

Action Items	Member/Staff Responsible
Attend MAPC meetings	Donahue/Ryan

**HARVARD PLANNING BOARD
MEETING MINUTES
DECEMBER 4, 2019
APPROVED: JANUARY 13, 2020**

Chair Erin McBee called the meeting to order at 7:05pm in the Hildreth House, 15 Elm Street, 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), Matthew Flokos (Harvard Press), Melissa Kuehl (Rollstone Bank), Hazel Hopkins (Philadelphia Sign Company), Nick Pauling (GPR, Inc.), Chris Connors (Rollstone Bank) and Dana Fairbanks

Board Member's Reports

Donahue reported the monthly meeting at Montachusett Regional Planning Commission (MRPC) scheduled for tomorrow has been cancelled. Donahue stated at this point MRPC is at about a 50% rate of having a quorum to hold the meetings. Ryan is looking into the possibility of Harvard joining the Metropolitan Area Planning Counsel (MAPC), which may serve Harvard better. Donahue is willing to attend a few MAPC meetings to get a sense of their ability to serve as Harvard's regional planning provider.

Allard stated the Select Board has passed on making any comments in regards to the draft Limited English Access Plan, prepared by Montachusett Regional Planning Commission, due to the fact the majority of those in need of translation are incarcerated.

Allard stated a revised Scope of Service for the Permitting Guide will be provided by Montachusett Regional Planning Commission, which will extend the deadline in early 2020.

McBee stated the Select Board will be taking public input at their next meeting in regards to the materials to be used to construct the sidewalks within Town Center.

On behalf of Nickerson, Ryan updated the Board on the recent Municipal Affordable Housing Trust (MAHT) meeting. Ryan stated MAHT will be speaking with the Assebet Regional Housing Consortium about working with the Town on developing affordable housing projects and certifying the Housing Production Plan. Ryan stated MAHT is having difficulty getting volunteers for the committee making having regular meetings difficult.

McBee stated the Ayer Planning Board is meeting next week in regards to the town boundary, which appears to be incorrect by 35'. Ryan updated the Board on the meeting held today in Ayer in regards to this matter. Town Counsel is reviewing the information for accuracy. Donahue asked if Shaker Hills has been informed of this matter, because using the main entrance for deliveries violates the site plan

approval issued by the Town of Harvard. No one is certain Shaker Hills has been made aware of the issues at hand.

Director's Update

Ryan stated he has submitted the budget for fiscal year 2021 to the Town Administrator. Ryan reviewed the requested funding and sought approval from the Board as submitted.

The Finance Committee is meeting this evening to consider the request for a reserve fund transfer for a consulting by well-known landscape planner and author Randall Arendt. If approved Arendt will review and make appropriate recommendations to the Open Space Residential Design bylaw.

Approve Minutes

Brown made a motion to approve the minutes of November 18, 2019 as amended. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Nickerson made a motion to approve the minutes of November 4, 2019 as amended. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Special Permit Hearing – Rollstone Bank, 285 Ayer Road. Opened at 7:30pm (see page 3 for complete details)

Extension of a Special Permit Hearing – Dana Fairbanks, 129 Brown Road. Opened at 8:07pm (see page 5 for complete details)

Reimbursement of Escrow Account Sweeny Properties, \$5292.18

Brown made a motion to refund Sweeny Properties \$5292.18 plus any additional interest. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Discuss Items for Strategic Planning Session on December 16th

- 2020 annual town meeting bylaw amendments
- Other potential bylaws – Rural Life
- Planning Board Training Scheduling
- Community engagement
 - Newspaper articles
- Committees
 - Master Plan
 - Sustainability
 - Transportation

Discuss Potential Bylaw Amendments for the 2020 Annual Town Meeting

Chapter 1255-30C Height

Ryan is recommending some alternatives from the previous amendment that failed at town meeting in 2016. Ryan will also follow up with the Building Commissioner as to his dislike of the previous amendment.

125-35 Open Space and Conservation – Planned Residential Development (aka Open Space Residential Design)

Word was receiving during this meeting that funding had been approved for the consultant (see Director's Update above). Ryan suggested introducing the bylaw to the public at the first meeting in January

meeting. The workshop with Randall Arendt on all things open space will be scheduled for late January/early February. This bylaw will be further discussed at the December 16th strategic planning session.

Adjournment

Brown made a motion to adjourn the meeting at 8:59pm. 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 December 4, 2019
- Director of Community and Economic Development UPDATE, November 18, 2019
- Draft HARVARD PLANNING BOARD MEETING MINUTES NOVEMBER 4, 2019, prepared by Liz Allard
- Draft HARVARD PLANNING BOARD MEETING MINUTES NOVEMBER 18, 2019, prepared by Liz Allard

Special Permit Hearing – Rollstone Bank, 285 Ayer Road

- Rollstone Bank, RST_002-Harvard, 283 Ayer Road, Harvard, MA, DWG NUM A33422, prepared by Philadelphia Sign, dated 08.08.19
- Rollstone Bank, Job Number RST_002, 283 Ayer Road, Harvard, MA, DWG NUM B84680, prepared by Philadelphia Sign, dated 08/28/19

Harvard Planning Board

Special Permit Hearing Minutes

Rollstone Bank, 285 Ayer Road

December 4, 2019

Chair Erin McBee opened the hearing at 7:30pm in the Hildreth House, 15 Elm Street, 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), Matthew Flokos (Harvard Press), Melissa Kuehl (Rollstone Bank), Hazel Hopkins (Philadelphia Sign Company), Nick Pauling (GPR, Inc.), Chris Connors (Rollstone Bank) and Dana Fairbanks

Hazel Hopkins, from the Philadelphia Sign Company, stated the proposed sign will be located in same location as the existing sign. Hopkins detailed the proposed and existing sign. The proposed sign will be two feet tall than what is there now, measuring from the existing grade to the top of the sign. The proposed sign will not be illuminated; but will utilize the existing ground mounted lights. Melissa Kuehl, vice president of marketing for Rollstone Bank, stated she has had customers stated how difficult it is to find the location along Ayer Road. Chris Connors, Relationship Banking Officer for Rollstone Bank and resident of Harvard, has spoken with people at local events who had no idea there was a bank in Town. Connors noted when traveling south along Ayer Road a motorist only a briefly notice the existing sign; where as when traveling north you are unable to see it at all. Connors stated there has been a bank in that location since 1974.

Ryan read excerpts from his report which detailed the existence of taller signs at other locations within the district. Ryan recommends the approval of the Special Permit provided the Board feels the hardship claim is justified.

The only issue McBee has with the proposed sign is the aluminum material for the post. Brown stated the proposed sign differs from other existing signs in the district and wonders if other businesses will follow suit. Brown asked if Rollstone Bank has considered moving the sign, as opposed to making it bigger. Neither Connors nor Kuehl could answer that question. Shrubbery on the abutting property is blocking the sign from view, so clearing and maintaining that shrubbery may not be a viable option. Hopkins recommended a texture be applied to the aluminum post to soften it a bit. Ryan asked if the street number could be added to the sign. The applicant's were agreeable.

The use of lighting to illuminate the sign was discussed and will need to be confirmed the lighting bylaw is not being violated. In addition, the setbacks for the sign should be discussed with and confirmed by the Building Commissioner.

Donahue made a motion to close the hearing and issue a Special Permit with the following conditions:

1. The project shall be built in accordance with the design approved by the Planning Board with a date of August 28, 2019.

2. The lighting shall conform with the requirements of Section 125-40 of the Harvard Protective Bylaw.
3. That the Applicant shall check with the Building Commissioner to determine if the setback can be reduced.

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

Signed: _____ Liz Allard, Clerk

Harvard Planning Board

Extension of a Special Permit Hearing Minutes

Dana Fairbanks, 133 Brown Road

December 4, 2019

Chair Erin McBee opened the hearing at 7:30pm in the Hildreth House, 15 Elm Street, 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), Matthew Flokos (Harvard Press), Nick Pauling (GPR, Inc.) and Dana Fairbanks

Nick Pauling, of GPR, Inc., along with the applicant, Dana Fairbanks, were present to request the extension of the Special Permit for a common driveway. Pauling explained the common driveway serves a residential lot and a cell tower site. Work has been begun, general clearing and site grading for the development of the property. Brown asked if there is any precedence for extending a Special Permit. Ryan stated the Board has the ability to extend up to two years and require all previous conditions carried over to the extension. Pauling stated the applicant has been complying with the conditions stated within the original Special Permit.

Brown made a motion to close the hearing and grant a two-year extension of the Special Permit issued to Dana Fairbanks, for the construction of a common driveway to service 131 and 133 Brown Road, with all conditions set forth in the Special Permit granted on January 8, 2018 remaining in effect. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk