

Action Items	Member/Staff Responsible
Add link to MRPC Transportation Survey to the Town Website	Ryan
Draft White Paper for Ayer Road Commercial Corridor	Ryan
Update the Planning Board page of the Town website with the latest versions of the bylaws, the FAQ and scenarios	Ryan

**HARVARD PLANNING BOARD
MEETING MINUTES
MARCH 4, 2019
APPROVED: MARCH 18, 2019**

Chair Erin McBee called the meeting to order at 7:02pm in the Town Hall Meeting Room, 13 Ayer Road, under M.G.L. Chapter 40A and Code of the Town of Harvard Chapter 125

Members Present: Erin McBee, Stacia Donahue, Justin Brown and Kristin Kelly-Munoz (Associate Member)

Others Present: Liz Allard (LUB Admin), Chris Ryan (DCED), Matt Flokos (Harvard Press), Theresa Hoggins and Bill Medeiros

Board Members Reports – Committee Activities

McBee stated Harvard was awarded \$370,000 from the State's Complete Street program. This funding is for improvements in Town Center, including sidewalk improvements.

Donahue noted the second workshop of the Municipal Vulnerability Preparedness Subcommittee was postponed to this Saturday, March 9th; Donahue can not attend, nor can Brown. McBee will try to attend.

Donahue and Ryan will be at the Montachusett Regional Planning Commission (MRPC) meeting on Thursday night at which the District Local Technical Assistance projects will be reviewed. Allard applied for funding under this grant to create a permitting guide for the four Land Use Boards.

MRPC hosted a workshop on Thursday evening that focused on the 2020 update of the Regional Transportation Plan (RTP). The RTP provides guidance to local and state officials in deciding how to spend Federal and State transportation funds as well as outlines the transportation priority needs for the region. The Plan will examine and address all modes of transportation in the region and will seek to identify various needs and recommendations that range from specific projects to general goals or policies. As part of the public outreach and participation effort, a series of public workshops have been scheduled around the region. Each workshop will have a particular area of emphasis, but input and feedback on all modes and issues will be welcomed. The particular emphasis at the Harvard workshop was bike and pedestrian trails. Ryan stated there were no local citizens from Harvard in attendance, but there were two representatives from a regional trail group present. MRPC detailed the tools available through their website and a current survey in regards to the 2020 RTP. Ryan will add a link to the survey on the Town website.

Discuss scheduling of Public Hearing for Citizen's Petition Annual Town Meeting Article – 125-2 Definitions "Marijuana Establishments"

With Theresa Hoggins and Bill Medeiros present the differences between the two citizen petitions was detailed, along with the process for the public hearing. Members agreed to include the citizen petition public hearing, filed by Medeiros to amend Chapter 125-2 Definition of Marijuana Establishments, to the April 1st agenda.

Director's Report

Ryan reviewed his report in regards to his proposal for a three-phase process for the planning initiative of the Ayer Road Commercial Corridor. Phase 1 Market Analysis and Fiscal Impact Analysis, would assist in determining the bleed out of goods and services to other communities, as well as potential tax revenue. Phase 2 Vision Plan of Development, would include recommendations for infrastructure upgrades and zoning amendments, build-out projections, transportation network changes and renderings and site plans of proposed development areas. Phase 3 Formed-Based Zoning Code for the Corridor would include a graphic depiction what could happen in the district. Ryan suggested developing a white paper for further discussion. The Board was in agreement with moving forward with this proposal.

Ryan met last week with local engineers who provided feedback on the revised Open Space Design (OSD) bylaw. According to those engineers due to wastewater requirements any sizeable OSD would be unfeasible and density bonuses would be of no value.

Approve Minutes

Donahue made a motion to approve the minutes of January 28th minutes as amended, and the February 4th and February 25th as drafted. Brown seconded the motion. The vote was unanimously in favor of the motion.

Continuation of a Protective Bylaw, Chapter 125 of the Code of the Town of Harvard, Amendments Hearing. Opened at 7:34pm (see page 3 for complete details)

Re-Endorse Approval Not Require Plan – Brackett, 37 Bowers Road

Donahue made a motion to re-endorse the Plan of Land in Harvard, Mass., prepared for: Gregory Brackett at 37 Bowers Rd., Job 14058, prepared by GPR, Inc., dated February 28, 2019. Brown seconded the motion. The vote was unanimously in favor of the motion.

Review Site Plan Approval – Harvard Public Schools, 27 Massachusetts Avenue

With additional language added to the approval in regards to the public good, members signed the Site Plan Approval for Harvard Elementary School at 27 Massachusetts Avenue.

Zoning Board of Appeals (ZBA) Request for Comments – 17 Oak Hill Road

Ryan detailed his review of the application for an accessory apartment and concluded the applicant has not provided enough information for proper review or approval. Ryan recommended the ZBA require additional information before an approval can be granted or condition an approval to meet all of the requirements under Chapter 125-18.1 of the Protective Bylaw.

Adjournment

Brown made a motion to adjourn the meeting at 8:46pm. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

Harvard Planning Board

Continuation of Protective Bylaw Amendments, Chapter 125 of the Code of the Town of Harvard

March 4, 2019

Chair Erin McBee opened the public hearing at 7:34pm in the Town Hall Meeting Room, 13 Ayer Road, under M.G.L. Chapter 40A and Code of the Town of Harvard Chapter 125

Members Present: Erin McBee, Stacia Donahue, Justin Brown and Kristin Kelly-Munoz (Associate Member)

Others Present: Liz Allard (LUB Admin), Chris Ryan (DCED), Matt Flokos (Harvard Press)

125-57 Erosion Control

Ryan has included definition for Major Permit and has removed the term “appellant” from 125-57K(4). Ryan updated the Frequently Asked Question (FAQ) with Brown last week. Erosion control scenarios were edited. In discussing this bylaw with the Department of Public Works Director, he noted stormwater flow is another factor that caused damage due to land clearing. Comments received by the Building Commissioner were reviewed.

A discussion of how a permit would be applied for and what would be issued was had. It was suggested to have the minor permit as an administrative process. It was also suggested to move regulatory information to Chapter 133 Planning Board Rules and Regulations in an effort to shorten the bylaw to be approved at annual town meeting. Other minor amendments were suggested and made.

Allard reported the Conservation Commission supports the Planning Boards effort on this Bylaw, but still feel it is too long.

125-56 Groundwater Protection Overlay District

A discussion of Well #3 on Bolton Road was had; Board members wondered what would be the incentive of removing it from the overlay district. Ryan will get in touch with the chair of the Water & Sewer Commission for their input. Ryan reviewed the revisions which included, but are not limited to, creating new section C Existing Non-conforming Uses and new section D Exemptions; add definition for hazardous materials; create footnote for animal manures, waste and fertilizer; and change section G title from District Boundary Disputes to District Boundary Considerations.

Ryan will update the Planning Board page of the Town website with the latest versions of the bylaws, the FAQ and scenarios as discussed this evening.

Donahue made a motion to continue the hearing to March 18, 2019 at 7:30pm in the Hildreth House, 15 Elm Street. Brown seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

Planning Board Agenda, dated Monday March 4, 2019

Report of the Director of Community and Economic Development, March 4, 2019

Protective Bylaw, Chapter 125 of the Code of the Town of Harvard, Amendments Hearing

- §125-56 Groundwater Protection Overlay District [Added 05.05.2018 ATM by Art. 34], Version 3_2019
- §125-57 Erosion Control, Version 6, 2/27/19

Re-Endorse Approval Not Require Plan – Brackett, 37 Bowers Road

- Plan of Land in Harvard, Mass., prepared for: Gregory Brackett at 37 Bowers Rd., Job 14058, prepared by GPR, Inc., dated February 28, 2019