

PLANNING BOARD

Town of Ayer

1 Main Street, Ayer, MA 01432

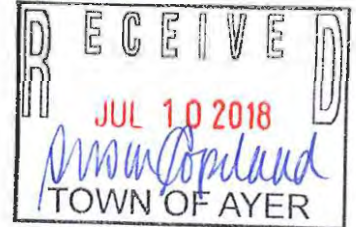
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Approved 6/26/2018

Minutes of June 12, 2018 - Ayer Planning Board Meeting

Location: First Floor Meeting Room, Ayer Town Hall

Meeting was recorded by APAC



Members Present: James Fay, Chair, Geof Tillotson, Vice-Chairman, Sue Kennedy, Clerk, Ken Diskin and Julie Murray

Also Present: Mark Archambault, Town Planner

10:45am

Chairman Jim Fay called the meeting to order at 6:15 PM.

General Business

Approve the Agenda

At 6:15 PM Mr. Geof Tillotson made a motion to approve the agenda as presented. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (5-0-0)

Approval of Meeting Minutes from May 22, 2018

At 6:16 PM Mr. Geof Tillotson made a motion to approve the minutes from May 22, 2018 as written. Mr. Ken Diskin seconded. Vote to approve 4-0-1, Mr. Geof Tillotson abstained.

Pingry Hill, Request for Lot Release from Covenant

Present: Duke Pointer, Owner

Mr. Duke Pointer introduced himself to the Board, and stated that he is before the Board to request that they release 21 lots from the covenant for Pingry Hill. Mr. Pointer stated that the subdivision is about 80% complete, with some catch basins needing to be completed.

Mr. Pointer stated that they are in the last phase of the subdivision which has a total of 36 lots.

At 6:22 PM Mr. Geof Tillotson made a motion to approve the release of the 21 lots as listed in Mr. Mark Wetzel's, Department of Public Works Superintendent, letter of recommendation to the Board. Ms. Sue Kennedy seconded. No discussion. Unanimous vote to approve. (5-0-0)

Review, Site Plan – 4 Pearl Street, Lewis Frampton

Present: Lewis Frampton, Owner

Mr. Mark Archambault, Town Planner, stated that Mr., Frampton received a variance from the Zoning Board of Appeals for a fifth apartment in an existing multifamily house. The ZBA granted the variance in March under the old Zoning Bylaws and when applying for his building permit was directed to come to the Planning Board for a Site Plan review for parking under the new Zoning Bylaws.

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Mr. Archambault stated that the Board should consider the site plan as a minor site plan and would like to be able to be able to handle minor site plans administratively in the future.

At 6:30 PM Mr. Geof Tillotson made a motion to accept the plans for 4 Pearl Street. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (5-0-0)

Mr. Tillotson asked if the parking for all the dwelling units meets the new Zoning Bylaw size of 9 feet by 18 feet.

Mr. Lewis Frampton stated that the parking does meet the Zoning standards.

Ms. Sue Kennedy stated that she would like to have a site visit on the property in order to review the parking for each unit.

A site visit will be held on Thursday June 14th at 1:00 PM

The site plan review for 4 Pearl Street will be continued to the next Planning Board meeting on June 26, 2018.

Review, Site Plan – 66 Westford Road, Joe Cataldo

Present: Joe and Mike Cataldo, Owners, and Sean Malone Engineer Oak Consulting Group

Mr. Sean Malone stated that the group had been before the Board a few weeks ago to give them a preview of the plan for the property and are here now with the formal site plan.

Mr. Malone went through the site plans for the property which is in the Industrial Zoning District. Mr. Malone stated that the proposed project is for a contractor's yard that will have a 10,000 square foot building that will be set back 30 feet from the road with screening. There will be mulch, stone and other landscape materials stored in the back of the property behind the building. There will be a 8 – 9 foot berm located on the back of the property to screen the operations from the neighboring properties. The stormwater detention basins have good soils to allow for infiltration. There are two points of access to the property located on either side of the proposed building. A waiver is requested for the curb cut to allow for trailer truck to turn in and out of the property without crossing the yellow line on Westford Road.

Mr. Malone submitted a landscaping plan to the Board to be considered as part of the site plan and went over some of the details of the plantings and proposed berms on the property.

At 7:00 PM Mr. Geof Tillotson made a motion to accept the plans for 66 Westford Road Site Plan Review as submitted. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (5-0-0)

A site visit is scheduled for Tuesday June 19, 2018 at 8:30 AM.

The site plan review for 66 Westford Road is continued to the next Planning Board meeting on June 26, 2018

Mr. Ken Diskin asked if the Department of Public Works submitted comments on the project.

May 22, 2018 Planning Board meeting

Mr. Archambault stated that he spoke to Dan Van Schalkwyk at the DPW and he was just finishing his letter with comments this week.

Mr. Joe Cataldo stated that the water service has been installed on the property.

Town Planner Update

Site Plan Regulations

Mr. Archambault stated that he would like to add minor site plan applications to the proposed site plan regulations. Minor site plans would not go before the Planning Board for approval but would be handled administratively and would have a detailed description of what is allow to be considered as a minor site plan.

Chairman Fay stated that he would like to see wording in the site plan regulations requiring abutter notifications when the Board sees it as necessary and asked how the Board felt about the requirement.

Mr. Ken Diskin asked if Site Plans need a Public Hearing notification.

Ms. Heather Hampson, Administrative Coordinator stated that site plans do not require public hearing notices.

The Board held a discussion on the requirement for abutter notifications for site plan review.

Mr. Tillotson stated that the site plan regulations should state that abutter notification is required for all site plans but can be waived by the Board.

Subdivision Regulations

Mr. Archambault stated that he is also working on updating the subdivision regulations and will be working with both Mark Wetzel and Dan Van Schalkwyk from the DPW on them and would like to have a member of the Board help with them as well.

Mr. Diskin offered to help if there was no other member who was able to attend working sessions.

General Business

Mr. Diskin stated that he would like to see new business added to the agenda to give the Board a chance to discuss items that may have come up since the agenda has been posted.

Meeting Adjournment

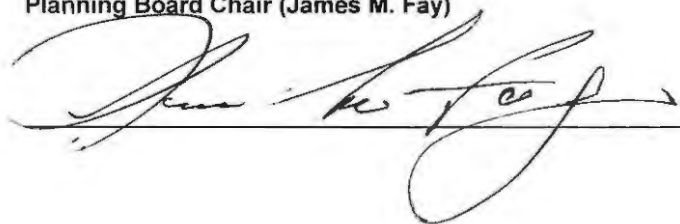
At 7:50 PM Mr. Geof Tillotson made a motion to adjourn. Mr. Ken Diskin seconded. No discussion. The Board voted unanimously to adjourn. (5-0-0)

Approved 6/26/2018

Minutes recorded and submitted by Heather Hampson, Administrative Coordinator

Planning Board Approval 6/26/18
Date

Planning Board Chair (James M. Fay)

A handwritten signature in black ink, appearing to read "James M. Fay", written over a horizontal line.

May 22, 2018 Planning Board meeting