

**HARVARD PLANNING BOARD
MEETING MINUTES
NOVEMBER 7, 2016
APPROVED: NOVEMBER 17, 2016**

Chair Kara McGuire Minar called the meeting to order at 7:05pm in the Town Hall Meeting Room, 13 Ayer Road, under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Kara McGuire Minar, Erin McBee and Michelle Catalina

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Shubee Kalra (MRPC), John Hume (MRPC) and John Osborne (Harvard Press)

MRPC Update Revision to Chapter 125-35 Open Space & Conservation – Planned Residential Development
Shubee Kalra and John Hume, from Montachusett Regional Planning Commission, were present to discuss the information requested by the Planning Board at the September 12th meeting. Kalra's responses to questions and comments from the Board's October 18th meeting were reviewed.

Kalra stated Harvard's bylaw currently requires proof that a septic system could be installed on each lot with a conventional subdivision plan; this is not a requirement in other bylaws reviewed by Kalra. Kalra suggested the bylaw allow for a by-right of Approval Not Required lots and a consolidated permitting process for all other lot types. Catalina stated consolidating the permitting process would require meeting with other boards and commissions to determine if they are agreeable to a joint process. McGuire Minar thought consolidating the permitting process would be worthwhile or perhaps having the details worked out with other boards and commissions before the application gets to the Planning Board. Hume suggested a pre-application meeting with an applicant and the boards and commissions involved to get a better idea of the overall process.

McGuire Minar stated the allowed by-right with site plan approval may not allow for the ability to shape the project or get public input. Catalina is comfortable with the by-right for the base units, but if the bonus densities are sought a special permit should be required. McGuire Minar was still not comfortable on not having public input.

Members were in agreement of maintaining the existing setback of a minimum of forty-foot and perhaps considering a sixty-foot setback.

Catalina wondered if there is a way to limit the number of bedrooms to create starter homes and homes for downsizing. Scanlan stated the key elements of this bylaw are diversified housing and open space. Kalra stated the most important factor of the existing bylaw is the 50% open space requirement, which the land needs to be contiguous. McGuire Minar asked if there are any other provisions that Kalra has reviewed that would avoid the creation of strange lot configurations. Kalra did not recall any, but would review them again for language that would assist in avoiding such lots. McBee stated it would be helpful to determine based on the existing number of vacant lots the amount of open space that would be provided for if the bylaw is applied. Catalina suggested a requirement for ample frontage to avoid backland being developed. Scanlan suggested including street standards as well.

McGuire Minar suggested requiring smaller lot size standards (maximum lot size), such as 5 – 10 acres as opposed to a minimum lot standard. Catalina thinks if you go too small now you are talking hundreds of lots available for this type of development.

With information provided this evening, Kalra will begin work on a draft bylaw that will improve upon the existing bylaw. A draft will be available for review at the December 5th meeting of the Planning Board.

Amendments to the Application to the Planning Board Hearing. Opened at 8:02pm

Request for Temporary Sign-off of Driveway at 190 Bolton Road

Scanlan explained the 700' driveway at 190 Bolton Road, permitted under Driveway Site Plan Approval, has been completed up to the top coat. The developer, Justin Smith, is seeking temporary occupancy for the structure until the spring time when the top coat will be completed. In addition, Smith is requesting a change to the material typically required for the top coat of the driveway; Smith would like to install stone dust.

After a brief discussion, the members requested Scanlan send a letter requesting additional input from the Building Commissioner, the Fire Chief and the driveway inspector, Fred Hamwey. Once this information is obtained advice from Town Counsel should be sought on accepting the modification and the role of the Planning Board in regards to a temporary occupancy permit.

Comments on Community Preservation Committee FY18 Applications

Catalina reviewed the applications before the Community Preservation Committee this year. Those include:

- Park & Recreation Commission - \$80,000 to complete the repair of the stone wall along Mass Ave.
- Town Clerk - \$24,752 for the preservation of historic town documents
- Conservation Commission - \$100,000 for the conservation fund (purchase of open space)
- Council on Aging - \$700 for renovations to the porch and trim at Hildreth House
- Municipal Affordable Housing Trust (MAHT) – 10% for affordable housing

Park & Recreation (Park & Rec) request may conflict with the goals of the Planning Board (PB) for improvements to the sidewalks in the same area of the stone wall. Catalina will follow-up with P&R. The PB needs to follow-up with the Board of Selectmen (BOS) on the Complete Streets program. Scanlan was asked to request time on the BOS agenda for the first meeting in December; invite a representative from MassDOT too. Scanlan will prepare a timeline and steps that need to be taken.

Members had concerns with MAHT request with no project proposed.

Appoint Representative to the Housing @ Hildreth House Committee

More information is needed before a member of the Planning Board (PB) will volunteer for the committee. Allard will follow-up with Rick Maiore to determine the times of the meeting, with early morning being the best time for those who could be considered as the PB representative.

Zoning Board of Appeal Request for Comments – Zheleznyak, 23 Peninsula Road

McBee stated with a 41% increase over the size of the existing house she would request additional screening for abutting properties. Scanlan will send this comment to the ZBA.

This application raises the continuing concern of the Planning Board for high square footage homes with small number of bedrooms.

Annual Town Meeting 2017 Bylaw Amendments

ZBA requested the removal of the words “less than” in the provision under 125-30C as they felt during a recent application that the term was vague. Planning Board members did not see the vagueness of the language. Allard will provide Scanlan with the background details gathered during the Choice application process with ZBA to help assist in the request of the ZBA. Scanlan will also follow up with the Building Commissioner.

The previously discussed revisions to Chapter 125-35 Open Space & Conservation – Planned Residential Development will be considered for annual town meeting.

Scanlan suggested some of the following recommendations of the Master Plan – Bare Hill Pond Watershed district, town center overlay district, adding allowed businesses to the Agricultural-Residential district, including agricultural related business, and a multi-family district.

Scanlan also suggested a provision within the bylaw that would allow for a lot, which becomes non-conforming due to a taking by eminent domain, to be developed as though conforming.

Board Member Reports

McGuire Minar requested Scanlan check-in on the traffic circulation that was to be tested at the Town Hall campus.

Planner Report

Scanlan stated the committee working on the Ayer Road roundabout will be meeting this Thursday.

A letter has been drafted for each of the boards and committees detailing their responsibilities under the action plan within the Master Plan.

A meeting with Montachusett Regional Transit Authority will be set up to discuss a potential commuter shuttle to the Littleton train station.

A preliminary subdivision plan is in the works for land along Littleton Road. Scanlan noted the Planning Board does not have an application, but did establish fees for subdivisions in 2013.

Approve Invoices

Liz Allard stated the following invoices have been received for inclusion on the next bill warrant:

- Harvard Press - \$68.00
- William Scanlan - \$4180.00

McBee made a motion to approve the above invoices. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Approve Minutes

Catalina made a motion to approve the minutes of October 24, 2016. McBee seconded the motion. The vote was unanimously in favor of the motion amongst the members eligible to vote.

Adjournment

McBee made a motion to adjourn the meeting at 8:46pm. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

Harvard Planning Board

Amendments to the Application to the Planning Board

November 7, 2016

Chair Kara McGuire Minar opened the hearing at 8:02pm in the Town Hall Meeting Room, 13 Ayer Road, under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Kara McGuire Minar, Erin McBee and Michelle Catalina

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner) and John Osborne (Harvard Press)

Scanlan explained after a recent renewal of a special permit for an existing co-locator on a wireless communications tower here in Town the Board recommended adding a requirement for the proof a bond on the application. In addition, Scanlan suggested adding to the application email addresses for the applicant and the owner. With no questions or comments from the Board or the general public, Catalina made a motion to approve the application to the Planning Board as amended. McGuire Minar seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

MRPC Update Revision to Chapter 125-35 Open Space & Conservation – Planned Residential Development

- Meeting Points, undated
- Subdivisions: Rapid Assessment for Consistency with OSD/NRPZ Best Practices, from the Smart Growth/Smart Energy Toolkit, undated
- Land Available for Development map created by Bill Scanlan , undated
- Environmental Constraints Poor Farm Property, 166 Littleton Road map, prepared by Bill Scanlan, undated