

**HARVARD PLANNING BOARD  
MEETING MINUTES  
June 5<sup>th</sup>, 2023  
APPROVED JUNE 26, 2023**

Chair Richard Cabelus called the open meeting to order remotely at 7:00pm, pursuant to Chapter 2 of the Acts of 2023, An Act Making Appropriations for the Fiscal Year 2023, which has suspended the requirement of the Open Meeting Law to have all meetings at publicly accessible locations and allowing all public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

**Members Present:** Richard Cabelus, John McCormack, Doug Thornton, Stacia Donahue, Arielle Jennings

**Others Present:**

Frank O'Connor (Town Planner), Kevin Conover (Corporate Reality Trust Representative), Bruce Ringwall, Todd Brown (of 279 Little County Road), Danuta Bukatko (of 233 Littleton County Road), Manny Lindo (Littleton Road), Jeff Brown (Littleton Road)

**Special Permit Hearings**

1. Special Permit Hearing – William Ference, 247 Littleton County Road for Site Plan Review  
\*See Pages 4 and 5 for complete details\*
2. Continuation of a Special Permit Hearing – 203 Ayer Road, Yvonne Chern  
\*See Page 6 for complete details\*

**New Business:**

**1. Approve Not Require Endorsement (§125-29B) 214 Littleton Road (Map 9 // Parcel 54.1)**

Kevin Conover (Corporate Reality Trust Representative) addressed the Board about the submitted application for a parcel of land that is located on a non-buildable lot. Conover is looking for the Planning Board's endorsement to add this three-acre parcel to the adjoining lot owned by Manny Lindo.

*Questions/Concerns/Comments*

- Jeff Brown (of 202 Littleton Road) asked if this would include an additional driveway added to the property.

Kevin Conover clarified that this was not in the current plans for the property.

**Motion:** Stacia Donahue made a motion to endorse the Approval Not Required Plan for 214 Littleton Road as submitted

**Seconded** by Arielle Jennings

**Voted yes** by: Arielle Jennings, Stacia Donahue, Richard Cabelus

**Abstained** by: Doug Thornton

*Endorsement Passed*

**2. Approve Not Require Endorsement (§125-29B) & Erosion Control Major permit (§125-58E(3)(b)) – 257 Ayer Road (Map 4 // Parcel 49.2.2)**

Bruce Ringwall (applicant representative) addressed the Board, but started by clarifying that this was not an ANR. Bruce Ringwall then shared his screen, displaying the property that consists of: Reedy's Dental

Practice, Terry Alan's Chiropractor and Massage, and other office spaces. Owners want to expand the parking for the property. The plans would include: 20 foot islands at the end of the existing parking lot, six parking spaces on the west side, seven parking spaces on the east side, a formal dumpster pad, a catch basin to tie into the existing catch basin, existing swale that they are looking to extend, stabilizing the slope, proposes plantings between parking and property line and stone wall, new landscape lights, continuing the brick path, one handicap spacing in the front and one in the rear. Bruce Ringwall then briefed the Board about the erosion control plan, explaining that the barrier will have a silt fence and waddle in the Harvard fashion on downhill side and also have the area stumped.

#### *Questions/Concerns/Comments*

- John McCormack asked why extra parking is needed for the property.  
Bruce Ringwall explained that certain days of the week require more parking and make it difficult for the business's clients to find reasonable parking close by.
- Stacia Donahue asked if there were any provisions for electric charging in the expanded parking area and if there was a chance to have gravel for the overflow parking rather than pavement.  
Bruce Ringwall is currently unsure if the owners would want gravel, but they did not want to add electric charging due to the price.  
Stacia Donahue also added that she would contact the Harvard Energy Advisory Committee to see if a grant could be used to assist in adding electric charging ports.

Motion: Stacia Donahue made a motion to approve the Site Plan for 257 Ayer Road as submitted with the condition that, if possible, pervious pavement is added instead of the proposed hard pack or hard pavement.

Seconded by Arielle Jennings

Voted yes by: Arielle Jennings, Doug Thornton, Stacia Donahue, Richard Cabelus

*Passed unanimously*

#### **Old Business**

##### **1. Prospective MBTA Multi-family zoned district (MRPC compliance update)**

Stacia Donahue updated the Board about the parcels that have been submitted. The most viable parcel so far is the Harvard Observatory parcel, which met all of their requirements. Craftsmen village was the second-most viable, followed by Friendly Crossways and finally Elms (which is barely viable). Frank O'Connor added in the parcels where the potential smart district is going to be.

##### **2. Open Space Residential Development Bylaw Amendment (§125-35) prep update**

The Board planned to publish the bylaw language, make the finalized language a priority, and be ready to meet on this topic for the July 17<sup>th</sup> 2023 public hearing.

##### **3. Potential violations and fines: 320 Ayer Road - Chestnut Landscaping**

Frank O'Connor updated that he is waiting for a site plan to be submitted by the owner of the property. Their 2-year permit has been expired for the past 5-6 months. Stacia Donahue mentioned that the Board is able to issue fines for the permits they had originally approved to go along with any other fines given out by the Conservations Commission Agent. The application will be heard on July 17<sup>th</sup> 2023. Doug Thornton would like to know the exact dates that the owner was sent warnings to have a better understanding when making a decision on the warnings/punishments in regards to the flagrancy of the violation.

**Standard Business:**

**1. Housing Production Plan Update**

Arielle Jennings quickly updated the Board that she researched Inclusionary Zoning bylaws to possibly add to the smart growth. Currently, Arielle Jennings is looking for inclusionary housing, 40R, Open Space, and Multi-Family.

Motion: Stacia Donahue made a motion to endorse the Housing Production Plan goals.

Seconded by Doug Thornton

Voted yes by: Arielle Jennings, Doug Thornton, Stacia Donahue, Richard Cabelus

*Passed unanimously*

**Adjournment:**

Motion to adjourn by Doug Thornton at 9:53pm

Seconded by Stacia Donahue

Voted yes by: Arielle Jennings, Doug Thornton, Stacia Donahue, Richard Cabelus

## Harvard Planning Board

### Special Permit Minutes

June 5<sup>th</sup> 2023: Meeting called to order at 7:38pm

#### William Ference, 247 Littleton County Road

##### Site Plan Review

Bruce Ringwall (applicant representative) started the hearing by sharing his screen to display the property. The owners of the property have used the structure and land as a youth hostel, lodging, and event location. The owners wish to discontinue their use of the property as a youth hostel and instead focus on using the property for events. The owners are proposing: a gravel parking lot with 50 parking spaces (with handicap spaces included), seeding/planting, construction of a commercial kitchen (unseen from the road) for catering events, new septic system added for kitchen and guests staying for the event, removal of invasive plant species, and paved entrances.

In regards to the major erosion control: several stockpile areas will be added as well as a silt fence and waddle barriers. The location of the barrier was decided based keeping all runoff effectively contained on site.

##### *Questions/Concerns/Comments*

- John McCormack asked about the back cornfield and what will be done about this.  
Bruce Ringwall clarified that the owners plan to convert the farm land into pastures that will be maintained naturally by adding livestock (such as goats and sheep) to the property. The owners will also mow and maintain the area as needed.
- Richard Cabelus had some concerns about the lack of full information in pictures and narrative.  
Bruce Ringwall tried to help assure the Board with his explanations and rationale of all the additions while also citing the current safety issues for individuals crossing the property (specifically near the rock wall).
- Stacia Donahue asked on behalf of the Harvard Conservation Agent's conditions if it was okay to have all of those conditions on the original application. Also, the agent requested an official invasive management plan to be added.  
Bruce assured that they are fine with all of the conditions and agrees with the addition of the invasive management plan to be added.
- Stacia Donahue also asked about temporary additions in regards to the Site Plan Review.  
Bruce Ringwall clarifies that there will be gas and electric coming from the building for the tent.  
Bruce Ringwall clarified that the structure will be used for storing the farming equipment and that there will also be a mobile chicken coop. Other animals will be seasonal and will not need a structure added to the property.
- John McCormack showed concerns as well that the application didn't have enough information in it and hopes the details described by Bruce Ringwall will be added effectively to the application.
- Todd Brown (of 279 Little County Road) is happy about the plans that are being added. Mr. Brown has a concern regarding the possibility that the plans could change to something undesirable (a paved parking lot with bright lighting) if the property's plans are delayed and ultimately sold to another owner.

- Danuta Bukatko (of 233 Littleton County Road) had two questions about the scenic bylaw: Are there any provisions concerning electric fences? How many animals will be on the property? (with a concern about the smell).

Bruce Ringwall answered that electric fences are not part of the bylaw.

Stacia Donahue mentioned that the Town of Harvard does not have a noise or smell ordinance in place to enforce any possible issues Danuta Bukatko had brought to the Board.

Motion: Stacia Donahue made a motion to approve the Erosion Control Permit with the ten-conditions listed by the Harvard Conservation Agent with the addition of an invasive management plan added.

Seconded by Arielle Jennings

Voted yes by: Arielle Jennings, Doug Thornton, Stacia Donahue, Richard Cabelus

*Passed unanimously*

Motion: Stacia Donahue made a motion for a continuance for the Scenic Road portion of the application for June 26<sup>th</sup> 2023 at 7:30 PM

Seconded by Doug Thornton

Voted yes by: Arielle Jennings, Doug Thornton, Stacia Donahue, Richard Cabelus

*Passed unanimously*

Motion: Stacia Donahue made a motion to approve the Site Plan for 247 Littleton County Road with the following conditions (pending approval from the Board of Health):

- Lighting changes to be permanently installed and wired lighting will be resubmitted for site plan review.
- If the parking changes from gravel to a non-pervious, applicant must resubmit for the site plan review.

Seconded by Arielle Jennings

Voted yes by: Arielle Jennings, Doug Thornton, Stacia Donahue

Voted no by: Richard Cabelus

*Motion Passed*

## **Harvard Planning Board**

### **Special Permit Minutes**

**June 5<sup>th</sup> 2023: Meeting called to order at 8:46pm**

**Yvonne Chern; 203 Ayer Road**

#### **Continuation of a Special Permit Hearing**

Bruce Ringwall (representing Realty Trust) updated the Board on the plan's changes after hearing comments and concerns. The square feet of the ceiling for second floor of Building B has been updated. In Building A, the square footage of the basement has been clarified in two sections: habitable space and non-habitable space. The frontage on the application has been clarified and allocated more accurately. With all of these changes in language, the property is under 30,000 square feet in habitable space. Changes and revisions were made to the plans on May 23rd 2023.

#### **Important Notes:**

- Conservation Committee approved the conditions in their previous meeting.
- Stacia Donahue suggested that the Board goes line by line through the application to find language that everyone all agrees upon.

Motion: Stacia Donahue made a motion to continue the hearing for 203 Ayer Road for June 12<sup>th</sup> 2023 at 7:05pm.

Seconded by Doug Thornton

Voted yes by: Arielle Jennings, Doug Thornton, Stacia Donahue, Richard Cabelus

*Passed unanimously*