uses on a site as a base entitlement, with higher percentages of residential use allowed only when certain required conditions are met (such as the inclusion of preferred commercial uses, or even a discretionary process requiring commission approval).

DESIGN STANDARDS

This section contains detailed standards related to the design and layout of site features, including driveways and parking lots, landscaping features, architectural design, and the placement of buildings on a site. These standards will be illustrated and explained in easy-to-read text and tables as appropriate.

APPROVALS AND DESIGN REVIEW PROCEDURES

The approvals section will describe the process a proposed development must follow to use the Ayer Road form-based code, illustrated with flow charts. This will likely be proposed as a largely administrative site plan review process conducted by staff, with input from advisory boards as appropriate. Appeals or special cases will rise to the level of review and approval by the Design Review Board and/or Planning Board, as well as any optional or “bonus” programs included in the code.

DEFINITIONS

This section will provide definitions of terms used throughout the Ayer Road form-based code, with these definitions written in plain language to the greatest extent possible.

D. SITE STANDARDS

1. Site Width	Sec. 2.5.2	6. Setbacks	Sec. 2.5.7
a. Width (min)		a. Primary street (min/max)	15 / 25
Front access	40'	b. Side street (min/max)	15 / 25
Side/rear access	18'	c. Rear (min)	4'
2. Dwelling Units	Sec. 2.5.3	d. Side (min)	10'
Dwelling units per lot (max)	2	7. Transitions	Sec. 2.5.8
3. Coverage	Sec. 2.5.4	Transition setback (min)	n/a
Outdoor amenity space (min)	n/a	Screening type required	n/a
Building coverage (max)	n/a	8. Building Frontage	Sec. 2.5.9
4. Streetscape	Sec. 2.5.5	Primary street (min)	n/a
Sidewalk width (min)	6'	Side street (min)	n/a
Planting area		9. Parking Location	Sec. 2.5.10
Width (min)	6'	Front yard	Not allowed
Type	Tree lawn	Side street yard	Allowed
Tree spacing (max)	40' avg. on center	Rear yard	Allowed
5. Blocks	Sec. 2.5.6	Side yard	Allowed
Block perimeter (max)	1800'		
Block length (max)	600'		

2-8 Merriman Valley - Schumacher Area Zoning Code | Cuyahoga Falls

E. BUILDING STANDARDS

1. Massing	Sec. 2.5.11	3. Transparency	Primary St. Side St.
a. Height in stories/feet (max)	2.5 / 35'	e. Ground story (min)	20% 15%
Width (max)		f. Upper story (min)	15% 15%
b. Primary street, single-unit or attached-unit building	60'	g. Blank wall width (max)	15' 20'
Side street	n/a	4. Entrances	Sec. 2.5.14
2. Ground Story	Sec. 2.5.12	Street-facing entrance	Required n/a
Active depth (min)		Street-facing entrance spacing (max)	n/a n/a
Primary street	n/a		
Side street	n/a		
c. Ground story height (min)	9'		
d. Ground floor elevation (min/max)	2 / 5'		

Cuyahoga Falls | Merriman Valley - Schumacher Area Zoning Code 2-9

Example District Summary Pages - Merriman Valley, OH - Code Studio

Example Massing Combinations

(optional side and rear additions in grey)

1 Primary Massing

2 Primary Massings

3 Primary Massings

14

N. Frontage Types

- Frontage types provide access to principal entrances and serve as the interface and transition between the private realm (building interiors) and the public realm (sidewalks and public spaces) and are defined by a combination of site features and façade characteristics.
- Frontage types are permitted according to the following schedule.
- Frontage types not expressly authorized are prohibited.
- Multiple frontage types are permitted for buildings with more than one principal entrance.

a. Gallery	<p>A frontage type consisting of a storefront(s) and an attached lightweight colonnade with a roof, open pergola, or balcony overlapping a paved sidewalk.</p> <p>A gallery may wrap around the corner of a building to create a veranda-like gallery.</p> <p>Projection from Façade (min): 8 ft Clearance (min): 8 ft</p>
b. Entry Plaza	<p>A frontage type consisting of a storefront(s) and a highly paved frontage area.</p> <p>Plaza Pavement (min): 80% Seating (min): 1 linear foot / 60 sf. Bicycle Parking Spaces (min): 2</p>
c. Dining Patio	<p>A frontage type consisting of a storefront(s) and outdoor café seating in the frontage area.</p> <p>Depth (min/max): 6 ft / 15 ft Pedestrian Access, Clear (min): 4 ft</p> <ul style="list-style-type: none"> Tables larger than three (3) feet six (6) inches in width or diameter are not permitted. Standing or stooled table ledges, if provided, must be eighteen (18) inches in depth.

15

Example Design Standards - Littleton, MA - Utile

KEY METRICS

HEIGHT, MASSING, AND LOT STANDARDS

Metrics in this section of the code will likely include height (in stories and feet), building size and orientation on the lot, massing elements for each building, minimum setbacks or build-to zones, lot size and coverage, and other spatial standards. Some metrics may vary based on parcel size or frontage width – for instance, smaller parcels may allow for a relatively greater level of some entitlements (such as overall FAR or building bulk) to provide more flexibility for site design and layout.

Some standards may vary based on building location within a site – for instance, buildings fronting along Ayer Road might be subject to a 2.5-story height limit and relatively smaller maximum floor plates to reinforce the character of the corridor, while buildings located deeper into a lot away from the property lines may allow for 3 stories of height and larger footprints. This pattern is seen today in the relative size and height of different buildings at 188-200 Ayer Road, where the 3-story Bowers Brook Apartments are located deeper into the lot than 2.5-story commercial buildings along the road.

BUILDING DESIGN ELEMENTS

These standards will complement the height and bulk regulations to help shape the overall look and feel of buildings and sites developed under the form-based code. These metrics will primarily control finer details of building design than height and mass, including elements such as the amount and size of windows, dormers, balconies, the location and type of entry features (such as stoops, porches, or recessed entries), building articulation, roof style, and certain other architectural features. The approach to regulating building design will likely establish standards for individual building components, as well as how those components fit together into a cohesive whole, and finally how these buildings' frontages interact with the public realm in and around them.

LANDSCAPING

The form-based code will include standards to address landscaping and other natural elements of a site. These might include requirements for planting, screening of various site features, and the protection of, or mitigation of impacts to, existing trees on a site.

PARKING

We propose including a market-based parking approach within the Ayer Road district. There would be no minimum number of spaces required for any land use, instead allowing each property owner to decide the correct amount of parking to provide. This will encourage flexibility and help to avoid unnecessary pavement and its associated negative impacts on the natural environment and the public realm. While in some urban settings, a market-based parking approach can lead to issues with overcrowding of street parking, the lack of other transportation alternatives and the lack of on-street parking in Harvard will mean that developers have a very strong incentive to provide the "right" amount of parking – neither too much nor too little.

The form-based code will also include standards for the design and placement of parking lots, including landscaping and screening requirements, pedestrian walkways, dimensional regulations for individual spaces as well as entire lots, and requirements to locate parking away from primary building frontages along Ayer Road and other pedestrian or open space areas within a site.

ACCESS AND SITE LAYOUT

The form-based code will include elements to encourage multi-modal cross-access interior to parcels, and to reduce the number of curb cuts along Ayer Rd. This may include strategies such as requiring stub-outs to adjoining property lines, encouraging neighboring lots

to provide joint access via easements and shared drives, allowing for shared parking arrangements across multiple lots, and providing standards for the design and placement of drive aisles and bike and pedestrian pathways within each development. These strategies along with other regulations in the form-based code will help to encourage the creation of a park-once pattern of development for the Ayer Road corridor.

USE PERMISSIONS AND DEVELOPMENT APPROVALS

The form-based code will include a by-right site plan review process to the extent possible. This represents the inherent “trade-off” of a form-based code, where the greater predictability in outcomes derived from a robust vision planning process, combined with a more prescriptive code, lends itself to a streamlined development approval process. Design standards will be primarily implemented through an administrative design review process by staff, with input from the Design Review Board as appropriate, and full board review on appeals. Careful consideration of use-based performance standards will help to address common concerns beyond the design standards in the code.

We will explore allowing some uses (such as a larger percent share of residential use on a site) or increased flexibility in site design and layout through an optional discretionary approval process. The form-based code will also look carefully at how phased development might be applied to allow developments to better respond to changing market conditions over time.

RELATIONSHIP TO EXISTING BYLAW

STRUCTURE OF THE FORM-BASED CODE

Given the highly graphic and prescriptive nature of a form-based code, the Ayer Road Corridor standards will likely deviate heavily from the current Protective Bylaw as described throughout this document. The form-based code will function best as its own complete set of regulations contained in one place within the Town bylaw. This arrangement will improve the user experience by minimizing cross-references and providing all of the information a property owner will need and will help to ensure the code is as easy to maintain and administer as possible for Town staff and the Planning Board. By reducing references to the greatest extent possible and avoiding the unnecessary duplication of information, the code will minimize the possibility of transcription errors and make future additions or changes easier to draft and codify.

OPTIONS FOR FORM-BASED CODE ADOPTION

There are two main options for how to incorporate the Ayer Road Corridor form-based code into the Town's bylaw. In either option, the Mixed-Use Village Development (MUVD) provisions could remain in the base code for use in other districts, or could be removed and consolidated into the form-based code, given that the MUVD standards have only been used along Ayer Road.

Option 1: Replace the C District (*preferred*)

With this approach to adoption, the form-based code would entirely replace the C District and the Ayer Road Village (ARV) Special Permit. Those sections would be deleted from the existing bylaw, and properties currently zoned "C" would be re-zoned to the new form-based code district. This option is the simplest approach, and would provide the greatest benefits in terms of ease-of-use and administration. Existing developments

which did not meet the standards of the form-based code would be placed into legal nonconformity.

Option 2: Replace the ARV Special Permit

This approach would retain the C District within the Town's protective bylaw, while replacing the ARV-SP with the new form-based code. Under this approach, individual properties would have to opt-in to the form-based code on a case-by-case basis. This option would leave all properties subject to the same standards they are today, and would mean that future development could take place *either* under those standards or the form-based code. While this provides more flexibility, it also complicates the redevelopment process, and provides much less predictability of future development outcomes.

NEXT STEPS

CODE DRAFTING PROCESS AND TIMELINE

The project team is transitioning from the planning stage into drafting the Ayer Road Corridor form-based code. During the drafting process, the team will synthesize the Vision Plan and the approaches described in this report into a cohesive set of standards.

With an ultimate deadline for project completion by mid-June of 2024, the team is targeting the beginning of May for release of a draft code. During the month of May, efforts will be focused on conducting further public engagement with stakeholder outreach and an open house meeting, in order to solicit feedback on the draft from the public and the Planning Board to refine the form-base code. This feedback will be incorporated and the draft updated ahead of the June deadline.



APPLICATION TO THE HARVARD PLANNING BOARD

Applicants should review the Harvard Protective (Zoning) Bylaw, Chapter 125 of the Code of the Town of Harvard, the Planning Board's Rules and Regulations, Chapter 133 of the Code of the Town of Harvard and the Requirements regarding Driveway Inspections (Chapter 125 of the Protective Bylaw). Copies of the Bylaw may be purchased from the Town Clerk and copies of the Rules and Regulations may be purchased from the Land Use Office. Information is also available online at www.harvard.ma.us. The Rules and Regulations specify the documents that are required as a part of the application. The Application, with certified abutters list and filing fee, must be filed with the Town Clerk.

Name of Applicant: Lauderly G. Lima - contractor for Shaker Hills CC, Inc.
 Address: 111 Crimson St. Leominster, MA 01453 Phone: pls contact Shaker Hills (see below) Email: _____
 Applicant is (check one): Owner _____ Agent Prospective Buyer _____
 Location of Property: ref: 92 South Shaker Rd, more accurately, 146 Shaker Rd. Zoning District: Res-Ag
 Harvard Assessors' Map 3 # 6 Parcel 1.1 # 3.1
 Registry of Deeds: Book Number 49019 Page Number 291
 Owner's Name: Shaker Hills Country Club, Inc. Email: fcurtisjr@gmail.com
 Owner's Address: 53 Sheehan Rd, Harvard, MA 01451 Owner's Phone: 508-335-7669

Seventeen (17) copies of the application must be submitted to the Town Clerk. This application is for:

- | | |
|---|---------------------------------|
| <input type="checkbox"/> Special Permits* | \$500/required permit |
| <input type="checkbox"/> Driveway Site Plan | \$180 |
| <input type="checkbox"/> Inspections of Driveways | \$300 |
| <input type="checkbox"/> Approval of Covenant | \$100 |
| <input type="checkbox"/> Wireless Communication Tower | \$2500 |
| <input type="checkbox"/> Consultant Review Fee** | \$1000 |
| <input type="checkbox"/> Site Plan Review with a Special Permit | \$180 |
| <input checked="" type="checkbox"/> Site Plan Review without a Special Permit | \$500 |
| <input type="checkbox"/> Modification/Extension | 1/2 of original application fee |

Specific bylaw section(s) you are applying under 125-38 & 125-39

* Unless otherwise specified

** Required with all Special Permit Applications. This is a deposit to cover costs of Planning Board consultants and additional amounts may be required depending on the complexity of the Application. All unused monies will be returned. Please submit "Request for New Vendor" form with application. (Available on line at www.harvard.ma.us under Forms & Documents)

All applications associated with a Wireless Communication Tower requires proof of compliance with § 125-27H(2)

All filing fees are cumulative. All Special Permits and uses subject to Site Plan Approval require Driveway Inspections and written approval by the Planning Board, or its agent, prior to issuance of an occupancy permit or use of the premises (§ 125-31 C) All Shared (common) Driveways require an approved covenant running with the land in accordance with § 125-31 B (4) (b). The applicant will be required to pay a local newspaper of general circulation for the current cost of advertising the hearing. The applicant will be billed directly from the newspaper for the cost of the advertised hearing or all advertising must be paid for in full prior to submittal to the newspaper. The undersigned hereby requests a hearing before the Planning Board with reference to this application.

Signed: Fred J. Curran



500A Washington Street, Quincy, MA 02169

March 5, 2024

CHESS Engineering, LLC
Attn: Paul Campbell
PO Box 9480
Lowell, MA 01853

Re: Wetland Summary Letter
Shaker Hills Country Club
Harvard, Massachusetts

Dear Mr. Campbell,

A professional wetland scientist from Lucas Environmental, LLC (LE) conducted a site investigation on February 20, 2024 to determine if wetland resources were present at or near the site of a newly constructed structure (the "Study Area") on the Shaker Hills Country Club property located at 146 Shaker Road in Harvard, Massachusetts. The Study Area is located to the south of the 12th hole green, at the top of a hill, within an actively maintained portion of the golf course. Please note that this effort is specific to wetland resources; it does not evaluate constraints related to local planning or zoning requirements, historical or cultural significance, nor does it evaluate the potential for soil, air, or water contamination.

The wetland investigation was performed in accordance with the Massachusetts Wetlands Protection Act (M.G.L. Ch. 131, § 40) and regulations (310 CMR 10.00 *et seq.*); Section 404 of the Clean Water Act (33 U.S.C. 1344); Massachusetts Department of Environmental Protection (MassDEP) publication "Massachusetts Handbook for Delineation of Bordering Vegetated Wetlands (2022); and the U.S. Army Corp of Engineers (USACE) Wetland Delineation Manual (1987), the Northcentral and Northeast Regional Supplement (2012); and the Town of Harvard Wetlands Protection Bylaw, Chapter 119 and Wetlands Protection Bylaw Rules, Chapter 147.

The site investigation was limited to wetland areas within 100 feet and perennial streams within 200 feet of the Area of Interest. The Study Area does not include the entire parcel or off-property areas. Note that the site was reviewed under appropriate field conditions, i.e., minimal snow cover or frozen ground.

The following data sources were examined prior to the site investigation:

- Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps;
- United States Geological Survey Topographic Quadrangle;
- MassGIS MassDEP Wetland and Hydrography Datalayers;
- MassGIS Natural Heritage Atlas Datalayers; and
- United States Department of Agriculture, Natural Resources Conservation Service (USDA-NRCS) Soil Survey.

There were no wetlands, watercourses, or buffer zones regulated under the Massachusetts Wetlands Protection Act, Town of Harvard Wetlands Bylaw, or Section 404 of the Clean Water Act identified.



500A Washington Street, Quincy, MA 02169

A review of the current MassGIS data layer for the Massachusetts Natural Heritage Atlas (effective August 1, 2021) under the Natural Heritage and Endangered Species Program (NHESP) indicates that the Study Area is not located within Priority Habitat of Rare Species or Estimated Habitat of Rare Wildlife. No Certified Vernal Pools under the jurisdiction of the Wetlands Protection Act Regulations (310 CMR 10.00 et seq.) or the Massachusetts Endangered Species Act (321 CMR 10.00 et seq.) occur within the Study Area.

According to the June 4, 2010, FEMA Flood Insurance Rate Map for Worcester County, Map Number 25017C0216E, the Study Area is located in Zone X, which is classified as areas outside the 0.2% annual chance flood (500-year floodplain). Therefore, Bordering Land Subject to Flooding does not occur within the Study Area.

The Study Area is not located within a MassDEP Wellhead Protection Area, Area of Critical Environmental Concern (ACEC), Outstanding Resource Water (ORW), or Watershed Protection Area.

If you have any questions, please do not hesitate to contact me at 617.529.8262 or mdv@lucasenviro.com or Christopher Lucas at 617.405.4140 or cml@lucasenviro.com. Thank you for your consideration in this matter.

Sincerely,
LUCAS ENVIRONMENTAL, LLC

A handwritten signature in black ink that reads 'Matthew Varrell'. The signature is written in a cursive, flowing style.

Matthew Varrell
Environmental Consultant/Wetland Scientist & Soil Scientist

CURRENT OWNER		TOPO	UTILITIES	STRT/ROAD	LOCATION	CURRENT ASSESSMENT	
TEFIELD GROUP LLC		2 [Rolling]	3 [Med Traffic]	3 [Rural]		Description	Assessed
PO BOX 146			6 [Paved]			REC LAND	208,000
HARVARD MA 01451		SUPPLEMENTAL DATA					831,800
		Alt Prcl ID 1250030000100010					831,800
		House Col					208,000
		Field Chec					208,000
GIS ID M_195992_921340		Assoc Pic#					208,000

RECORD OF OWNERSHIP				BK-VOL/PAGE	SALE DATE	Q/U	V/I	SALE PRICE	VC
TEFIELD GROUP LLC	49019	0291	05-24-2012	U	V	3,400,000	1V		
WOODLAND COMPANY	12474	0387	11-21-1989	U	V	0	1N		
SAN-VEL CONTRACTING CO	4034	0104	06-23-1959	U	V	0			

EXEMPTIONS				OTHER ASSESSMENTS			
Year	Code	Description	Amount	Code	Description	Number	Amount
			0.00				

ASSESSING NEIGHBORHOOD				APPRAISED VALUE SUMMARY			
Nbhd	Nbhd Name	Tracing	Batch	Appraised Bldg. Value (Card)	Appraised Xf (B) Value (Bldg)	Appraised Ob (B) Value (Bldg)	Appraised Land Value (Bldg)
				0	0	0	831,800
PARC C;				Special Land Value	208,000		
SHAKER HILLS GOLF CLUB;				Total Appraised Parcel Value	831,800		
ADDRESS FOR CLUB IS 146 SHAKER RD;				Valuation Method	C		
5/24/12 DEED IS FORECLOSURE DEED FROM							
WOODLAND CO TO MIDDLESEX SAVINGS BANK							
TO TEFIELD GROUP LLC							

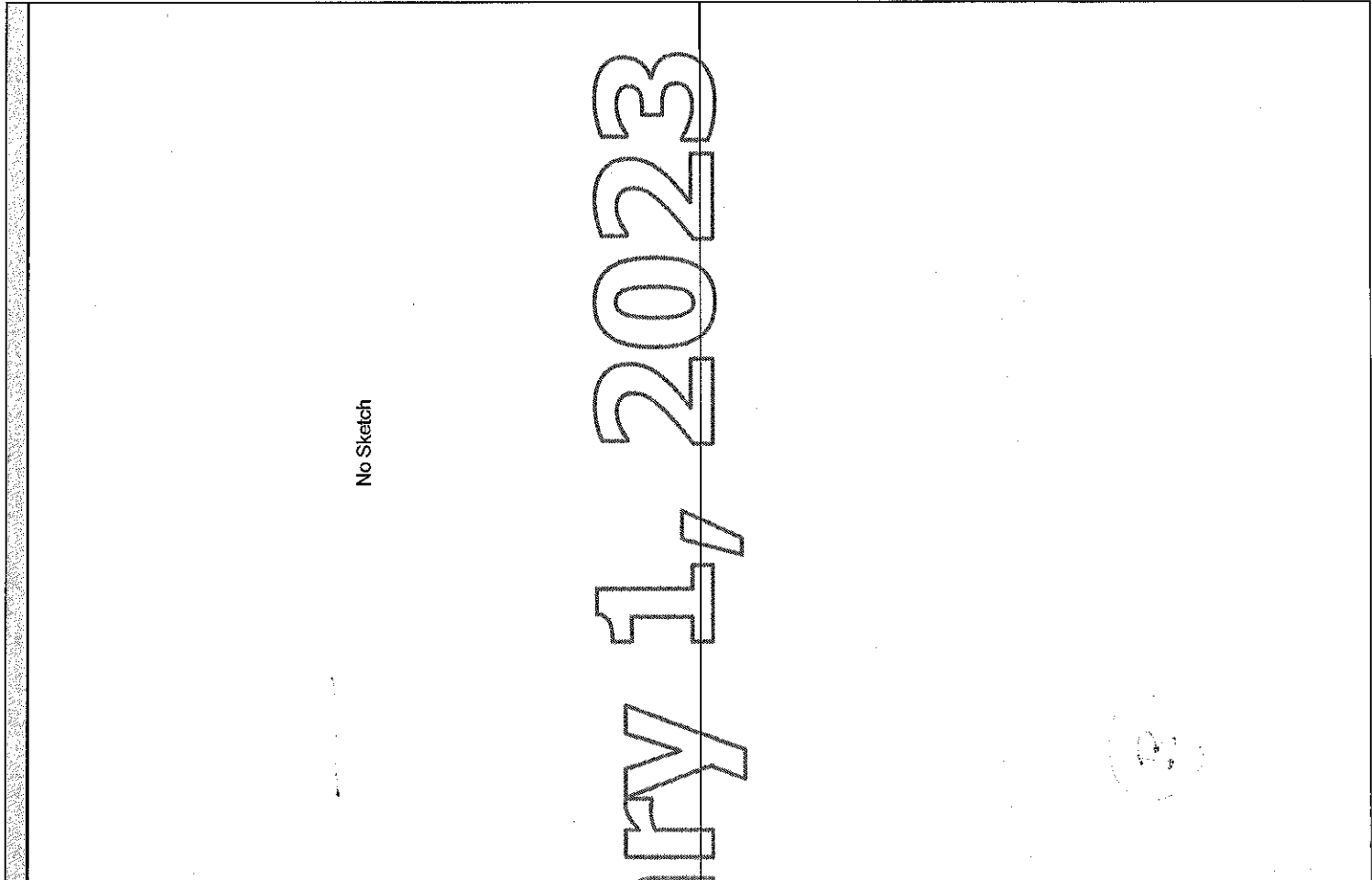
BUILDING PERMIT RECORD				VISIT / CHANGE HISTORY			
Permit Id	Issue Date	Type	Description	Amount	Insp Date	% Comp	Date Comp
11-040	04-11-2011	TN	Tent	500	100		04-11-2011
							TENT

LAND LINE VALUATION SECTION																			
B	Use Code	Description	Zone	Land Type	Land Units	Unit Price	Size Adj	Site Index	Cond.	Nbhd.	Nbhd. Adj	Notes	Location Adjustment	Adj Unit P	Land Value				
1	8050	61B GOLF	C	Primary	1.500 AC	243,000.00	0.73799	P	1.00	30	1,000	CHAPTER LAND LIEN	1,000	1,000	269,000				
1	8050	61B GOLF	C	Primary	37.520 AC	15,000.00	1,00000	0	1.00		1,000		1,000		562,800				
														Total Card Land Units	39.02 AC	Parcel Total Land Area	39.02	Total Land Value	831,800

CONSTRUCTION DETAIL		CONSTRUCTION DETAIL (CONTINUED)																									
Element	Cd	Element	Cd																								
Style: 99 Model: 00 Grade: Vacant Stories: Occupancy Exterior Wall 1 Exterior Wall 2 Roof Structure: Roof Cover Interior Wall 1 Interior Wall 2 Interior Fir 1 Interior Fir 2 Heat Fuel Heat Type: AC Type: Total Bedrooms Total Baths: Total Half Baths Total Xtra Fixtrs Total Rooms: Bath Style: Kitchen Style: # of Kitchens Fireplaces		<p>CONDO DATA</p> <table border="1"> <tr> <td>Parcel Id</td> <td>C</td> <td>Ownr</td> <td>S</td> </tr> <tr> <td>Adjust Type</td> <td>Code</td> <td>Description</td> <td>Factor%</td> </tr> <tr> <td>Condo Fir</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Condo Unit</td> <td></td> <td></td> <td></td> </tr> </table> <p>COST / MARKET VALUATION</p> <p>Building Value New 0</p> <p>Year Built</p> <p>Effective Year Built</p> <p>Depreciation Code</p> <p>Remodel Rating</p> <p>Year Remodeled</p> <p>Depreciation %</p> <p>Functional Obsol</p> <p>External Obsol</p> <p>Trend Factor 1.000</p> <p>Condition</p> <p>Condition %</p> <p>Percent Good</p> <p>RC/NLD</p> <p>Dep % Ovr</p> <p>Dep Ovr Comment</p> <p>Misc Imp Ovr</p> <p>Misc Imp Ovr Comment</p> <p>Cost to Cure Ovr</p> <p>Cost to Cure Ovr Comment</p>	Parcel Id	C	Ownr	S	Adjust Type	Code	Description	Factor%	Condo Fir				Condo Unit												
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Adjust Type	Code	Description	Factor%																								
Condo Fir																											
Condo Unit																											
<p>OB - OUTBUILDING & YARD ITEMS(L) / XF - BUILDING EXTRA FEATURES(B)</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> <th>L/B</th> <th>Units</th> <th>Unit Price</th> <th>Yr Blt</th> <th>Cond.</th> <th>Cd</th> <th>% Gd</th> <th>Grade</th> <th>Grade Adj.</th> <th>Appr. Value</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Code	Description	L/B	Units	Unit Price	Yr Blt	Cond.	Cd	% Gd	Grade	Grade Adj.	Appr. Value												
Code	Description	L/B	Units	Unit Price	Yr Blt	Cond.	Cd	% Gd	Grade	Grade Adj.	Appr. Value																
<p>BUILDING SUB-AREA SUMMARY SECTION</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Living Area</th> <th>Floor Area</th> <th>Eff Area</th> <th>Unit Cost</th> <th>Undeprec Value</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Ttl Gross Liv / Lease Area</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>				Code	Description	Living Area	Floor Area	Eff Area	Unit Cost	Undeprec Value								Ttl Gross Liv / Lease Area		0	0	0	0	0			
Code	Description	Living Area	Floor Area	Eff Area	Unit Cost	Undeprec Value																					
Ttl Gross Liv / Lease Area		0	0	0	0	0																					

AS of January 1, 2023

No Sketch



CONSTRUCTION DETAIL		CONSTRUCTION DETAIL (CONTINUED)									
Element	Description	Element	Description								
99 00	Vacant Vacant										
CONDO DATA											
Parcel Id	C	Ownr	S								
Adjust Type	Code	Description	Factor%								
Condo Fir											
Condo Unit											
COST / MARKET VALUATION											
Building Value New		0									
Year Built											
Effective Year Built											
Depreciation Code											
Remodel Rating											
Year Remodeled											
Depreciation %											
Functional Obsol											
External Obsol											
Trend Factor		1.000									
Condition											
Percent Good											
RC (NLD)											
Dep % Ovr											
Dep Ovr Comment											
Misc Imp Ovr											
Misc Imp Ovr Comment											
Cost to Cure Ovr											
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Code	Description	L/B	Units	Unit Price	Yr Bilt	Cond.	Cd	% Gd	Grade	Grade Adj.	Appr. Value
BUILDING SUB-AREA SUMMARY SECTION											
Code	Description	Living Area	Floor Area	Eff Area	Unit Cost	Undeprec Value					
Tot Gross Liv / Lease Area		0	0	0	0	0					

No Sketch

Notes:

1. The Data Accumulation Depicted Hereon Were Obtained By A Field Survey Using Conventional Survey Methods On March 4, 2024 By Chess Engineering, LLC. All Features And Objects Shown Are Existing As Of The Date Of The Survey Unless Otherwise Depicted As Proposed.
2. The Purpose Of This Plan Is For Obtaining Local Approval For The Existing Or Proposed Use Depicted On This Plan Only. This Plan, Was Prepared In Accordance With The Procedural And Technical Standards For The Practice Of Land Surveying In The Commonwealth Of Massachusetts.
3. This Plan Does Not Show Any Unrecorded Or Unwritten Easements Which May Or May Not Exist.
4. This Plan Shall Not Be Used For Construction. Construction Layout Of Buildings, Location Of Site Improvements And Boundary Location Shall Be Performed By A Professional Land Surveyor. Location Of Features Derived By Scaling This Plan May Not Be Accurate.
5. This Plan: A) Shall Not Be Recorded, B) Does Not Imply Or Otherwise Certify Any Form Of Ownership, And C) Shall Not Be Used To Determine The Location Of Any Features (Fences, Driveways, etc) Relative To Any Feature Or Boundary Unless Explicitly Dimensioned By CHESSE Engineering On This Plan.
6. Scale of Drawing (1" = 40) Intended For A 11"x17" Print Only.
7. No Wetland Resource Areas Within 100' Or Perennial Streams Within 200' Of The Working Zone Per Lucas Environmental Site Visit Conducted On February 20, 2024.
8. No Certification Of Zoning Compliance Has Been Made Or Intended.

I Declare That This Survey And Plan Were Prepared For Purposes Incidental To Engineering Work Relative To Locating Fixed-Works Within The Practice Of Civil Engineering Excluding Property Lines In Accordance With The Procedural And Technical Standards For The Practice Of Engineering And Land Surveying In The Commonwealth Of Massachusetts.



Paul Campbell

Paul Campbell, PLS #52781 PE #49236 Date: 3/8/2024

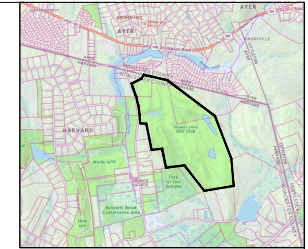
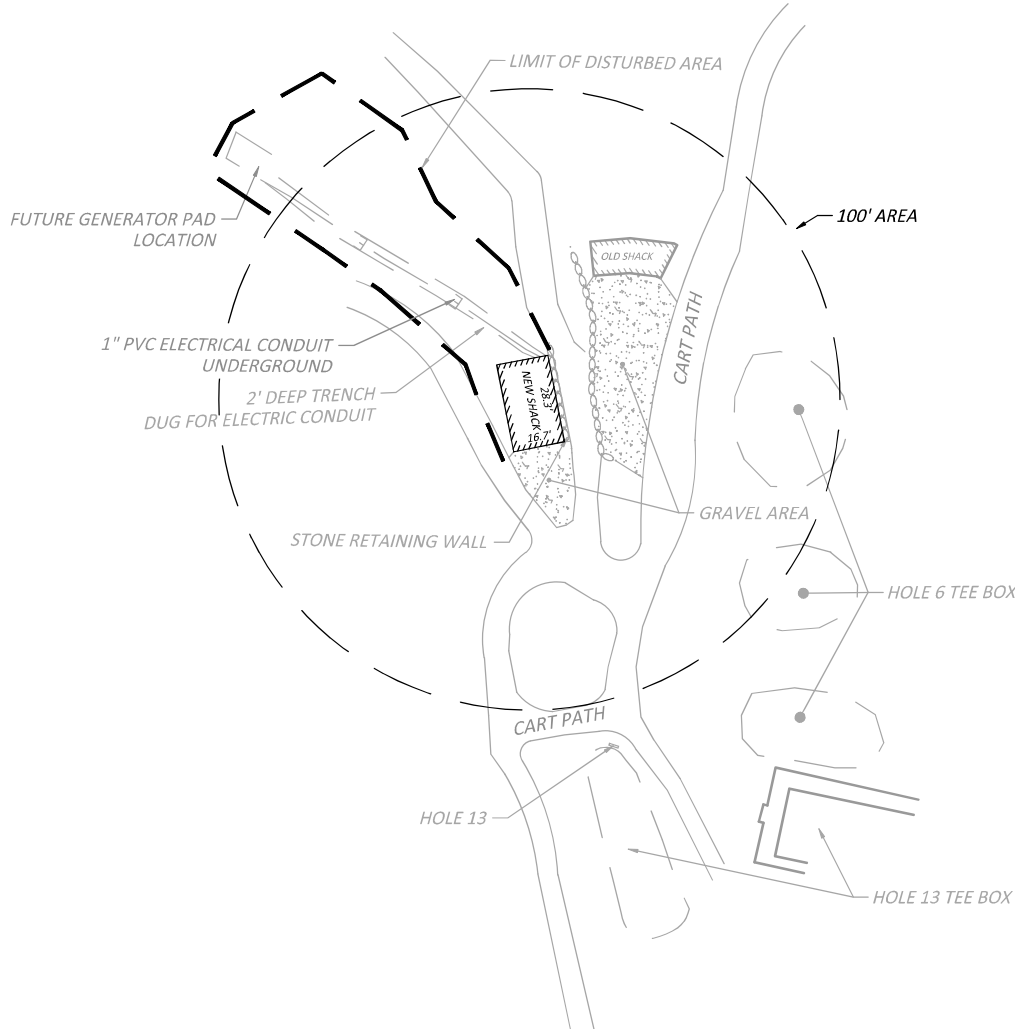
GRAPHIC SCALE



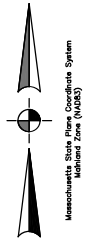
(in feet)
1 inch = 40 feet

The Location Of All Underground Utilities Shown Are Approximate And Are Based Upon A Field Survey And Compilation Of Plans Of Record. Chess Engineering, LLC Does Not Warranty The Location Of All Utilities Depicted. Only Record Information Provided By The Respective Utility Owner And Independently Verified By Chess Engineering, LLC Is Shown Hereon. The Contractor, Engineer, Or Architect Prior To Commencement Of Construction Or Design, Shall Verify The Location Of All Utilities And Contact Dig Safe At 1-888-344-7233.

Owner Of Record:
TEFIELD GROUP LLC
31c Bullard Road
Princeton, Massachusetts 01541
Deed Book 49019, Page 291
PID: 006-003-001
Plan: Book 644, Page 58



Locus



CHESSE ENGINEERING
126 John Street, Suite 11
Lowell, MA 01852
Phone (617) 982-3250
www.chessengineeringne.com

Certified Plot Plan

Prepared For
Shaker Hills Country Club

146 Shaker Road
Harvard, Massachusetts 01451
(Worcester County)

Page 1 of 2

No.	Revision	Date	App.
Designed By	Drawn by	MAV	Checked by
Scale:	1"=40	Date:	March 05, 2024

Notes:

1. The Data Accumulation Depicted Hereon Were Obtained By A Field Survey Using Conventional Survey Methods On March 4, 2024 By Chess Engineering, LLC. All Features And Objects Shown Are Existing As Of The Date Of The Survey Unless Otherwise Depicted As Proposed.
2. The Purpose Of This Plan Is For Obtaining Local Approval For The Existing Or Proposed Use Depicted On This Plan Only. This Plan, Was Prepared In Accordance With The Procedural And Technical Standards For The Practice Of Land Surveying In The Commonwealth Of Massachusetts.
3. This Plan Does Not Show Any Unrecorded Or Unwritten Easements Which May Or May Not Exist.
4. This Plan Shall Not Be Used For Construction. Construction Layout Of Buildings, Location Of Site Improvements And Boundary Location Shall Be Performed By A Professional Land Surveyor. Location Of Features Derived By Scaling This Plan May Not Be Accurate.
5. This Plan: A) Shall Not Be Recorded, B) Does Not Imply Or Otherwise Certify Any Form Of Ownership, And C) Shall Not Be Used To Determine The Location Of Any Features (Fences, Driveways, etc) Relative To Any Feature Or Boundary Unless Explicitly Dimensioned By CHESSE Engineering On This Plan.
6. Scale of Drawing (1" = 80') Intended For A 11"x17" Print Only.
7. No Wetland Resource Areas Within 100' Or Perennial Streams Within 200' Of The Working Zone Per Lucas Environmental Site Visit Conducted On February 20, 2024.
8. No Certification Of Zoning Compliance Has Been Made Or Intended.

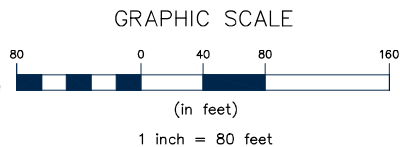


I Declare That This Survey And Plan Were Prepared For Purposes Incidental To Engineering Work Relative To Locating Fixed-Works Within The Practice Of Civil Engineering Excluding Property Lines In Accordance With The Procedural And Technical Standards For The Practice Of Engineering And Land Surveying In The Commonwealth Of Massachusetts.



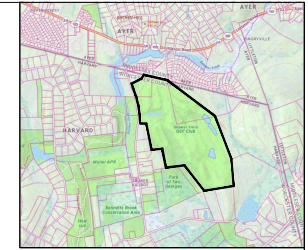
Paul Campbell

Paul Campbell, PLS #52781 PE #49236 Date: 3/8/2024

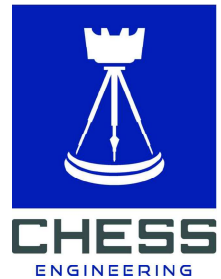


The Location Of All Underground Utilities Shown Are Approximate And Are Based Upon A Field Survey And Compilation Of Plans Of Record. Chess Engineering, LLC Does Not Warranty The Location Of All Utilities Depicted. Only Record Information Provided By The Respective Utility Owner And Independently Verified By Chess Engineering, LLC Is Shown Hereon. The Contractor, Engineer, Or Architect Prior To Commencement Of Construction Or Design, Shall Verify The Location Of All Utilities And Contact Dig Safe At 1-888-344-7233.

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Certified Plot Plan

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146 Shaker Road
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 (Worcester County)

Page 2 of 2

No.	Revision	Date	App.

Designed By: MAV | Drawn by: PLYC | Checked by: PLYC
 Scale: 1"=80' | Date: March 05, 2024

Project Narrative

Reference B-23-423

The purpose of the requested Site Plan Review is to allow for the existing smaller snack shack (aka Far Point Pavilion) to be replaced with a larger and more accommodating Snack Shack/Refreshment Center. The older snack shack will remain and serve as storage and support for the newer Snack Shack. The original Special Permit issued on September 17, 2012 has been recorded with the Worcester DRD in Book 70276, Page 141. No changes to the lot lines, parking, or driveways are proposed. Replacement of the existing snack shack is intended to improve a golfer's enjoyment of the course but is not likely to affect the number of golfers.

The new Snack Shack will be positioned in between pre-existing golf cart pathways at Holes 6 and 13 with short gravel entrance paths added. It would be accessible by walking or by golf cart. The Golf Course is expansive, being over 170 acres, meaning that the 473 square foot footprint of the new Snack Shack would be extremely minor relative to the entire property. No decking is proposed. The location of the proposed Snack Shack is adjacent to the older snack shack, secluded by surrounding forest, and is far removed and well in excess of the setback requirements regarding any wetlands, abutting property, and roadways. (See Site Plan.)

The small fifteen (15') foot high structure is designed in classic Shaker style as a tribute to our local heritage and is a highlight to urban golfers who visit. It would be constructed of rough barn board with small antique windows for style. Cedar shake shingles adorn the roof. The Snack Shack, being of seasonal nature and limited hours, allows our electricity requirements to be accommodated by a small Honda generator which is low noise and perfect for our operation. All food and drink sold are of a "grab and go" nature since the customers are golfers playing their golf round with no time to sit. The Snack Shack would not be connected to any public or private water supply as only bottled water will be made available. There will be no restrooms in the Snack Shack so there is no need to connect to septic. Trash would be picked up according to the procedures already in place. There is no need for external lighting on or at the Snack Shack as operations would only occur when the golf course is open and according to the terms of the existing Special Permit.

In the event of a fire, water would be provided from a pond located less than 1000 feet away. Arrangements regarding emergency services, such as the ability to reach the Snack Shack by ambulance, would remain unchanged as the location of the new Snack Shack is close to the existing pavilion.

A concession stand is a commonly recognized structure on other local golf courses. This is further supported by the fact that a similar structure was previously approved at the Shaker Hills Country Club in the 2012 Special Permit. The Snack Shack proposed is an upgraded version of the previously approved pavilion and while it performs the same function, it would be better looking and better suited to its patrons.

Worcester District Registry of Deeds - 20/20 Perfect Vision i2 Document Detail Report

Current datetime: 3/12/2024 4:10:53 PM

Doc#	Document Type	Town	Book/Page	File Date	Consideration
17711	DECISION		70276/141	03/12/2024	
Property-Street Address and/or Description					
146 SHAKER RD					
Grantors					
SHAKER HILLS COUNTRY CLUB, HARVARD TOWN PLANNING					
Grantees					
References-Book/Pg Description Recorded Year					
49019/291 FD 2012					
Registered Land Certificate(s)-Cert# Book/Pg					

OFFICE OF THE
PLANNING BOARD

13 AYER ROAD HARVARD, MA 01451

To: Janet Vellante, Town Clerk
13 Ayer Road
Harvard, MA 01451

To: Shaker Hills Country Club
146 Shaker Road
Harvard, MA 01451

True Copy

Christy M. Munk

Attest

To: Fred Curtis,
Tefield Group LLC
31C Bullard Road
Princeton, MA 01541

RECEIVED
HARVARD TOWN CLERK

12 OCT -2 AM 9:10

September 17, 2012
HARVARD PLANNING BOARD

NOTICE ON APPLICATION OF
Shaker Hills Country Club

for

Site Plan Review for construction of the Far Point Pavilion
at

146 Shaker Road
Harvard, MA 01451
Assessor's Map 3 & 6
Assessors Parcels: 1.1 & 3.1
Registry of Deeds Book: 49019 Page: 291

Shaker Hills Country Club requested Site Plan Approval for the construction of a pavilion on the southeast part of the golf course (referred to as Far Point Pavilion) provided the Plan meets the conditions of Chapter 125-38 Site Plans and 125-39 Site Standards.

**PLANS AND DOCUMENTS SUBMITTED IN SUPPORT OF THE APPLICATION FOR
SITE PLAN REVIEW**

1. The Application for Site Plan Review was received by the Harvard Town Clerk on August 13, 2012 with the corresponding fees paid and also:
 - a. A Plan, from Whitman & Bingham Associates, 510 Mechanic Street, Leominster, MA 01453 dated August 10, 2012, titled "PROPOSED



Bk: 70276 Pg: 141
Page: 1 of 4 03/12/2024 02:08 PM WD

2024 00017711
Bk: 70276 Pg: 141
Page: 1 of 4 03/12/2024 02:08 PM WD
FAX: 978-456-4119



PAVILION SITE PLAN FOR SHAKER HILLS COUNTRY CLUB".

- b. Four (4) pages of architectural renderings of the proposed building and decking for Far Point Pavilion, Shaker Hill Golf Course dated July 27, 2012 from Whitman & Bingham Associates titled, "A.101, First Floor Plan", "A.201, Exterior Elevation", "A.301, Building Sections" and S.101, Framing Plan".**
- c. One (1) page narrative from Whitman & Bingham describing the proposed pavilion project. Not dated, but received by the Harvard Planning Board in meeting on September 10, 2012.**
- d. A Plan, from Whitman & Bingham Associates dated August 10, 2012, received in meeting by the Harvard Planning Board on September 10, 2012 and titled, "Proposed Pavilion Site Plan for Shaker Hills Country Club in Harvard Massachusetts". Prepared for Shaker Hills Country Club, Timothy Valas 146 Shaker Road, Harvard, Massachusetts 978-772-3330. Job Number 12585, Plan Number 31-D-3.**

II. Materials from Other Town Boards and/or Interested Parties:

- a. Handwritten note dated August 20, 2012 from Gabe Vellante, Building Commissioner.**
- b. Letter addressed to Harvard Planning Board dated September 17, 2012 from Emergency Services Director, Chief Richard Sicard.**

III. Planning Board Review of the Shaker Hills Country Club Proposed Pavilion with Decking, Far Point Pavilion

- a. The Site Plan Review for the proposed Pavilion at Shaker Hills Country Club was discussed at regularly scheduled public meetings of the Harvard Planning Board on August 20, 2012, September 10, 2012 and September 17, 2012.**
- b. A formal site walk for the project took place at 7:30am on August 28, 2012 with Planning Board Members Tim Schmoyer, Rich Marcello, Joe Hutchinson and Michelle Catalina. Tim Valas, General Manager of Shaker Hills Country Club and Stephen Ballard, Project Surveyor from Whitman & Bingham Associates, LLC were present to answer questions.**

FINDINGS

- I. The Applicant, Shaker Hills Country Club, would like to build a 160 square foot building and an approximately 2000 square foot deck which will accommodate seating for 102 people.
- II. The proposed building and decking are a modification to an existing Site Plan approved by the Harvard Board of Selectmen on April 3, 1990 with modifications on July 18, 1990.
- III. There is an existing building at the site of 183 square feet and the proposed building will be smaller, only 160 square feet.
- IV. The proposed structure is set back 381 feet from the nearest property line, meeting the set back condition of 125-30(3), land structure relations.
- V. The proposed structure is approximately 600 feet from the nearest residence and completely screened from the residence by dense woods. Planning Board members walked to the edge of the cleared area into the woods until reaching a private property sign of the nearest residence. The residence was well screened from the proposed pavilion.
- VI. No roads are being built and the pavilion will be accessed by walking or golf cart.
- VII. There will be no lighting on or at the pavilion (125-39D.(1)).
- VIII. The maximum height of the structure is around sixteen (16) feet above grade meeting the requirement of Chapter 125-30C. that the height of the structure be less than 35 feet.
- IX. The pavilion will open when the golf course opens and close 30 minutes after sunset.
- X. Fire protection as required by 125-39E. is provided by a pond approximately 600 feet from the pavilion.
- XI. Emergency Services Director, Chief Richard Sicard, met with the General Manager of the Shaker Hills Country Club, Timothy Valas, on two occasions to make certain the ambulance could safely reach a patron at the pavilion. The Fire Chief has suggested the cutting of trees to make the site more accessible for the ambulance.
- XII. In the original decision to allow Shaker Hills Golf Course, now Shaker Hills Country Club, it was the intent that any structure or building commonly found on a golf course should be allowed at this golf course. Mr. Ballard provided evidence of two local country clubs which both have buildings like the pavilion proposed for Shaker Hills Country Club.


DECISION

On September 17, 2012, by a unanimous vote of the four (4) members eligible to vote, the Harvard Planning Board approves the site plan **subject to the following conditions:**

1. Trees will be cut as directed by Harvard's Emergency Services Director, Chief Richard Sicard, to make the pavilion more easily accessible by ambulance.
2. The pavilion will operate from business opening until 30 minutes after sunset.
3. An as built plan shall be filed with the Building Inspector at project completion.



 Michelle Catalina, Chair



 Peter Brooks, Vice Chair




 Richard Marcello, Member



 Joe Hutchinson, Member

Being four (4) Members of a five (5) Member Board

True Copy
Karen M. ...
 Attest

3-12-24
 I hereby certify the twenty (20) day appeal period on this decision has expired and no appeals have been filed with this office.




**WORCESTER DISTRICT
REGISTRY OF DEEDS**

A division of the Secretary of the Commonwealth

90 Front Street – C201
Worcester, MA 01608
Tel. (508) 368-7001
Fax (508) 798-7746
worcesterdeeds.com

Kathryn A. Toomey
Register

TO: Clerks/Planning Boards
DATE: April 1, 2024
RE: Recording of Plans
MGL Ch.41

Dear Town Clerk or Planning Board Members:

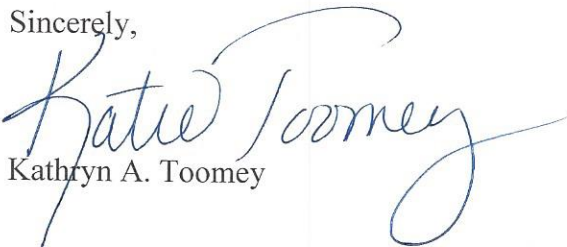
Happy 2024, I would like to remind your Planning Board to continue to keep our Registry staff up to date. Kindly provide a list of your current Planning Board members, including signatures and appointment/expiration dates.

Enclosed please find our form to complete and return as soon as possible, **after your annual town elections.**

Please note, regarding ANR (Approval Not Required) plan(s); It is imperative you complete the section in the middle of the form. If it will be “majority of the above” signatures, please specify such in this section. If only “1” or “2” signatures are required, but only certain Board members, please specify which members, along with the number of signatures required.

This office can make no assumptions. As you know, all of the Worcester District cities/towns have different rules and procedures. Failure to provide this completed form and updated information will result in our office rejecting plan(s) due to missing information it is imperative we have current information regarding the Planning Board.

Sincerely,


Kathryn A. Toomey

TOWN OF _____

NUMBER OF PLANNING BOARD MEMBERS _____

MEMBER NAME (Print/Type)	MEMBER SIGNATURE	ELECTION/APPOINTMENT (MM/DD/YYYY)	TERM EXPIRES (MM/DD/YYYY)

Number of Signatures Required _____

AUTHORIZED AGENTS SIGNING FOR **APPROVAL NOT REQUIRED**

MEMBER NAME (Print/Type)	MEMBER SIGNATURE	ELECTION/APPOINTMENT (MM/DD/YYYY)	TERM EXPIRES (MM/DD/YYYY)

DATE OF NEXT ELECTION _____ (MM/DD/YYYY)

AFTER COMPLETION, PLEASE MAIL ORIGINAL TO: WORCESTER DISTRICT REGISTRY OF DEEDS
ATTENTION: PLAN DEPARTMENT
90 FRONT STREET - #C201
WORCESTER, MA 01608

APPLICATION TO THE HARVARD PLANNING BOARD

Applicants should review the Harvard Protective (Zoning) Bylaw, Chapter 125 of the Code of the Town of Harvard, the Planning Board's Rules and Regulations, Chapter 133 of the Code of the Town of Harvard and the Requirements regarding Driveway Inspections (Chapter 125 of the Protective Bylaw). Copies of the Bylaw may be purchased from the Town Clerk and copies of the Rules and Regulations may be purchased from the Land Use Office. Information is also available online at www.harvard.ma.us. The Rules and Regulations specify the documents that are required as a part of the application. The Application, with certified abutters list and filing fee, must be filed with the Town Clerk.

Name of Applicant: Pamela J. Brown, Esq. for Bespoke Landscaping

Address: Brown & Brown PC Phone: (781) 275-7267 Email: pbrown@brown-brown-pc.com

Applicant is (check one): Owner _____ Agent X Prospective Buyer _____

Location of Property: 288 Ayer Road Zoning District: C

Harvard Assessors' Map 004 Parcel 34

Registry of Deeds: Book Number 67617 Page Number 325

Owner's Name: Dave & Jeff Rossi, Trustees Email: david@rerfuel.com

Owner's Address: 3 Minuteman Drive, Bedford 01730 Owner's Phone: (617) 429-7234

Seventeen (17) copies of the application must be submitted to the Town Clerk. This application is for:

- Special Permits* \$500/required permit
- Driveway Site Plan \$180
- Inspections of Driveways \$300
- Approval of Covenant \$100
- Wireless Communication Tower \$2500
- Consultant Review Fee** \$1000
- Site Plan Review with a Special Permit \$180
- Site Plan Review without a Special Permit \$500
- Modification/Extension 1/2 of original application fee

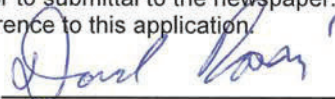
Specific bylaw section(s) you are applying under §125-23.B(1) (Medium scale commercial uses) and 125-13.T
(Landscaping services involving equipment parking).

* Unless otherwise specified

** Required with all Special Permit Applications. This is a deposit to cover costs of Planning Board consultants and additional amounts may be required depending on the complexity of the Application. All unused monies will be returned. Please submit "Request for New Vendor" form with application. (Available on line at www.harvard.ma.us under Forms & Documents)

All applications associated with a Wireless Communication Tower requires proof of compliance with § 125-27H(2)

All filing fees are cumulative. All Special Permits and uses subject to Site Plan Approval require Driveway Inspections and written approval by the Planning Board, or its agent, prior to issuance of an occupancy permit or use of the premises (§ 125-31 C) All Shared (common) Driveways require an approved covenant running with the land in accordance with § 125-31 B (4) (b). The applicant will be required to pay a local newspaper of general circulation for the current cost of advertising the hearing. The applicant will be billed directly from the newspaper for the cost of the advertised hearing or all advertising must be paid for in full prior to submittal to the newspaper. The undersigned hereby requests a hearing before the Planning Board with reference to this application.

Signed: 

BROWN & BROWN, P.C.

COUNSELLORS-AT-LAW
110 GREAT ROAD
BEDFORD, MASSACHUSETTS 01730

TELEPHONE (781) 275-7267
TELECOPIER (781) 275-6940

WEBSITE: www.brown-brown-pc.com
Email: pbrown@brown-brown-pc.com

OF COUNSEL
GEORGE E. FOOTE

JOHN F. BROWN - (1891-1959)

NATHANIEL K. BROWN
MARK S. RAFFA
JAMES M. DONOVAN
PAMELA J. BROWN, FAICP
ERIC R. PRICHARD
BRITNEY M. MARTIN

* ALSO ADMITTED IN NEW HAMPSHIRE

January 21, 2024

Mr. Richard S. Cabelus, Chair
Ayer Planning Board
13 Ayer Road
Harvard, MA 01451

RE: 288 Ayer Road – Special Permit Request for Bespoke Landscaping

Dear Mr. Cabelus and Members of the Board:

On behalf of David and Jeffrey Rossi, owners of the property at 288 Ayer Road (as Trustees of The 39 Eaton Realty Trust) and Scott Rossi, owner of Bespoke Contracting LLC, we seek the Board's review and approval of a special permit to allow use of a portion of the property for a landscape contracting business. This use is permitted in accordance with Zoning bylaw §125-23.B(1) (Medium scale commercial uses) and 125-13.T (Landscaping services involving equipment parking).

As the property is already characterized by an existing two-family home, the resulting use mix would also support the goals of §125-13.Z (1) Mixed-use Village Development (MUVD). The applicant intends to conduct a family landscaping business to the rear of the existing dwelling. The landscaping business is a division of Bespoke Contracting's home improvement and construction business, currently located Belmont. Harvard will serve as a satellite facility for conduct of the landscaping business, similar to the satellite in the owner's hometown of Bedford (see photos attached). In association with the business, landscaping machinery, equipment and material stock (stone, brick, gravel, etc.) will be stored on site for use on projects in Harvard and surrounding communities. In the future, it is anticipated that a garage might be constructed to allow equipment to be stored under cover; however, no structures are proposed at this time.

The existing 8.53-acre site is located in the Commercial zoning district and characterized by a house built c. 1890 that was recently renovated by the property owner. The two-family home is vested in accordance with Harvard Zoning §125-3 and presently rented. A stream and wetland through the center of the site leaves 3.41 acres of upland (outside of the 100-foot wetland buffer) in the front portion of the property abutting Ayer Road, with another upland area upgradient of the wetland system to the east. A small portion of the easternmost section of the lot is in the Agriculture - Residential Zone, although none of the A-R zoned land is proposed for use.

Harvard's Protective Bylaw §125-23 indicates that *"The intent of the C District is to permit shopping and business services type land uses that meet the needs of the local community rather than the region, and to encourage uses that, when established, result in a traditional New England village form of development of appropriate scale, character, vernacular architecture, design, and detail."*

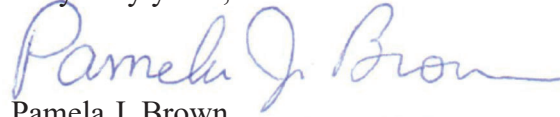
Bespoke will serve Harvard and beyond. In addition, the mix of uses with the residential dwelling closer to the street and commercial activity at the rear of the property is reflective of historic land use patterns. Under §125-39 Site Standards, paragraph D(2) applicable to medium-scale commercial uses, "any outdoor area for storage or for utilities shall be screened from view from neighboring properties and streets." The non-residential uses on site will be set back over 50 feet from Ayer Road. The Rossi family intends to extend the 6-foot stockade fencing to buffer the contractors' yard from the adjacent office use at 284 Ayer Road and has already installed many arborvitaes to screen the proposed use from abutting properties and Ayer Road.

The 288 Ayer Road neighborhood is mixed in terms of use. Immediately across the street at 289 Ayer Road is Harvard Outdoor Power Equipment, an adjacent shopping center including Sorrento's Pizza, a package store and real estate office located at 285 Ayer Road, and Rollstone Bank & Trust at 283 Ayer Road. Kennedy & Company, Inc. is located north at 295 Ayer Road. Bespoke does not anticipate being a direct competitor to Kennedy. The area is also characterized by a two-story multi-tenant brick office building at 280 and the adjacent building at 284 Ayer is home to a certified public accountant and financial advisor. The landscaping operations at 288 Ayer Road will be a low impact complement to the neighborhood, with limited daily activity and visibility from the street. Activity will include deliveries, loading and storage for off-site construction and landscape installations.

As no buildings are presently proposed, and existing curb cuts will be used, we respectfully request a waiver of any specific site plan details not shown on the enclosed plans. A detailed response to the provisions of §125-38 and §125-39 follow. Visually, the landscape contractor operations will be hidden from the street. We believe that the property owner and related party Bespoke Landscaping will be a good neighbor to all and trust that the Board will agree to issue a special permit for the proposed landscape contractor use.

We look forward to responding to any questions you might have at an upcoming meeting of the Planning Board.

Very truly yours,



Pamela J. Brown

COMPLIANCE WITH BYLAW STANDARDS

§125-38 Site plans.

Site plan approval is required for uses subject to § **125-39**, Site standards, and as such is required for the proposed landscape contractor use. That said, no buildings are proposed and the existing curb cut will be used for access to the non-residential area of the site. Neither the access drive nor equipment/vehicle parking areas are proposed to be paved. For these reasons, we respectfully request waivers from site plan requirements where such requirements are not applicable to the proposal.

Content of Plans:

- (1) Lot boundaries and existing buildings are shown. **The site plans included show the property lines and existing structure. As no new structures are proposed, photographs of the existing two-family home at the front of the site are included.**
- (2) Parking, loading, maneuvering, storage and service areas or uses, walkways, driveways, lighting, green areas and visual screening. **Driveways and equipment storage areas are shown as well as existing and proposed fence and buffer landscaping.**
- (3) Provisions for water supply and reservoirs, surface water drainage, and treatment and disposal of sewage and any other wastes. **Not applicable to the landscape contractor yard. The existing dwelling is serviced by utilities; however, the commercial use will not require water supply or sewage disposal. Drainage shall remain as in the existing condition.**
- (4) Levels and grades where substantial excavation or fill is involved. **Not applicable, no excavation or fill is proposed.**
- (5) Clearing limits used to calculate both the volume and rate of surface water runoff. **Not applicable, no clearing is proposed and no additional impervious surface will be installed. The limit of site for the contractor's yard is shown on the plans.**

Design Review:

The requirements of 125-38 F. relate to the design of buildings – **Not applicable as no new buildings are proposed.**

§125-39 Site Standards.

A. Parking and loading.

- (1) Driveway access will be over the existing driveway located to the north of the house, parking, turnaround and storage areas will not be paved and will not be shared with adjacent lots.
- (2) The existing driveway to serve the landscape contractor's use provides convenient and safe access for vehicles. The use is not open for public visitation, so potential pedestrian conflicts are avoided.
- (3) There are no delineated parking spaces or parking access aisles. The majority of the site will be left "green" (undeveloped). Subsections (a) and (b) are not applicable.
- (4) All outdoor areas for storage or overnight parking of trucks, trailers and equipment are set back from the street and will be fenced and buffered by vegetation from the existing home, abutters and the street.
- (5) The existing curb cut at Ayer Road is sufficient to handle the turning radius of all vehicles intended to enter the site.

B. Standards for driveways.

- (1) This section of Ayer Road is straight, and therefore, driveway sight distance is easily satisfied. Using the most conservative standard with 50 mph speeds, stopping sight distance per ASSHTO is 425 feet. As shown in the exhibit attached, stopping sight distance is at least 600' to the north and 850' to the south.
- (2) – (4) Residential provisions are not applicable to Landscape contractor use.
- (5) Non-residential Driveway Standards.
 - (a) Only one site driveway is proposed for access to the landscaping operations.
 - [1] a formal traffic island is not proposed, as the single non-residential entrance/exit driveway will remain gravel, minimizing visual impact.
 - [2] trip generation will not exceed 400 ADT, rather, closer to 10 daily trips.
 - (b) The use of the property will preserve the buffer strip defined in §125-39C(1), by providing a minimum 20-foot setback between the property lines and the area of commercial activity.
 - (c) No internal roadways are proposed, the access driveway exists and the abutting uses are not similar in nature to make interconnections between adjacent properties desirable.
 - (d) The site is not being re-developed, but rather a small business will utilize the land to the rear and side of the existing 2-family home; a new curb cut is not necessary.
 - (e) The angle of intersection of the site driveway with Ayer Road is close to 90°. The entrance is slightly flared to allow turning of larger trucks or trucks with trailers. There is sufficient area within the site that to permit a truck to turn around. In an emergency, secondary access is also available through the residential driveway (which is separated from the commercial use by a gated fence).
- (6) Driveway Construction.

In general, this section is not applicable. The proposed use will be very low intensity and no driveway or parking area is proposed for pavement. The use does not invite the public and no structures are proposed to support the landscape contractor's yard. The existing gravel surface is sufficient for the proposed use by Bespoke and the public will not access the area. As it is not paved, stormwater runoff will infiltrate or flow over vegetated areas toward the wetland area located over 100 feet to the east. According to the NSCS, the majority of the area proposed for the contractor's yard is Walpole, fine sandy loam. Stormwater has and will continue to infiltrate the land surface.
- (7) Turnarounds. Existing since 1890, the 2-family dwelling is served by a single driveway along the property's 277 feet of frontage. Access to the commercial area is gained from the end of this driveway via gate in the fence; however, primary access to the Bespoke yard is by the existing driveway north of the residential driveway. The area of the commercial yard is sufficient to turn around large trucks (able to satisfy the 30' inside radius requirement).
- (8) Runouts. The existing driveway width is consistent running from Ayer Road into the open yard portion of the site, excepting the limited turning area at the street. As an informal gravel driveway, there is no curbing or pavement proposed.

C. Open areas.

- (1) A buffer strip is proposed along each common property line with abutters on Ayer Road. In accordance with subsection C (1)(a), a small business identification sign is proposed at the driveway entrance to distinguish the entrance from the residential driveway. The

proposed Entrance Sign shall not to exceed 10” height by 30” length, similar to a street sign, but installed lower to the ground. Below is an image of the proposed signage.



- (2) The site is over 1,100 feet deep. All of the developed area (residential and proposed commercial) is located on the front quarter of the site, with no activity proposed beyond the point 300’ distant from Ayer Road. Existing vegetation along Ayer Road will remain and additional buffer landscaping and fence will be installed.

D. Screening

- (1) As the business use of the property is anticipated only during daylight hours, and no buildings are to be constructed, no site lighting is proposed.
- (2) As shown on the Plan, all outdoor storage of equipment and materials shall be buffered from the street and abutters.
- (3) Regardless of applicable exceptions, screening is provided.
- (4) Screening includes 6’ wood stockade fence coupled with arborvitae plantings.

E. Fire Protection. Not applicable, no buildings proposed.

F. Drainage. The use of the land as a landscape contractors yard will not change the stormwater runoff characteristics. We do not believe that the DEP Stormwater Management guidelines are applicable as no pavement or buildings will be added.

G. Sidewalks. Given the small scale of the proposal and the particular use, sidewalks (internal or on Ayer Road) would not benefit the business. Further, no sidewalks currently exist on this section of Ayer Road. If desirable to support a community master plan, the applicant would consider the grant of a sidewalk easement for future development by the Town.

APPLICATION TO THE HARVARD PLANNING BOARD

Applicants should review the Harvard Protective (Zoning) Bylaw, Chapter 125 of the Code of the Town of Harvard, the Planning Board's Rules and Regulations, Chapter 133 of the Code of the Town of Harvard and the Requirements regarding Driveway Inspections (Chapter 125 of the Protective Bylaw). Copies of the Bylaw may be purchased from the Town Clerk and copies of the Rules and Regulations may be purchased from the Land Use Office. Information is also available online at www.harvard.ma.us. The Rules and Regulations specify the documents that are required as a part of the application. The Application, with certified abutters list and filing fee, must be filed with the Town Clerk.

Name of Applicant: Pamela J. Brown, Esq. for Bespoke Landscaping

Address: Brown & Brown PC Phone: (781) 275-7267 Email: pbrown@brown-brown-pc.com

Applicant is (check one): Owner _____ Agent X Prospective Buyer _____

Location of Property: 288 Ayer Road Zoning District: C

Harvard Assessors' Map 004 Parcel 34

Registry of Deeds: Book Number 67617 Page Number 325

Owner's Name: Dave & Jeff Rossi, Trustees Email: david@rerfuel.com

Owner's Address: 3 Minuteman Drive, Bedford 01730 Owner's Phone: (617) 429-7234

Seventeen (17) copies of the application must be submitted to the Town Clerk. This application is for:

- Special Permits* \$500/required permit
- Driveway Site Plan \$180
- Inspections of Driveways \$300
- Approval of Covenant \$100
- Wireless Communication Tower \$2500
- Consultant Review Fee** \$1000
- Site Plan Review with a Special Permit \$180
- Site Plan Review without a Special Permit \$500
- Modification/Extension 1/2 of original application fee

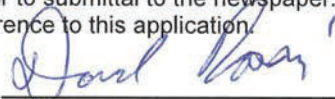
Specific bylaw section(s) you are applying under §125-23.B(1) (Medium scale commercial uses) and 125-13.T
(Landscaping services involving equipment parking).

* Unless otherwise specified

** Required with all Special Permit Applications. This is a deposit to cover costs of Planning Board consultants and additional amounts may be required depending on the complexity of the Application. All unused monies will be returned. Please submit "Request for New Vendor" form with application. (Available on line at www.harvard.ma.us under Forms & Documents)

All applications associated with a Wireless Communication Tower requires proof of compliance with § 125-27H(2)

All filing fees are cumulative. All Special Permits and uses subject to Site Plan Approval require Driveway Inspections and written approval by the Planning Board, or its agent, prior to issuance of an occupancy permit or use of the premises (§ 125-31 C) All Shared (common) Driveways require an approved covenant running with the land in accordance with § 125-31 B (4) (b). The applicant will be required to pay a local newspaper of general circulation for the current cost of advertising the hearing. The applicant will be billed directly from the newspaper for the cost of the advertised hearing or all advertising must be paid for in full prior to submittal to the newspaper. The undersigned hereby requests a hearing before the Planning Board with reference to this application.

Signed: 



July 5, 2022



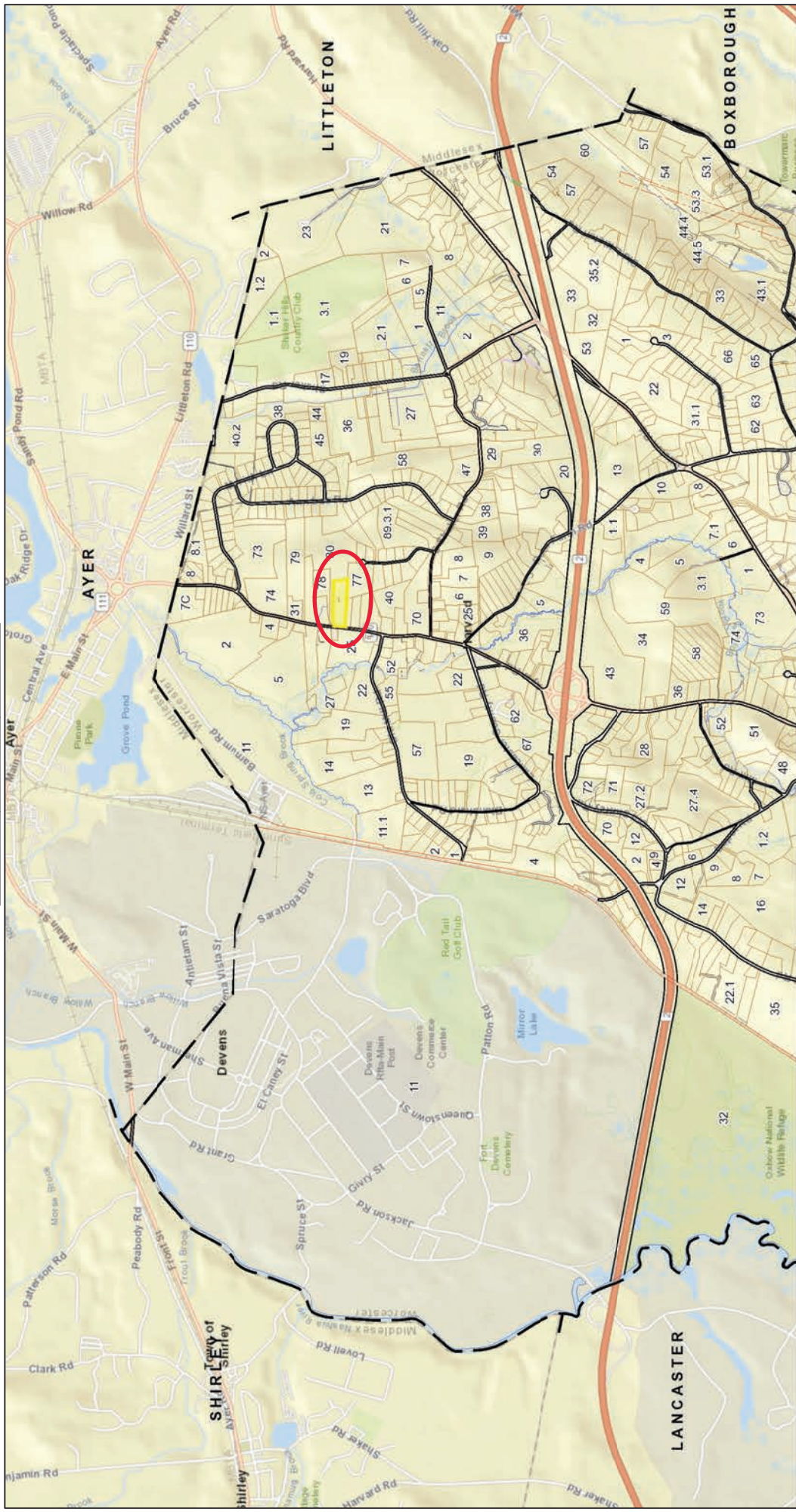
288 Ayer Road

Harvard, MA

1 inch = 2221 Feet



www.cai-tech.com



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

AYER ROAD



Existing
2-family home

AREA

(OUTSIDE WETLAND BUFFER)
3.15± ACRES

Proposed Bespoke
Landscaping Yard

100' BUFFER WETLAND

WETLAND LIMIT

LOT 2

8.53± ACRES

Wetland

WATER LINE

WETLAND LIMIT

100' BUFFER WETLAND

NOTE:
WETLAND AND WATER LINE FROM
TOWN OF HARVARD GIS, 7/21/2020

PREPARED FOR: DAVID ROSSI

CERTIFIED PLOT PLAN
#288 AYER ROAD
IN
HARVARD, MA
(MIDDLESEX COUNTY)

SCALE: 1" = 120' DATE: 7/22/2020

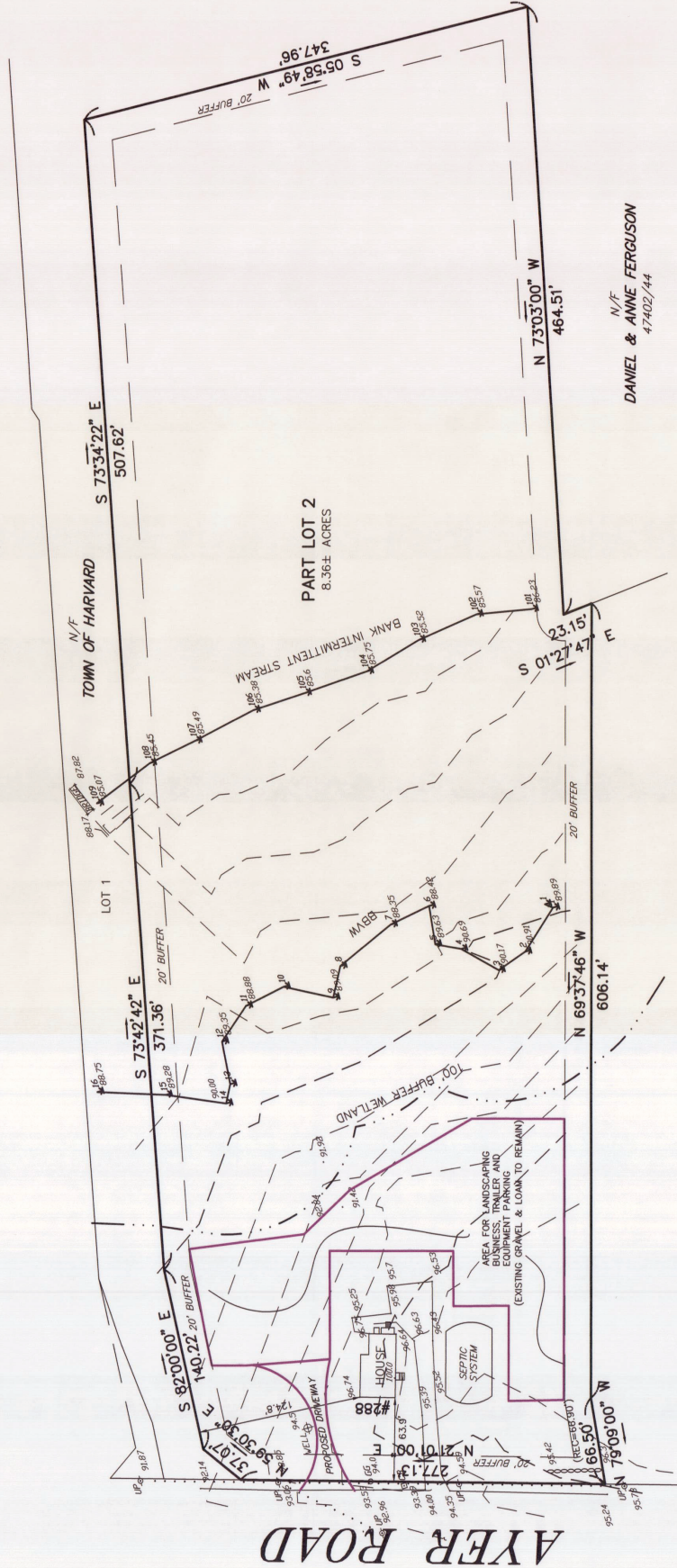


ROBER SURVEY

1072A MASSACHUSETTS AVENUE
ARLINGTON, MA 02476
(781) 648-5533
6144 AYER.DWG

CLIFFORD E. ROBER, PLS DATE

THIS PLAN MAY HAVE BEEN ALTERED IF
THE SIGNATURE IS NOT SIGNED IN BLUE.



AYER ROAD

PART LOT 2
8.36± ACRES

TOWN OF HARVARD

DANIEL & ANNE FERGUSON
N/F
47402/44

DAVID ALEXANDER
N/F
6.3500/332

CONSERVATION PLAN
IN
HARVARD, MA
(WORCESTER COUNTY)

SCALE: 1" = 60' DATE: OCTOBER 20, 2020

ROBER SURVEY
1072A MASSACHUSETTS AVENUE
ARLINGTON, MA 02476
(781) 648-5533
6296TP2.DWG

WITHIN 100' BUFFER

TOTAL BUFFER AREA	44,091± S.F.	0%
EXISTING IMPERVIOUS AREA	0± S.F.	0%
PROPOSED IMPERVIOUS AREA	0± S.F.	0%

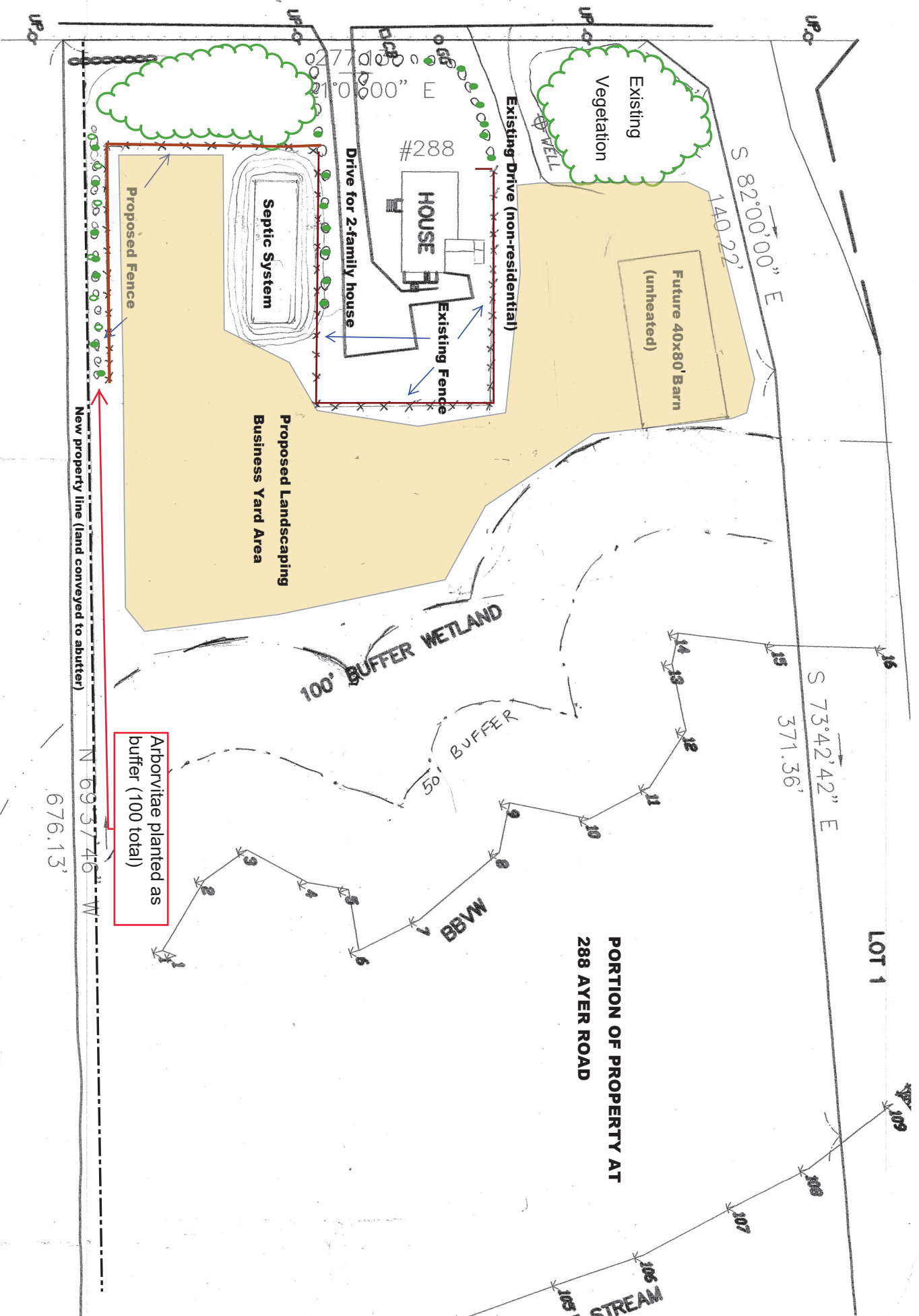
SEE LANDSCAPE PLAN FOR DETAILS

NOTE: WETLAND BOUNDARY LINE DELINEATED BY ECOTEC, INC., OCTOBER 2020.
LANDSCAPE BUSINESS AREA ADDED 8/7/23



AYER ROAD

11/401



Arborvitae planted as buffer (100 total)

New Property Line (land conveyed to abutter)

676.13'

N 69° 57' 46" W

100' BUFFER WETLAND

50' BUFFER

BBW

PORTION OF PROPERTY AT 288 AYER ROAD

LOT 1

STREAM

Photos of 288 Ayer Road, viewed from front of 289 Ayer Road



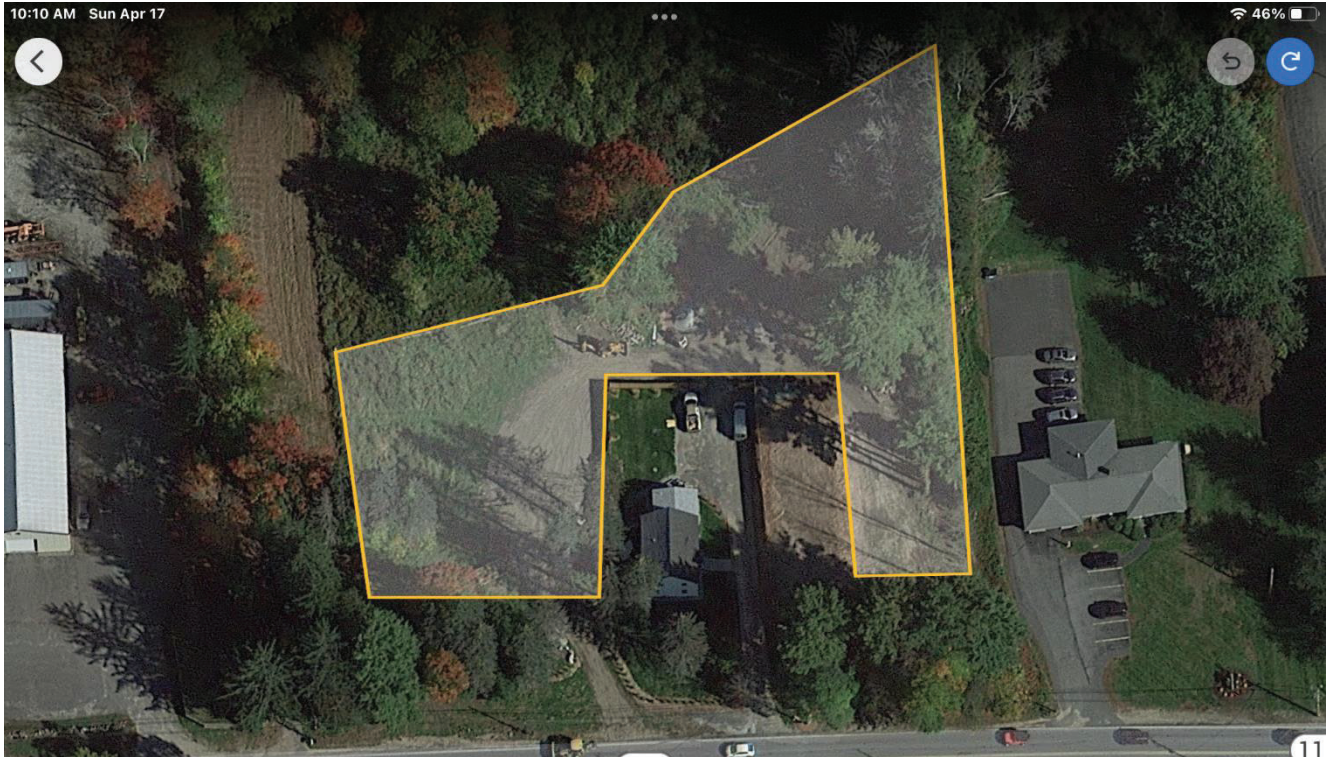
View near property line with 294 Ayer Road (above)



Two-family home centered at 288 Ayer Road frontage (new fence and buffer arborvitae installed 2022)



Looking south across 288 frontage toward property at 284 Ayer Road



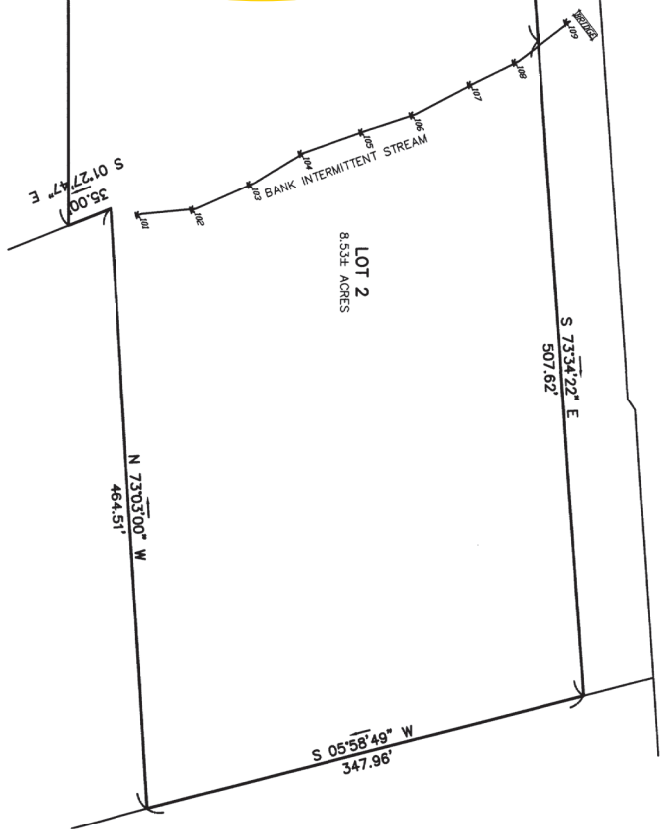
Aerial photo of site showing approximate area for landscaping business use. (above)



Landscape contractor nearby on Ayer Road

AYER ROAD

SEE DETAIL



AYER ROAD

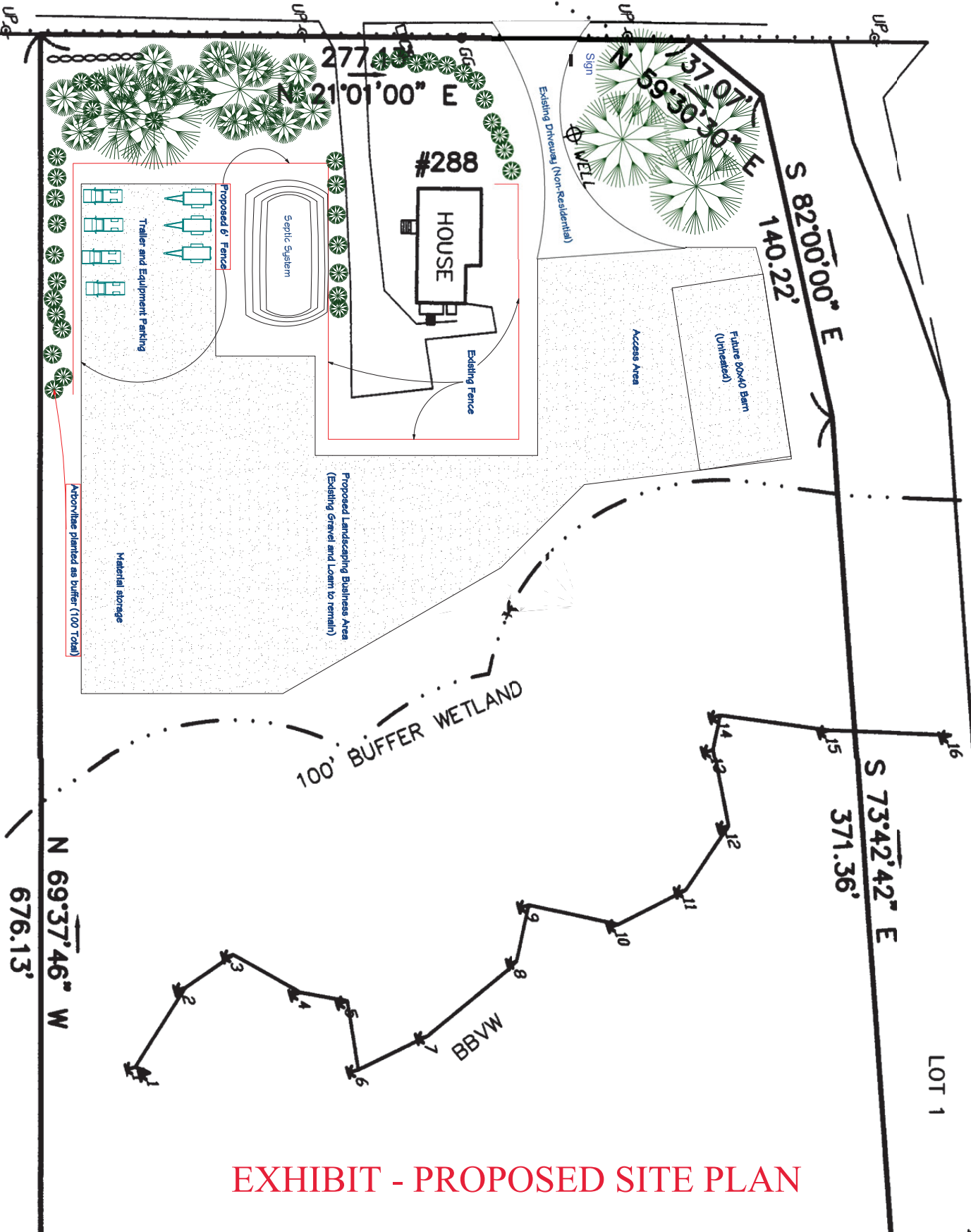


EXHIBIT - PROPOSED SITE PLAN



BESPOKE Landscaping – vehicles and equipment presently in Bedford, representative of equipment proposed for Harvard.





288 Ayer Road, Harvard – Stockade fence surrounds residential yard. Significant areas of upland and wetland buffer remain to the east.





288 Ayer Road, Harvard – Stockade fence and arborvitae will buffer activity from neighbors.



**Bedford,
similar fence/buffer proposed for Harvard**

REQUEST FOR NEW VENDOR

REQUESTOR'S NAME

David Rossi, Trustee, The 39 Eaton Realty Trust

DATE

PHONE

(617) 429-7234

Please check the box which best describes the type of vendor.

1099 Code

EMPLOYEE (reimbursements)

PRODUCT VENDOR

SERVICE VENDOR

7

If using SS number

CONTRACT LABOR

7

VENDOR NAME

ADDRESS

CITY, STATE, ZIP

PHONE

FAX

FID NUMBER

OR

(Without the proper FID or SS number vendor can not be paid!)

SOCIAL SECURITY NUMBER

(Without the proper FID or SS number vendor can not be paid!)

REMIT ADDRESS

If different

CITY, STATE, ZIP

Do not write below this line

VENDOR NUMBER

DATE SET UP



2/27/2024

To whom it may concern,

This letter is intended to better describe the intention of the commercial use for the property at 288 Ayer Rd. We have no plans to use this as a daily headquarters for our operation. We are simply asking to use the commercial land for monthly storage of materials and equipment when not in use. This would be an overflow location to our existing location in Bedford MA. For an example of the type of materials and equipment which could be stored from time to time please see the list below:

- 1) Enclosed equipment trailers.
- 2) Landscape and open equipment trailers.
- 3) Jobsite storage containers.
- 4) Plows, truck attachments etc.
- 5) Backhoe loader.
- 6) Mini-excavator and skid steer loaders.
- 7) Genie Man-lift.
- 8) Knuckle-boom crane swap n' go box.
- 9) Dump truck.
- 10) Equipment trucks.
- 11) Chip body attachments for trucks.
- 12) Swap n' go loader truck and body attachments.
- 13) Palleted materials such as stepping stones, brick, cinderblocks etc.
- 14) Aggregates, such as sand and crushed stone could be stockpiled from time to time, but we have no intention of daily loading or short term storage of these materials, so set retaining block walls for mulch etc. is not planned. Materials would only be placed and left for long (months) periods of time, and not loaded in and out regularly.

While this list is not exhaustive of all possible materials, it is complete in the spirit of materials and equipment that we own and use. This list is also not intended to mean that these materials will all be onsite at any given time as our inventory is often in flux, and equipment is mostly at open projects.

This would not be a daily operation, and hours of use would be typical to business operations (8-4). There would not be any customers at this location, and mostly storage would be long term through the off season.

Thank you for your time and consideration of our application,

A handwritten signature in black ink, appearing to read "Scott Rossi".

Scott Rossi,
Founder
Bespoke Companies



TOWN OF HARVARD
ASSESSORS OFFICE
13 AYER ROAD
HARVARD, MA 01451
978-456-4100 X315

RECEIVED
FEB 21 2024

BOARD OF ASSESSORS
TOWN OF HARVARD

REQUEST FOR CERTIFIED ABUTTERS LIST

PROPERTY LOCATION: 288 Ayer Rd. Harvard, MA

MAP/BLOCK/LOT: 4, 34, N/A

PROPERTY OWNERS: David Rossi

REQUIRED FOOTAGE: 300 ft

CONTACT INFORMATION

X **EMAIL ADDRESS:**
pbrown@brown-brown-pc.com

X **MAILING ADDRESS IF DIFFERENT FROM PROPERTY LOCATION:**
110 Great Rd. Bedford, MA 01730

FEE: \$25.00

To be paid with completed Abutters List request by Cash or Check
payable to the Town of Harvard

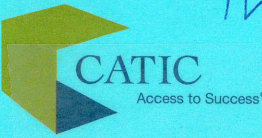
7239

Working days for your request to be processed**

For questions or concerns, please contact the Assessors office at
assessors@town-of-harvard-ma.gov or 978-456-4100x315

Carol -
Kindly update
and provide
to Planning
Dept.
Thanks,
Pam B.

Emailed
Package: 2/21/24
Mailed
Originals
USPS: 2/21/24





Abutters List Report
Town of Harvard, MA

Date: February 21, 2024

Parcel Number: 004-034-000-000

Property Address: 288 Ayer Rd

Abutters To: 300ft

The above Certified Abutters List is a true copy of the records in the Town of Harvard Assessor's office for the last known names and addresses of owners of land located within the above stated range of the subject property.

Signed: Carol Dearborn

Date: 2/21/24

Carol Dearborn
Assistant Assessor
(978) 456-4100 x315

FINANCE DEPARTMENT - ACCOUNTANT, ASSESSORS, TREASURER/COLLECTOR

13 Ayer Road, Harvard, Massachusetts 01451-1458

www.harvard-ma.gov



288 AYER RD

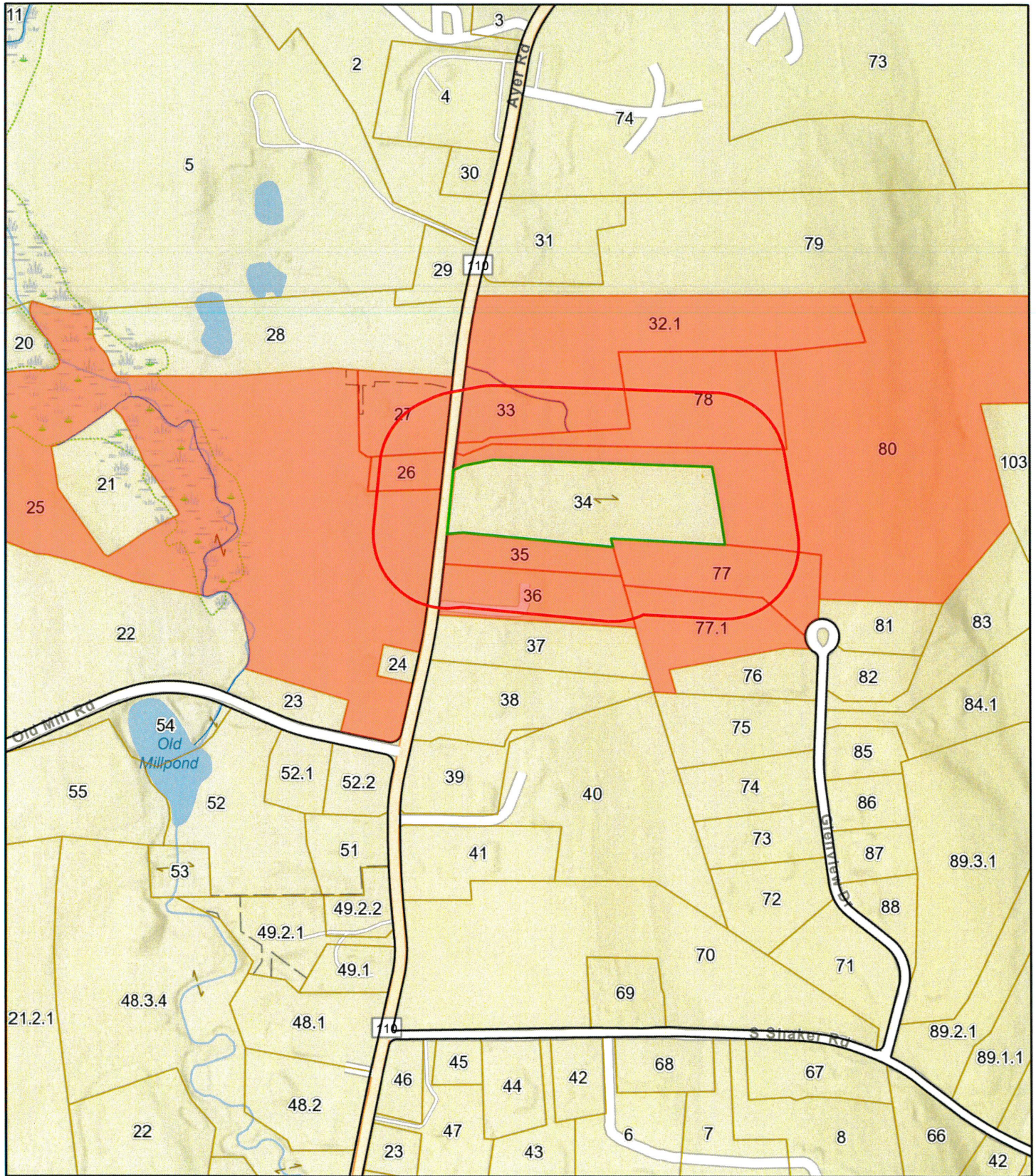
Town of Harvard, MA

1 inch = 556 Feet



www.cai-tech.com

February 21, 2024



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300 feet Abutters List Report

Harvard, MA
February 21, 2024

Subject Property:

Parcel Number: 004-034-000-000
CAMA Number: 004-034-000-000
Property Address: 288 AYER RD

Mailing Address: ROSSI, DAVID J. & ROSSI, JEFFREY M.,
TRUSTEES OF
244 NASHUA RD
BILLERICA, MA 01862

Abutters:

Parcel Number: 004-025-000-000
CAMA Number: 004-025-000-000
Property Address: 285 AYER RD

Mailing Address: RDJ REALTY CO
52 ETHAN ALLEN DR
ACTON, MA 01720

Parcel Number: 004-026-000-000
CAMA Number: 004-026-000-000
Property Address: 289 AYER RD

Mailing Address: 289 AYER LLC
289 AYER RD
HARVARD, MA 01451

Parcel Number: 004-027-000-000
CAMA Number: 004-027-000-000
Property Address: 295 AYER RD

Mailing Address: 295 AYER ROAD LLC
1 BIRCHMEADOW CIRCLE
FRAMINGHAM, MA 01701

Parcel Number: 004-032-001-000
CAMA Number: 004-032-001-000
Property Address: 304 AYER RD

Mailing Address: FADER, STEVEN & CAROLYN H
304 AYER RD
HARVARD, MA 01451

Parcel Number: 004-033-000-000
CAMA Number: 004-033-000-000
Property Address: 294 AYER RD

Mailing Address: AYER ROAD, LLC
P.O. BOX 791
HARVARD, MA 01451

Parcel Number: 004-035-000-000
CAMA Number: 004-035-000-000
Property Address: 284 AYER RD

Mailing Address: ALEXANDER, DAVID B.
59 BADDACOOK POND RD
GROTON, MA 01450

Parcel Number: 004-036-000-000
CAMA Number: 004-036-000-000
Property Address: 280 AYER RD

Mailing Address: YUKON HOLDINGS LLC
280 AYER RD
HARVARD, MA 01451

Parcel Number: 005-077-000-000
CAMA Number: 005-077-000-000
Property Address: 39 GLENVIEW DR

Mailing Address: FERGUSON, DANIEL A & ANNE T
39 GLENVIEW DR
HARVARD, MA 01451

Parcel Number: 005-077-001-000
CAMA Number: 005-077-001-000
Property Address: 37 GLENVIEW DR

Mailing Address: OFSTHUN, PETER STEPHEN
10 ERNIES DR
LITTLETON, MA 01460

Parcel Number: 005-078-000-000
CAMA Number: 005-078-000-000
Property Address: 292 AYER RD

Mailing Address: VICKESH MYER
46 NORFOLK RD
ARLINGTON, MA 02476



www.cai-tech.com

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2/21/2024

Page 1 of 2



300 feet Abutters List Report

Harvard, MA
February 21, 2024

Parcel Number: 005-080-000-000
CAMA Number: 005-080-000-000
Property Address: AYER RD

Mailing Address: HARVARD, TOWN OF, CONSERVATION
13 AYER RD
HARVARD, MA 01451



www.cai-tech.com

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2/21/2024

Page 2 of 2

289 AYER LLC
289 AYER RD
HARVARD, MA 01451

YUKON HOLDINGS LLC
280 AYER RD
HARVARD, MA 01451

295 AYER ROAD LLC
1 BIRCHMEADOW CIRCLE
FRAMINGHAM, MA 01701

ALEXANDER, DAVID B.
59 BADDACOOK POND RD
GROTON, MA 01450

AYER ROAD, LLC
P.O. BOX 791
HARVARD, MA 01451

FADER, STEVEN & CAROLYN H
304 AYER RD
HARVARD, MA 01451

FERGUSON, DANIEL A & ANNE
39 GLENVIEW DR
HARVARD, MA 01451

HARVARD, TOWN OF, CONSERV
13 AYER RD
HARVARD, MA 01451

OFSTHUN, PETER STEPHEN
10 ERNIES DR
LITTLETON, MA 01460

RDJ REALTY CO
52 ETHAN ALLEN DR
ACTON, MA 01720

VICKESH MYER
46 NORFOLK RD
ARLINGTON, MA 02476

utile

March 1, 2024

Frank O'Connor
 Director of Planning
 13 Ayer R.
 Harvard, MA 01451

Invoice # 10565

Harvard Ayer Ph2 Vision Plan

Project #2368.1

Design Consulting
 February 1 - February 29, 2024

<u>Terms</u>	<u>Project Fees</u>	<u>Expenses</u>	<u>Total Project</u>
Project Not to Exceed	\$150,305.00	\$4,650.00	\$154,955.00
Expenses to Fee Reallocation	\$3,545.00	(\$3,545.00)	\$0.00
Terms: Total Project	\$153,850.00	\$1,105.00	\$154,955.00

Consulting hours and fee

	<i>Rate (\$/HR)</i>	<i>Hrs</i>	<i>Fee/staff (\$)</i>	
Utile				
Matthew Littell	\$260	7.00	\$1,820.00	
Taskina Tareen	\$160	32.00	\$5,120.00	
Kevin Chong	\$130	15.00	\$1,950.00	
Carlos Sainz Caccia	\$130	20.50	\$2,665.00	
Courtney McCracken	\$105	49.00	\$5,145.00	
Jillian Graham	\$85	7.00	\$595.00	
				\$17,295.00

Consultants	<i>Invoice</i>	<i>Date</i>	<i>Amount</i>	
Code Studio	4066	12-Feb-24	\$2,051.55	
Landwise	2309_123124	31-Dec-23	\$4,675.00	
Landwise	2209_022924	29-Feb-24	\$7,869.53	
				\$14,596.08

Subtotal **\$31,891.08**

Total Invoice Amount \$31,891.08

<i>Outstanding Invoices</i>	<i>Invoice</i>	<i>Date</i>	<i>Amount</i>
	10267	1-Dec-23	\$4,205.00
	10375	1-Jan-24	\$28,737.97

Total Balance Due \$64,834.05

<i>Billed To Date:</i>	<i>Invoice</i>	<i>Date</i>	<i>Fee Amount</i>	<i>Expenses</i>	<i>Total Invoice</i>
	10071	1-Oct-23	\$21,115.00	\$0.00	\$21,115.00
	10178	1-Nov-23	\$23,497.50	\$0.00	\$23,497.50
	10267	1-Dec-23	\$4,205.00	\$0.00	\$4,205.00
	10375	1-Jan-24	\$28,700.50	\$37.47	\$28,737.97
	10453	1-Feb-24	\$19,908.75	\$0.00	\$19,908.75
	10565	1-Mar-24	\$31,891.08	\$0.00	\$31,891.08
			\$129,317.83	\$37.47	\$129,355.30
	<i>Balance Remaining:</i>		\$24,532.17	\$1,067.53	\$25,599.70

CODE STUDIO

1800 East 4th Street, Unit 125
Austin, TX 78702
(512) 478-2200

Invoice

BILL TO:
Taskina Tareen
Utile
tareen@utiledesign.com
(617) 423-7200

DATE: 2/12/24
INVOICE # 4066
PROJECT: Harvard Ayer
#2368.1.
SERVICE DATES: Sept 1, 2023 to Jan 31,

Description	Contract Amount	Prior Bills	% Complete	This Invoice
Phase 1: Vision Plan	\$14,390.00	\$0.00	14%	\$2,051.55
Phase 2: Form-Based Code	\$64,750.00	\$0.00	0%	\$ -
Total Fee	\$79,140.00	\$0.00	3%	\$2,051.55

Date	Employee	Professional Services - Description	Time
9/20/23	Johnson	Harvard kickoff	1.05
9/20/23	Scarff	Internal kickoff meeting	1.00
12/7/23	Johnson	Presentation review - October and November meetings	0.52
12/7/23	Johnson	Check-in meeting with Utile	0.65
12/7/23	Scarff	Project catch-up with Utile to discuss the coding framework	0.50
12/15/23	Johnson	Review, prep for project memo	0.73
12/18/23	Johnson	Internal discussion re: memo	0.68
12/18/23	Scarff	Framework convo with Ryan	1.00
12/19/23	Johnson	Progress report memo drafting	0.53
12/20/23	Johnson	Memo writing	1.18
12/20/23	Johnson	Memo writing	0.87
12/21/23	Johnson	Internal discussion re: interim report edits	0.50
12/21/23	Johnson	Interim report edits	1.23
12/21/23	Scarff	edits to Code Framework	0.50
12/21/23	Scarff	convo with Ryan re: changes	0.50
1/24/24	Johnson	Meeting with Utile	0.77
1/24/24	Scarff	call with Utile - FBC next steps	0.67
Total Hours			12.88

Amount due this invoice

\$2,051.55



Landwise LLC
101 Walnut St
Watertown, MA 02472-4026
(617) 852-3581

INVOICE

BILL TO
Taskina Tareen
Utile
115 Kingston Street
Boston, MA 02111

INVOICE # 2309_123124
DATE 12/31/2023
DUE DATE 02/29/2024
TERMS Net 60

ACTIVITY	AMOUNT
----------	--------

Professional Services December Services for Harvard Economic Impact Analysis - 60% complete	4,675.00
---	----------

Below are wiring instructions for your convenience:
Name: Landwise LLC
Bank Name: Bank Of America .
Bank Address: 1065 Lexington St. Waltham, MA 02452
Bank Account: 004644662826
Bank Routing: 011000138 (paper + electronic)
026009593 (wires)

BALANCE DUE **\$4,675.00**

OR
Mail Check to:
Landwise LLC
101 Walnut Street
Watertown, MA 02472
[Please enter Invoice Number]



Landwise LLC
101 Walnut St
Watertown, MA 02472-4026
(617) 852-3581

INVOICE

BILL TO
Taskina Tareen
Utile
115 Kingston Street
Boston, MA 02111

INVOICE # 2209_022924
DATE 02/29/2024
DUE DATE 03/30/2024
TERMS Net 30

ACTIVITY	AMOUNT
----------	--------

Professional Services January and February Services for Harvard Economic Impact Analysis - 100% complete	7,869.53
--	----------

Below are wiring instructions for your convenience:
Name: Landwise LLC
Bank Name: Bank Of America .
Bank Address: 1065 Lexington St. Waltham, MA 02452
Bank Account: 004644662826
Bank Routing: 011000138 (paper + electronic)
026009593 (wires)

BALANCE DUE **\$7,869.53**

OR
Mail Check to:
Landwise LLC
101 Walnut Street
Watertown, MA 02472
[Please enter Invoice Number]

utile

April 1, 2024

Frank O'Connor
 Director of Planning
 13 Ayer R.
 Harvard, MA 01451

Invoice # 10627

Harvard Ayer Ph2 Vision Plan

Project #2368.1

Design Consulting
 March 1 - March 31, 2024

<u>Terms</u>	<u>Project Fees</u>	<u>Expenses</u>	<u>Total Project</u>
Project Not to Exceed	\$150,305.00	\$4,650.00	\$154,955.00
Expenses to Fee Reallocation	\$3,545.00	(\$3,545.00)	\$0.00
Terms: Total Project	\$153,850.00	\$1,105.00	\$154,955.00

Consulting hours and fee

	<i>Rate (\$/HR)</i>	<i>Hrs</i>	<i>Fee/staff (\$)</i>	
Utile				
Matthew Littell	\$260	3.50	\$910.00	
Taskina Tareen	\$160	26.50	\$4,240.00	
Carlos Sainz Caccia	\$130	51.00	\$6,630.00	
				\$11,780.00

Consultants	<i>Invoice</i>	<i>Date</i>	<i>Amount</i>	
			\$0.00	
				\$0.00

Subtotal **\$11,780.00**

Total Invoice Amount \$11,780.00

<i>Outstanding Invoices</i>	<i>Invoice</i>	<i>Date</i>	<i>Amount</i>
	10267	1-Dec-23	\$4,205.00
	10375	1-Jan-24	\$28,737.97
	10565	1-Feb-24	\$31,891.08

Total Balance Due \$76,614.05

<i>Billed To Date:</i>	<i>Invoice</i>	<i>Date</i>	<i>Fee Amount</i>	<i>Expenses</i>	<i>Total Invoice</i>
	10071	1-Oct-23	\$21,115.00	\$0.00	\$21,115.00
	10178	1-Nov-23	\$23,497.50	\$0.00	\$23,497.50
	10267	1-Dec-23	\$4,205.00	\$0.00	\$4,205.00
	10375	1-Jan-24	\$28,700.50	\$37.47	\$28,737.97
	10453	1-Feb-24	\$19,908.75	\$0.00	\$19,908.75
	10565	1-Mar-24	\$31,891.08	\$0.00	\$31,891.08
	10627	1-Apr-24	\$11,780.00	\$0.00	\$11,780.00
			\$141,097.83	\$37.47	\$141,135.30
	<i>Balance Remaining:</i>		\$12,752.17	\$1,067.53	\$13,819.70

utile

April 1, 2024

Frank O'Connor
Director of Planning
13 Ayer R.
Harvard, MA 01451

Invoice # 10628

Harvard Ayer Ph3 Vision Plan and Form Based Code

Project #2368.2

Design Consulting
March 6 - March 31, 2024

<u>Terms</u>	<u>Project Fees</u>	<u>Expenses</u>	<u>Total Project</u>
Project Not to Exceed	\$82,450.00	\$2,550.00	\$85,000.00

Consulting hours and fee

	<i>Rate (\$/HR)</i>	<i>Hrs</i>	<i>Fee/staff (\$)</i>	
Utile				
Carlos Sainz Caccia	\$160	5.75	\$920.00	\$920.00

Consultants	<i>Invoice</i>	<i>Date</i>	<i>Amount</i>	
			\$0.00	\$0.00

Subtotal **\$920.00**

Total Invoice Amount \$920.00

<i>Outstanding Invoices</i>	<i>Invoice</i>	<i>Date</i>	<i>Amount</i>
			\$0.00

Total Balance Due \$920.00

<i>Billed To Date:</i>	<i>Invoice</i>	<i>Date</i>	<i>Fee Amount</i>	<i>Expenses</i>	<i>Total Invoice</i>
	10628	1-Apr-24	\$920.00	\$0.00	\$920.00
			\$920.00	\$0.00	\$920.00

Balance Remaining: \$81,530.00 \$2,550.00 \$84,080.00