

Action Items	Member/Staff Responsible
Attend All- Boards Meeting September 18 <sup>th</sup> ; update Strategic Planning Session minutes	Ryan

**HARVARD PLANNING BOARD  
MEETING MINUTES  
SEPTEMBER 9, 2019  
APPROVED: SEPTEMBER 23, 2019**

Chair Erin McBee called the meeting to order at 7:00pm in the Volunteer Government Room at Town Hall, 13 Ayer Road, under M.G.L. Chapter 40A and Code of the Town of Harvard Chapter 125

**Members Present:** Erin McBee, Justin Brown, Fran Nickerson, Stacia Donahue, Jarrett Rushmore, Kristen Kelly-Munoz (Associate Member)

**Others Present:** Liz Allard (LUB Admin), Chris Ryan (DCED), Matt Flokos (Harvard Press), Toni Spacciapoli, Bill Spacciapoli, Susan Sparks, Nicole Schmidt, Gwen Leonard, Lou Russo, Laura McGovern, Stephanie O'Keefe, Kerry Green and Suzanne Dutkewych

**Board Members Reports – Committee Activities**

Donahue recently attended the monthly Montachusett Regional Planning Commission (MRPC) meeting at which the lack of attendance at other committee meetings was discussed. MRPC is finding it difficult to move projects forward due to lack of quorum at other committee meetings, such as the Montachusett Joint Transportation Committee. MRPC has a new grant proposal to assist communities with identifying potential Brownfield sites. In addition, MRPC is willing to assist any community interested in applying for the Department of Energy Resources grant on how to be a sustainable household; this is an opportunity that should be shared with Harvard Energy Advisory Committee. Donahue stated the Ayer parking garage should be done in December.

Kelly-Munoz stated Community Preservation Committee is accepting applications for fiscal year 2021 funding through October 10<sup>th</sup>.

McBee noted the all board's meeting is next Wednesday; at which she will not be able to attend; Ryan stated he could attend. Ryan is still unaware of the fiscal year 2020 budget approvals and has made several inquires with no response. For the all boards meeting Ryan will update the strategic planning minutes from June.

Special Town Meeting has been scheduled for October 28<sup>th</sup>, with warrant articles due September 25<sup>th</sup>. McBee and Ryan will be attending the Select Board meeting next Tuesday to discuss the proposed bylaw amendments for the fall special town meeting.

McBee has learned the Historic Commission is forming a committee to work on demolition delay bylaw.

**Director's Report**

Ryan attended the recent Agricultural Advisory Commission meeting in order to get feedback on the Rural Life Preservation bylaw. General consensus of the group is there needs to more study done on the subject matter to show residents what could take place in residential neighborhoods should this bylaw pass at town meeting and a fear of absentee property owners who obtain a special permit for a use on their property, but are not the ones maintaining the use, such as a function facility or bed and breakfast.

Ryan met with the Select Board to discuss Ayer Road Corridor proposal and form-based code, which provided useful feedback on both matters.

Ryan recently attended a Littleton Planning Board meeting at which form-based code was discussed; this too provided useful feedback on the matter.

Ryan will be attending the meeting at Montachusett Regional Planning Commission in regards to the Fitchburg commuter rail line.

With the recent knowledge of the access to Shaker Hill Golf Course being altered along Shaker Road to allow right hand turns into the site, Ryan will follow up with owner of the Shaker Hill Golf Course, as well as draft a letter to the Zoning Enforcement Officer asking the site plan be enforced.

**Proposed Chapter 125 Protective Bylaw Amendments Hearing.** Opened at 7:40pm (see page 3 for complete details)

#### **Approve Minutes**

The minutes of August 19, 2019 were tabled until the next meeting.

#### **Adjournment**

Brown made a motion to adjourn the meeting at 8:25pm. Donahue seconded the motion. The vote was unanimously in favor of the motion.

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

### **DOCUMENTS & OTHER EXHIBITS**

- Planning Board Agenda, dated Monday September 9, 2019
- Director of Community and Economic Development UPDATE, August 22, 2019
- Definitions [To be added to §125-02 by amendment], Version 1.1 – 8/20/19
- §125-12 Small-scale commercial uses, §125-13 Medium-scale commercial uses, and §125-14 Large-scale commercial uses, version 3.1 – 8/20/19
- §125-39 Site standards, E. Fire Protection, undated
- §125-52 Ayer Road Village Special Permit (ARV-SP), Version 3.2 – 8/20/19
- §125-58, Rural Life Preservation Bylaw Special Permit v 6.0, undated
- Zoning Proposal for 2019 Special Town Meeting, undated
- Stockbridge Planning Board's zoning review: Cottage Era Estate bylaw 'problematic, flawed', by Clarence Fanto, Eagle correspondent, May 22, 2018

## Harvard Planning Board

### Proposed Chapter 125 Protective Bylaw Amendments Hearing

September 9, 2019

Chair Erin McBee called the hearing to order at 7:40pm in the Volunteer Government Room at Town Hall, 13 Ayer Road, under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125-50

**Members Present:** Erin McBee, Justin Brown, Fran Nickerson, Stacia Donahue, Jarrett Rushmore, Kristen Kelly-Munoz (Associate Member)

**Others Present:** Liz Allard (LUB Admin), Chris Ryan (DCED), Matt Flokos (Harvard Press), Toni Spacciapoli, Bill Spacciapoli, Susan Sparks, Nicole Schmidt, Gwen Leonard, Lou Russo, Laura McGovern, Stephanie O'Keefe, Kerry Green and Suzanne Dutkewych

#### ➤ Chapter 125-52 Ayer Road Village - Special Permit

- Removed definitions and added them to Chapter 125-2 Definitions
- The amendment will increase the Floor Area Ratio (FAR) from 0.1 (10%) to 0.5 (50%)
- Amendment includes an affordable housing incentive
- No final feedback from Board of Health as of yet
- The frequently asked questions provides a visual as to what the FAR might look like
- In §125-52H(2) add the ability for the Planning Board to waive or grant relief of the site plan requirements
- The Salt Box in Bolton was used as an example of what the Planning Board is attempting to achieve with these amendments
- Those in attendance would like the Planning Board to look at long term planning when considering such amendments
- The increase from 0.1 (10%) to 0.5 (50%) for the FAR may be too high and should be reconsidered

#### ➤ Chapter 125-58 Rural Life Preservation Special Permit

- Type D (Town Center) was removed
- Added micro-distillery as an allowed use
- Table 1 note 1 needs to be reconsidered and scaled back
- Consider allowing these types of development on provisional basis; *the Planning Board was not supportive of this recommendation*
- §125-58G(8) are in perpetuity; Planning Board should consider purchasing the development rights
- Parameters have not been included in this draft such as hours of operation, lighting, noise, event sizes; *some uses have been removed and other parameters, such as lighting already existing within Chapter 125*
- Would like to see more protections within the provision for abutters
- Attendees were vocal on maintaining the rural character of Harvard and what attracts homebuyers to Harvard
- Concerns with the impacts on Harvard's scenic roads with increase in traffic
- Should have started with focus groups to determine what it is the residents of Harvard want
- Revisit allowing on main arterial roads; *this could make it very exclusive to certain property owners and be consider spot zoning*

- Nine total special permits and no more than three annually was a balance of not overwhelming the Town and the Planning Board
- Special events to be removed
- Consider limiting the types of uses to those that would have limited impact to residential areas

➤ **Chapter 125-2 Definitions**

- No recommended changes as drafted

➤ **Chapter 125-12 -14 Small, Medium and Large-Scale Commercial Uses**

- 125-13N change “electron” to “electronic”

➤ **Chapter 125-39E Fire Protection**

- No recommended changes as drafted

On a Donahue/Nickerson motion the hearing was continued to September 23, 2019 at 7:30pm in the Harvard Town Hall, 13 Ayer Road. The vote was unanimously in favor of the motion.

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