

**HARVARD PLANNING BOARD
MEETING MINUTES
MARCH 17, 2014
APPROVED: MAY 5, 2014**

Chair Kara McGuire Minar opened the meeting at 7:30pm in the Town Hall Meeting Room under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Kara McGuire Minar, Jim Breslauer, Tim Schmoyer, Erin McBee and Joe Hutchinson

Others Present: Liz Allard (LUB Admin) and Bill Scanlan (Town Planner)

Planner Report

Scanlan stated the District Local Technical Assistance Program (DLTA) application was submitted on Friday March 14th. Some of the priorities discussed last time were not eligible under this grant as they were geared toward transportation and Montachusett Regional Planning Commission (MRPC) has separate funding for those types of projects. The DLTA application is requesting development standards for Town Center and the effect it would have should they be implemented. The application is currently under review; should hear in few weeks if it is approved or not. Scanlan suggested a non-binding question be proposed at the annual Town Meeting to get a sense of what it is the community is seeking in a Town Center. Breslauer asked how this project will mesh with the Master Plan. Scanlan thinks there will be helpful information out of the Master Plan that MRPC can use on this project.

Scanlan and McGuire Minar have been working on press release on the medical marijuana and adult entertainment amendments for annual town meeting. A draft was circulated to the members. Breslauer asked that the release be submitted to the newspaper next week to allow for members to take a look at it more before approving. All were agreeable to that request.

Approve Invoices

Allard stated the following invoices have been received for payment on the next bill warrant.

- ❖ Hamwey Engineering - \$251.00 (Review Bylaw Amendment 125-31 & 39)
- ❖ Graphix - \$272.00 (Zoning map for ATM)
- ❖ RKG Associates, Inc., - \$7395.00 (Master Plan)

McGuire Minar made a motion to approve the above mentioned invoices for inclusion on the next bill warrant. Breslauer seconded the motion. The vote was unanimously in favor of the motion.

Approve Minutes

Breslauer made a motion to approve the minutes of January 6, 2014 minutes as written. McBee seconded the motion. The vote was unanimously in favor of the motion.

Breslauer made a motion to approve the minutes of January 27, 2014 minutes as amended. McBee seconded the motion. The vote was unanimously in favor of the motion.

Breslauer made a motion to approve the minutes of February 3, 2014 minutes as amended. McBee seconded the motion. The vote was unanimously in favor of the motion.

Breslauer made a motion to approve the minutes of February 24, 2014 minutes as written. Hutchinson seconded the motion. McBee abstained from the vote. The final vote was 4-0-1 in favor of the motion

Annual Town Meeting Assignments & Handouts

Members reviewed the assignments for annual town meeting and agreed on the following:

- ❖ Article 17 Town Planner – Hutchinson

- ❖ Article 40 Zoning – §125-3 Existing Structures & Uses – Chris Tracy (ZBA)
- ❖ Article 41 Zoning – Amend §125-27 Wireless Communications Towers Overlay Districts – McBee
- ❖ Article 42 Zoning – Amend Zoning Map Wireless Communications – Hutchinson
- ❖ Article 43 Zoning – Amend §125-31 and 39 Driveways – McGuire Minar
- ❖ Article 44 Zoning- Amend §125-54 Floodplain Districts - Hutchinson
- ❖ Article 45 Zoning - Medical Marijuana Treatment Center - Breslauer
- ❖ Article 46 Zoning - Adult Entertainment – Schmoyer (Breslauer back up)
- ❖ Article 51 Extend Sunset Date for Master Plan – McGuire Minar

Handouts will include revisions made after the printing of the warrant, clean versions of the proposed text, frequently asked questions, zoning map and the map depicted the medical marijuana treatment center and adult entertainment setbacks within the commercial district.

Continuation of the Protective Bylaw Amendments Hearing. Opened at 8:17pm

Discuss Follow-up Letter on Legal Counsel Request

McGuire Minar stated she has not had an opportunity to draft the follow-up letter to the Town Administrator as of yet.

Adjournment

Schmoyer made a motion to adjourn the meeting at 9:44pm. Breslauer seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk

Harvard Planning Board

Continuation of the Protective Bylaw Amendments Hearing

March 17, 2014

Chair Kara McGuire Minar opened the hearing at 8:17pm in the Town Hall Meeting Room under MGL Chapter 40A and the Code of the Town of Harvard, Chapter 125 the Protective Bylaw

Members Present: Kara McGuire Minar, Jim Breslauer, Tim Schmoyer, Erin McBee and Joe Hutchinson

Others Present: Liz Allard (LUB Admin) and Bill Scanlan (Town Planner)

§125-31 and 39 Driveways

Members discussed appropriate number of curb cuts on a single lot under §125-39B(1) and how u-shaped driveways and additional driveways to accessory buildings can be permitted. Members agreed each driveway needs to meet the line of sight standards. It was recommended to reference the American Association of State Highway and Transportation Officials standards in the residential site standards.

Under §125-39B Site Standards for driveways, Table 2, which details sight distances, was discussed. Additional language within §125-B(4)(a) in regards to a traffic island was proposed. Members discussed the need for traffic studies and potential turning lanes. Schmoyer thought there should be a defined process for traffic study. Members agreed the "If needed" under this section should be expanded. Members discussed subsections e and f under §125-39B(4) and the goal of reduction curb cuts along Ayer Road in the commercial districts.

Scanlan will make the appropriate revisions, with that said Breslauer made a motion to continue the hearing to March 24, 2014 at 7:30pm at the Center on the Common. Hutchinson seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

Planner Report

- ❖ For Immediate Release, Harvard Planning Board, Zoning Bylaw Proposals for Adult Entertainment and Medical Marijuana, undated

Continuation of the Protective Bylaw Amendments Hearing

- ❖ Proposed Driveway Amendments, March 11, 2014