

**HARVARD PLANNING BOARD  
MEETING MINUTES  
MARCH 2, 2015  
APPROVED: MARCH 16, 2015**

Chairwoman Kara McGuire Minar opened the meeting at 7:00pm 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, Erin McBee, Joe Hutchinson and Don Graham

**Others Present:** Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Maren Caulfield (Harvard Press), Jon Bishop (Nashoba Publishing), Phil Cunningham, Fran & Bruce Nickerson

**Board Member Reports**

McBee reported the Commercial Design Standards Task Force has been working on the appearance of buildings; will be going out and taking photos to include in the standards. The Task Force has a good sense as what they are looking for on final designs of buildings. The next item to tackle will be parking.

Hutchinson stated the Master Plan Steering Committee (MPSC) is meeting this Thursday to talk about the process and the Devens framework within the final plan. In Hutchinson's opinion both the recommendations and action plans seem very thin. Hutchinson will also be seeking an explanation of the Devens framework prepared by the consultant. The MPSC needs to discuss how we get clarification from RKG, the Master Plan consultant. Hutchinson has requested the Town Administrator discuss the addendum to the existing contract with RKG, which expired in February.

**Protective Bylaw Amendments Hearing.** Opened at 7:18pm

**Planner Report**

Scanlan stated the Montachusett Regional Planning Commission has scheduled Harvard for May 5<sup>th</sup> at 10:00am to meet the staff and identify the services MRPC could provide for the Town. Any of the members interested in attending may do so.

**Discuss Town Center Traffic Committee**

The members discussed who should be included on the committee under the Unified Planning Work Program, which will conduct a study of the town center traffic. It was suggested a member of the Council on Aging, Town Hall Construction Committee, the Police Chief, Scott Hayward (resident and business owner in the Town Center), the school superintendent, Dr. Dwight, a member of the Park & Recreation Commission, Billy Salter (a resident of the Town Center), Kyle Hedrick (resident of the Town Center and member of the Water and Sewer Commission), John Lee (resident of the Town Center). Scanlan will send out an invite to those discussed this evening.

**Approve Minutes**

McBee made a motion to approve the minutes of February 23, 2015 as amended. Graham seconded the motion. The vote was unanimously in favor of the motion.

**Approve Invoices**

Allard stated the invoice for the Town Planner was not available for approval this evening.

**Adjournment**

Hutchinson made a motion to adjourn the meeting at 7:50pm. McBee seconded the motion. The vote was unanimously in favor of the motion.

Signed: *Liz Allard*

Liz Allard, Clerk

## **Harvard Planning Board**

### **Protective Bylaw Amendments Hearing**

**March 2, 2015**

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This hearing was continued from February 23, 2015 for the amendments to the Protective Bylaw, Chapter 125 of the Code of the Town of Harvard.

#### **Amend the Zoning Map**

The Board accepted the amendments to the Zoning Map at the previous meeting, therefore there are no new details to this proposed amendment.

#### **Adult Entertainment District**

Scanlan has reached out to the Attorney General's office who has stated they will review the revised provision and respond shortly with any comments they may have.

#### **Amend 125-2 Definitions**

The members discussed Town Counsel's response to the quest as to whether or not the legal notice which advertised for the addition of the definition of "building" has changed significantly enough to require the re-advertisement of the hearing; which in his opinion would be the change from a definition of "building" to "building area" would not be within the scope of the legal ad. After a brief discussion of the sentiment of the definition, McGuire Minar asked Scanlan to follow up with Town Counsel to determine if re-advertising will be necessary.

McGuire Minar made a motion to continue the hearings to 7:15pm on March 16, 2015 in the Town Hall Meeting Room. McBee seconded the motion. The vote was unanimously in favor of the motion.

Signed: *Liz Allard*

Liz Allard, Clerk