

**HARVARD PLANNING BOARD AGENDA  
STRATEGIC PLANNING SESSION MINUTES  
JUNE 3, 2019  
APPROVED: AUGUST 5, 2019**

Chair Erin McBee called the meeting to order at 6:11pm in the conference room of Suite 4 at 206 Ayer Road, Harvard

**Appoint Liaisons & Representatives**

<b>ACTION ITEM</b>	<b>Member/Staff Responsible</b>
Seek to change Ayer Road Traffic Group to Transportation Committee	Ryan
Work with Harvard Energy Advisory Committee to create Sustainability Committee to facilitate Municipal Vulnerability Preparedness grants	Ryan

**Review Policy & Procedure**

<b>ACTION ITEM</b>	<b>Member/Staff Responsible</b>
Scheduling 101 Training Sessions - <i>Members to provide three (3) subject matters they want to know more about</i>	All
Work with The Bromfield School/Cable Access to create a senior project that will record the 101 training session for use by future board members	Ryan
Director's report be more informative when such things as ANR are on the agenda	Ryan
Attend Citizen Planner Training Collaborative Workshops ( <i>fall/winter</i> ) and annual conference ( <i>March</i> )	All

**Master Plan**

<b>ACTION ITEM</b>	<b>Member/Staff Responsible</b>
Recodify Zoning Bylaw	Ryan
Reduce the size of the Commercial District: Put on hold now that there is a Director of Community & Economic Development	N/A
Provide for mixed-use buildings as of right in the Commercial District: Review Ayer Road Report	Ryan
Adopt a zoning district for the Town Center which reflects the historic lot pattern and allows small business, second floor apartments, and moderate-density housing - <i>Fall 2020</i>	All
Develop documentation for administering and enforcing the scenic roads bylaw - <i>Include in Permitting Guide being developed by Montachusett Regional Planning Commission</i>	Allard
Amend Zoning Bylaw to allow housing alternatives for seniors, e.g. assisted living facilities or smaller units – <i>Senior Residential</i>	Ryan

<i>Development bylaw</i>	
Establish a multifamily district on the Zoning Map and add district regulations to the Zoning Bylaw – <i>Amend Chapter 125-24 and zoning map</i>	Ryan
Modify the Scenic Road Bylaw to include an enforcement mechanism to insure compliance with regulations – <i>Work with incoming Full-time Building Commissioner/Facilities Manager</i>	Ryan
Create a comprehensive Economic Development Plan for the Town that includes viable strategies for facilitating acceptable growth – <i>Ongoing</i>	Ryan

### Grants for FY2020

<b>ACTION ITEM</b>	<b>Member/Staff Responsible</b>
Prepare a MassWorks Application for the Slough Road (August Deadline)	Department of Public Works
Possible DLTA Projects for FY2020 - <i>will depend on funding received for other things and what is needed, suggested application updates</i>	Ryan/Allard
Housing Choice Initiative Program – <i>on Select Board radar; reviewed how to get there.</i>	Ryan

### Transportation

<b>ACTION ITEM</b>	<b>Member/Staff Responsible</b>
Priority Plan for Complete Streets - Ayer Road & Town Center	Ryan
Commuter Shuttle – <i>meeting with MassDOT</i>	Ryan
Transportation Sub-Committee - <i>Draft charge to include in The Ayer Road Corridor Planning Framework and Complete Street application</i>	Ryan

### Housing Production Plan

<b>ACTION ITEM</b>	<b>Member/Staff Responsible</b>
Implement standards and map for Multi-Residential District – <i>see Master Plan above</i>	Ryan
Revise OSC-PRD Bylaw – <i>Fall 2019</i>	Ryan
Inventory Town-owned Land – <i>2016 Open Space &amp; Recreation Plan has inventory</i>	Allard
Study Innovative/Alternative Septic Systems for Affordable Housing – <i>work with Board of Health</i>	Ryan
Certifying the Housing Production Plan – <i>ask MAGIC what needs to be done to certify this plan</i>	Ryan

### Devens Update

<b>ACTION ITEM</b>	<b>Member/Staff Responsible</b>
Harvard-Devens Jurisdiction Committee – <i>Seeking Input from other committees and board</i>	McBee

Reuse Planning for Vicksburg Square – <i>Stalled</i>	N/A
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### Possible Protective Bylaw Amendments

<b>ACTION ITEM</b>	<b>Member/Staff Responsible</b>
Town Center Overlay District – <i>see Master Plan above; Fall 2020</i>	Ryan
Finalize the Open Space Design Bylaw – <i>Heidi Ricci at Mass Audubon has reviewed and commented; Stow Planner reviewing as well; take out regulatory information and put it into the regulations to reduce the length; Fall 2019</i>	Ryan
Bungalow Bylaw - <i>Fall 2020</i>	Ryan
Rural Life Preservation – <i>Fall 2019</i>	Ryan
Chapter 125-30C Building Height - <i>needs additional Clarification; Spring 2020</i>	Ryan
Re-codify Zoning Bylaw – <i>undetermined</i>	Ryan

### Miscellaneous Items

<b>ACTION ITEM</b>	<b>Member/Staff Responsible</b>
5-year plan for the Land Use Board Office	Ryan/Allard
Scenic Road Enforcement – <i>See Master Plan above</i>	Ryan
Electronic Application Filling Process for Planning Board Review	Allard
Erosion Control Bylaw – <i>Seek adding requirements with existing regulations of the Planning Board, Board of Health and Zoning Board of Appeals</i>	Allard
Summer Vacation Schedules – <i>provide information to Allard</i>	All
Land Use Boards Permitting Guide	Allard

At 9:07pm on a Brown/Nickerson motion the meeting was adjourned.

### Exhibits & Other Documents

- Planning Board Agenda, June 3, 2019
- Planning Board Appointments 2019
- Harvard Master Plan 2016 Implementation Progress Report – June 2019
- Ayer Road Corridor Planning Framework, June 2019 – Version 2.0
- Town of Harvard Housing Production Plan, June 2017
- Housing Choice Initiative, “There are two ways to get Housing Choice Designation”, undated
- Housing Choice Program, Building Permits for New Housing Units: 2013 – 2017
- Department of Housing & Community Development letter to Lucy Wallace, chair of the Harvard Board of Selectmen, dated June 15, 2017
- 125-30 Land-structure relations, undated
- Dimensional Requirements for the AR District, Draft, March 2018
- Harvard Draft Open Space Residential Design (OSRD) Development, May 7, 2019, 10<sup>th</sup> Draft
- Number of Structures on a Lot, Gurnee, IL, undated
- MA Open Space Residential Best Practices Factors, undated
- §125-58 Rural Life Preservation Special Permit v 3.0, undated