

<b>Action Items</b>	<b>Member/Staff Responsible</b>
Request Harvard Cable edit training sessions to be their own video to be used by future Board Members and the general public	Allard
coordinate the individuals for each month for a newspaper article	Ryan & Allard
create a list of the Boards & Committees that should be sought out for input on the Rural Life Preservation bylaw	Ryan & Allard
Review Rural Life Preservation Bylaw performance standards	Board Members
Seek additional information from the Zoning Board of Appeals in regards to Chapter 125-30C Height	Allard
ask the Mass Planner list serve for advice on cost to re-codify bylaw	Ryan
review the proposed Senior Housing bylaw and provide feedback	Board Members
research multi-family district to determine why it was not included on the zoning map	Brown
draft letter to the Tree Warden requesting confirmation on the need not to hold a public hearing when street trees are being removed for a public safety issue	Ryan
prepare and distribute a charge for Master Plan Implementation Committee	Ryan
provide Ryan with town-owned land inventory	Allard

<b>Important Dates</b>	
Nickerson to meet with Ryan to discuss Senior Housing Bylaw	Mid-January
101 Training Session	January 27, 2020
Review list of the Boards & Committees that should be sought out for input on the Rural Life Preservation bylaw	January 27, 2020
Review revised Planning Board webpage links	February
Open Space Design Workshop	February 6, 2020
Citizen Planner Training Collaborative Annual Conference, Holy Cross	March 21, 2020
Amend Chapter 125-30C Height	Spring 2020
Public outreach on the proposed Senior Housing Bylaw	TBD
Amend Chapter 125-35 Open Space Conservation – Planned Residential Development Bylaw	Fall 2020
Senior Residential Development Bylaw	Fall 2020
Town Center Overlay District	Spring 2021

**PLANNING BOARD  
MID-YEAR STRATEGIC PLANNING SESSION  
MEETING MINUTES  
DECEMBER 16, 2019  
APPROVED: JANUARY 13, 2020**

Chair Erin McBee called the meeting to order at 6:41pm at 206 Ayer Road, Harvard

**Members Present:** Erin McBee, Justin Brown, Fran Nickerson, Stacia Donahue and Jarrett Rushmore

**Others Present:** Liz Allard (Land Use Boards Administrator/Conservation Agent), Chris Ryan (Director of Community Economic Development) and Matthew Flokos (Harvard Press)

**1. Policy & Procedure**

- **Scheduling 101 Training Sessions with Members** – The Board agreed to begin preliminary 101 training sessions in January 2020, which Ryan can be shortened to 30 minutes in length and taken up at the start of a regularly scheduled meeting. The first training session will take place on January 27, 2020 at 7:00pm. A request will be made to Harvard Cable to edit these session as a stand alone presentation for future Board members training and the viewing audience. The Board also agreed to conduct longer training sessions post the spring town meeting.
- **Attending CPTC Training Sessions** – These sessions have wrapped up for the fall, but the annual conference is scheduled to be held on March 21, 2020 at Holy Cross. Information will be provided once it is available.

## 2. Community Engagement

- **Town Events** – The Board agreed that engaging the community at town-wide events will assist in getting the word out on bylaw amendments and projects being proposed. Events at which members of the Board could set up a informational table include the Apple Blossom Festival, the Garden Club Plant Sale, Fall Flea Market and Farmer's Market (should it make a come back), just to name a few. In addition to local events, the Board discussed being available to engage the public at such places as the Transfer Station on a Saturday, local soccer games, hosting an event at the General Store, and/or attending events at the Council on Aging.
- **Bi-weekly/Monthly Newspaper Articles** – The Board agreed this will be a good way of incrementally putting information out there to the public. These articles can also be placed on the Town website. The Board agreed to a monthly article that they will prepare on a rotating schedule. Ryan and Allard will coordinate the individuals for each month. Ryan's offered his planning blog as another platform to get information out to the general public; this too can be linked on the Town website.
- **Town Website** – Ryan is looking to reorganize the persistent links on the Planning Board page of the Town of Harvard and will work with Allard to do so. The Board agreed there should be seven primary categories that cascade with out pertinent information. This item will be reviewed by the Board in February.

## 3. Protective Bylaw Amendments

- **Town Center Overlay District** – Steve Nigzus, a property owner within the Town Center, is independently pursuing a zoning bylaw that would allow for more flexibility of the allowed uses on the parcels within the Town Center. Ryan stated one solution is a form-based code, which lays out everything visually, however converting to a form-based code for zoning requires a lot of outreach, time and money, all of which the Board does not have currently. Ryan noted the Mass Downtown Initiative Grant is due January 10<sup>th</sup>, which he proposes to apply for to update the 2005 Town Center Action Plan. This would be a really good public relations first step for creating a vibrant Town Center. The Board agreed the annual town meeting in 2021 would be ideal for an amendment to create this overlay district.
- **Open Space Design Bylaw** – Ryan suggest this amendment be taken up at the fall town meeting of 2020. The workshop featuring Randall Ardent is scheduled for February 6<sup>th</sup> from 4pm – 9pm, with a location to be determined. Mass Audubon is co-sponsoring and providing dinner.
- **Bungalow Bylaw** – Ryan suggested and the Board agreed this bylaw should be incorporate into other bylaws such as Open Space Design bylaw.

- **Rural Life Preservation Bylaw** – This bylaw needs additional outreach to other boards and committees including Board of Health and the Agricultural Advisory Commission. Ryan and Allard will create a list of the Boards & Committees that should be sought out for input on this bylaw. This list will be discussed at a meeting in January. Ryan has drafted performance standards for this bylaw, which he would like the Board to review.
- **Height, Chapter 125-30C** – Input from the Fire Department has been received, with additional information from the Zoning Board of Appeals still pending. The Board agreed this bylaw amendment can be on the warrant for the spring 2020 town meeting.
- **Re-codify Zoning Bylaw** – Ryan has reached out to Attorney Bobrowski, the author of Handbook of Massachusetts Land Use and Planning Law, for proposal to complete the re-codification of the zoning bylaw. Attorney Bobrowski has indicated it would \$40,000 to complete this task. Ryan will ask the Mass Planner list serve for advice.
- **Senior Housing Bylaw** – This bylaw would provide for a range of senior development amongst a range of districts. The Board is to review the proposed bylaw drafted by Ryan and provide feedback. Once feedback is incorporated into the bylaw the Board can move towards public outreach with Council on Aging and the Board of Health. Nickerson will meet with Ryan mid-January to discuss further. The Board agreed to develop this bylaw for the fall 2020 town meeting.
- **Form-based Code** – Ryan is waiting to hear from the Capital Planning and Investment Committee on requested funding for fiscal year 2021.

#### 4. Master Plan

- Review Progress of Implementation
  - Brown will research multi-family district to determine why it was not included on the zoning map
  - Ayer Road improvements will include a bike lane which will assist in connecting Harvard to Devens
  - Ryan will draft letter to the Tree Warden requesting confirmation on the need not to hold a public hearing when street trees are being removed for a public safety issue
  - Amending the zoning bylaw to provide for agricultural-related businesses is ongoing with the Rural Life Preservation bylaw.
- Set Priorities for FY2020 – Board will seek to amend Chapter 125-30C Height at the 2020 spring town meeting
- Master Plan Sub-Committee - Ryan will prepare and distribute a charge for the Boards review

#### 5. Transportation

- Complete Streets – Ayer Road is in the 10% design phase; a 25% plan will be developed after public input; once that input is incorporated Ryan will work with the Department of Public Works Director, Tim Kilhart to get this project on Mass Department of Transportation, Transportation Improvement Project list.
- Commuter Shuttle – This item is dependant on potential development in the c-district and the ability to create a park-n-ride lot. Ryan is working to move this forward.
- Transportation Sub-Committee – Ryan is again recommending this committee to help facilitate all things transportation related. The creation of such a group can help avoid the conflicts that arose during the recent sidewalk improvement project planned for the Town Center. The Board reviewed the proposed charter and made suggested changes.

#### 6. Housing Production Plan

- Implementation Tasks and Review of Goals

- Brown will research multi-family district to determine why it was not included on the zoning map
- The existing Open Space Conservation – Planned Residential Development bylaw, Chapter 125-35, is being amended to be the Open Space Design bylaw (See Protective Bylaw Amendments above)
- Allard will provide Ryan with town-owned land inventory
- Certifying the Plan – This task is in process and is dependant on the units being developed at Devens known as Emerson Green.

**7. Miscellaneous Items**

- 5-year plan for the Land Use Board Office – Allard and Ryan are working on developing this plan as part of their annual goals. Once a draft of the plan is available it will be distributed to the Land Use Boards for comment.
- Electronic Application Filling Process for Planning Board Review – This item is still being investigated by the Town Administrators office
- Land Use Boards Permitting Guide – The scope of work was recently revised, which calls for a final version by mid-February

Brown made a motion to adjourn the meeting at 9:29pm. Rushmore seconded the motion. The vote was unanimously in favor of the motion.

Signed: \_\_\_\_\_ Liz Allard, Clerk

**EXHIBITS & OTHER DOCUMENTS**

- §125-58, Senior Residential Development
- HARVARD DRAFT OPEN SPACE RESIDENTIAL DESIGN (OSRD) DEVELOPMENT  
June 5, 2019, 11th DRAFT
- TOWN OF HARVARD HOUSING PRODUCTION PLAN, June, 2017
- MASTER PLAN ACTION PLAN JUNE 2019
- §125-58, RURAL LIFE PRESERVATION SPECIAL PERMIT v 6.0
- Rural Life Special Permit – Amendment to Planning Board Rules and Regulations
- Section 125-58. PERFORMANCE STANDARDS
- Transportation Subcommittee