

<b>Action Items</b>	<b>Member/Staff Responsible</b>
Attend August 29 <sup>th</sup> Environmental Meeting	Ryan
Research joining another regional planning commission	Ryan

**HARVARD PLANNING BOARD  
MEETING MINUTES  
AUGUST 5, 2019  
APPROVED: AUGUST 19, 2019**

Vice Chair Justin Brown called the meeting to order at 7:04pm 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:** Justin Brown, Fran Nickerson and Stacia Donahue

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

**Additional Fall Town Meeting Bylaw Amendments**

- Chapter 125-12 -14 Small, Medium and Large-Scale Commercial Uses
  - Allow additional uses in the commercial district that will not be in conflict with the character of Harvard
  - Grouped similar uses together – moving some from one category to another, such as photocopying from small-scale to medium scale
  - Changes are relevant to existing available space within the commercial district
  - Draft article for the Press as to what and why these amendments are being made
- Chapter 125-23 Permitted Uses in C Districts
  - Members agreed to bring the amendments to this section of the Protective Bylaw to the Annual Town Meeting in 2020
- Chapter 125-39E Fire Protection
  - Detail what the W district is exactly
  - Member were agreeable to the request of the Fire Department for this amendment for the fall town meeting

**Potential Fall Town Meeting Bylaw Amendments**

- Chapter 125-52 Ayer Road Village - Special Permit
  - The proposed amendments will make the provision more attractive to development before big changes are made to the Ayer Road corridor
  - Some amendments are a result of conversations with developers and the Chair of the Planning Board
  - Increase the Floor Area Ratio from .1 to .5
  - Clarifying language and minimize conflicts
  - 125-56B change from paragraph to enumerated requirements and reduce some of those requirements
  - Will discuss 125-52E with Board of Health
  - Expand the multifamily and affordable housing incentives
  - Additional waiver language that eliminates duplicate requirements
  - Added definition for “block” and “Floor area ratio”
- Chapter 125-59 Senior Residential Development

- Members agreed to bring this new provision to the Annual Town Meeting in 2020
- Chapter 125-60 Continuing Care Retirement Community Overlay District
  - Members agreed to bring this new provision to the Annual Town Meeting in 2020

### **Fall Town Meeting Bylaw Amendments**

- Chapter 125-58 Rural Life Preservation Special Permit
  - Reviewed changes from the July 15<sup>th</sup> meeting

After discussing all of the above bylaw amendments Donahue made a motion to bring the following amendments to the fall town meeting with public hearings to begin on September 9, 2019:

- Chapter 125-12 -14 Small, Medium and Large-Scale Commercial Uses
- Chapter 125-39E Fire Protection
- Chapter 125-52 Ayer Road Village - Special Permit
- Chapter 125-58 Rural Life Preservation Special Permit

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

### **Environmental Forum Recommendation Meeting – August 27<sup>th</sup> @ 7:30pm**

The Harvard Energy Advisory Committee (HEAC) is seeking feedback from as many boards and commissions on the recommendation the Town adopt a policy to ask each Town Board, Committee and Department, when making a decision involving more than a threshold dollar amount or makes a capital or building decision, to consider the environmental impacts, energy conservation opportunities, re-use and recycling opportunities and resiliency implications. Ryan has several questions in regards to this request (see Director of Community and Economic Development Update, dated August 5, 2019), including would it better to have a subcommittee under the Planning Board or HEAC? In addition the work completed by the Municipal Vulnerability Preparedness Subcommittee will need to carry on once the plan is approved by the State; will HEAC continue to do this? Ryan anticipates in any manner some of his time will need to be dedicated to this work. Perhaps the new Facilities Manager should be considered as well.

After a brief discussion Donahue made a motion assigning Ryan as the Planning Board representative for the above meeting and comments made within his report should be forwarded to HEAC. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

### **ZBA Request for Comments – 166 Littleton Road**

Ryan explained the applicant is seeking to re-establish the three-family dwelling and add new fourth unit on third floor. The existing barn is proposed to be removed and replaced with a four-car garage. Ryan has requested additional plans to be able to complete the site plan review.

### **Proposed Transportation Subcommittee**

This item was passed over this evening.

### **Sustainability Subcommittee**

See above Environmental Forum Recommendation Meeting – August 27<sup>th</sup> @ 7:30pm

### **Approve Minutes**

Donahue made a motion to approve the minutes of June 3, 2019. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

### **Board Members Reports – Committee Activities**

Donahue attended the monthly meeting at Montachusett Regional Planning Commission (MRPC). After attending these meetings for the last year and a half Donahue is finding there to be little value for Harvard as it pertains to services provided by MRPC. Donahue requested the Board consider joining a different regional planning commission. One of the biggest issues is getting attendance at the meetings, which delays project progress and large cities tend to get more from MRPC than the more rural communities, like Harvard. Ryan will research the availability to join a different planning commission.

#### **Adjournment**

Donahue made a motion to adjourn the meeting at 9:05pm. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Signed: \_\_\_\_\_ Liz Allard, Clerk

### **DOCUMENTS & OTHER EXHIBITS**

**Planning Board Agenda, dated Monday August 5, 2019**

**Director of Community and Economic Development UPDATE, August 5, 2019**

**Article III Use Groups, 125-12, 125-13, and 125-14, undated**

**Article IV Permitted Uses by District, 125-23, undated**

**§125-39 Site standards, E. Fire Protection, undated**

**§125-52 Ayer Road Village Special Permit (ARV-SP), undated**

**125-58, Rural Life Preservation Bylaw Special Permit v 3.0, undated**

**DRAFT HARVARD PLANNING BOARD STRATEGIC PLANNING SESSION MINUTES, JUNE 6, 2019,  
prepared by Liz Allard**