

Action Items	Member/Staff Responsible
<ul style="list-style-type: none"> • work with Building Commissioner and Zoning Board of Appeals on 125-30C Height • Meet with other board/committees/groups to collect feedback on the Open Space Design • Gather more public input in regards to Rural Life Preservation (Agricultural Commission is currently gathering information on what Harvard is seeking in the way of business) • Determine if any adjustments to existing marijuana bylaws are necessary in regards to social consumption sites 	Ryan

HARVARD PLANNING BOARD
MEETING MINUTES
OCTOBER 21, 2019
APPROVED: NOVEMBER 18, 2019

Chair Erin McBee called the meeting to order at 7:01pm 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, Justin Brown, Fran Nickerson and Stacia Donahue

Others Present: Liz Allard (Land Use Boards Administrator/Conservation Agent), Chris Ryan (Director of Community Economic Development) and Matthew Flokos (Harvard Press)

Violations of Code of the Town of Harvard, Chapter 90 Scenic Road Bylaw Complaint

The Board had been provided the letter from the Harvard Conservation Trust (HCT) detailing the potential scenic road violations on Sherry and Littleton County Road, and Murray Lane. McBee wondered if anyone in Town knows what the original widths of the roadway were before resurfacing was completed. Ryan stated Department of Public Works Director, Tim Kilhart, has stated the roads in question are the same width now as they were previously, with edges of pavement previously covered by soil and grass, making them appear wider after resurfacing. The Board agrees that if stone walls were knocked down they should be re-installed. The Town Administrator, Tim Bragan, is looking into the matter; he may want to discuss this matter further with the Board.

A brief discussion was had in regards to the approval for removal of shade trees along scenic roads by the Tree Warden without any public hearing. A review of Massachusetts General Law did not shed any light on whether or not the Tree Warden has the authority to approve the tree removal of hazardous trees without a public hearing. Ryan stated the proposed "Permitting Guide" will have a clear procedural process for Scenic Road Consent and may eliminate confusion such as this. Brown believes it would be difficult to determine where the edges of the road were prior to the improvements. The Board appreciates their efforts to enforce Chapter 90 of the Code of the Town of Harvard.

Update from Goals from the Strategic Planning Session

In regards to the proposed revision of the existing Open Space and Conservation – Planned Residential Development, Chapter 125-35 of the Protective Bylaw, Ryan stated he has spoken with local planners, with at least a dozen willing to co-sponsor, an event that would include Randall Arendt, author of "Rural

by Design". In "Rural by Design" Arendt advocates creative, practical land-use planning techniques to preserve open space and community character. He shows how developments all across America have used these techniques successfully. In addition, Arendt assisted Ryan previously on creating a plan for open space design and would be willing to do the same again here in Harvard. Ryan is working with Town Administrator, Tim Bragan, to find available funding for Arendt services.

Brown asked how Harvard can improve its Bylaw to be better utilized by developers. Ryan stated after assessment of the community Arendt has a feel for what will work best for that community. Ryan is thinking about January 2020 for the event. Ryan anticipates a fee of \$5,500 for the consulting and event.

The Town of Ayer's newest open space bylaw should be reviewed along with any developments that have been completed using that bylaw.

Members discussed the Town Center Overlay District, Open Space Design (125-35), Height (125-30C), Bungalow Bylaw, Rural Life Preservation, Multifamily District and Senior Housing. It was agreed Building Height and Open Space Design could be dealt with at the Annual Town Meeting in spring of 2020. Town Center Overlay District, Senior Housing and the Bungalow Bylaw could be bundled for a common goal for Special Town Meeting in the fall of 2020.

In an effort to move forward with the above Ryan will:

- work with Building Commissioner and Zoning Board of Appeals on 125-30C Height
- Meet with other board/committees/groups to collect feedback on the Open Space Design
- Gather more public input in regards to Rural Life Preservation (Agricultural Commission is currently gathering information on what Harvard is seeking in the way of business)
- Determine if any adjustments to existing marijuana bylaws are necessary in regards to social consumption sites

Board Members Reports – Committee Activities

Nickerson stated a meeting of the Housing @ Hildreth House Committee will take place November 5th.

McBee stated there was a recent Conservation Coffee at the General Store. This "coffee" helps keep interested parties in common aware what others are working on.

McBee and Ryan will be meeting with the Board of Director's from Harvard Green this Thursday to update them on the amendments to Chapter 125-52 Ayer Road Village – Special Permit, of the Protective Bylaw.

McBee and Ryan will also be attending the Select Board meeting tomorrow night to discuss the improvements to Town Center under the Complete Streets grant.

Director's Update

Ryan reviewed his recently updated Zoning Proposals for 2019 Special Town Meeting Frequently Asked Questions (FAQ); he would love feedback from the Board once they have the time to go through the document.

Ryan is still recommending a Transportation Committee as there is some disconnect on some projects and this committee would help steer these projects to one place. Ryan noted the Municipal Vulnerability Preparedness is another area that is lacking leadership and moving forward. Ryan has been contacted by two members of the public who are interested in a sustainability committee, which he will follow up on.

Ryan will continue to recommend a Master Plan Committee to move forward not only with the existing plan, but preparing for the updating of the Master Plan in 2026. Donahue recommended Ryan discuss membership of a Transportation Committee with the Director of Public Works, Tim Kilhart. McBee recommends a different name for the Transportation Committee, as people tend to think it is just about vehicle movement and it involves so much more.

Preparation for Special Town Meeting – October 28, 2019

Presenters for Town Meeting are as follows:

- Article 19 Chapter 125-39E Fire Protection: Donahue
- Article 20 Chapter 125-2 Definitions: Rushmore/McBee
- Article 21 Chapter 125-52 Ayer Road Village - Special Permit: Brown/McBee
- Article 22 Chapter 125-12 -14 Small, Medium and Large-Scale Commercial Uses: McBee

Adjournment

Donahue made a motion to adjourn the meeting at 8:47pm. 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 October 21, 2019
- Director of Community and Economic Development UPDATE, October 21, 2019
- Letter from Harvard Conservation Trust, Re: Scenic Road Bylaw, Chapter 90, dated October 4, 2019
- Harvard Planning Board Strategic Planning Goals 2019-2020, Approved: August 5, 2019
- Proposals for 2019 Special Town Meeting Frequently Asked Questions (FAQ)