



Town of Ayer
Planning Board

Ayer Town Hall – 1 Main Street – Ayer, MA 01432 – 978-772-8220 x 144



Minutes of April 11, 2023 - Ayer Planning Board Meeting

Location: First Floor Meeting Room, Ayer Town Hall, 1 Main Street

Meeting was recorded and then broadcasted on APAC

Members Present: Jonathan Kranz, Chairman; Ken Diskin, Vice Chairman; Geof Tillotson, Clerk; Julie Murray, and Nathan King

Also Present: Mark Archambault, Town Planner

Chairman Kranz called the meeting of the Planning Board 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. Ms. Julie Murray seconded. Chairman Kranz mentioned that he would like to add a vote to the agenda for the March 28th meeting minutes and a discussion for a Town Planner update. Unanimous vote to approve. (5-0-0)

Public Hearing – Site Plan, Special Permit (Aquifer Overlay District) and Stormwater Management Permit, 1 New England Way Nasoya Foods LLC

Present: There was no representative present at the time of the hearing.

At 6:17 PM Mr. Geof Tillotson made a motion to open the continued the Site Plan, Special Permit for the Aquifer Overlay District and Stormwater Management Permit for Nasoya Foods, USA, 1 New England Way. Mr. Nathan King seconded. No discussion. Unanimous vote to approve. (5-0-0)

At 6:18 PM Mr. Geof Tillotson made a motion to continue the Site Plan, Special Permit for the Aquifer Overlay District and Stormwater Management Permit for Nasoya Foods, USA, 1 New England Way, to the next Planning Board meeting on April 25th meeting. Mr. Nathan King seconded. No discussion. Unanimous vote to approve. (5-0-0)

Continued Public Hearing, Site Plan and Special Permit, 14 Washington Street, Seal Harbor Companies

Present: Cal Goldsmith, Engineer, GPR Inc.

At 6:19 PM Mr. Geof Tillotson made a motion to open the continued public hearing for Site Plan review and Special Permit application for 14 Washington Street. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (5-0-0)

Mr. Archambault stated that this evening the Board can review a new Site Plan that was submitted since the last meeting and the Board could vote on the Special Permit requests as well.

Mr. Cal Goldsmith stated that Mr. Mark Gallagher was unable to attend the meeting this evening but will be at the next meeting and will have architecture plans at that meeting. Mr. Goldsmith went over

the newly revised Site Plans which included areas of the existing building that change as the new building will be smaller, parking and utility locations. Mr. Goldsmith stated that at the next meeting the Board will be able to see the architectural plans to be able to see how the building will look.

Mr. Geof Tillotson had a few questions regarding the fire hydrant located in the front of the building.

Mr. Goldsmith stated that can be addressed at the next meeting when Mr. Gallagher is present.

Mr. Goldsmith mentioned that the trash bins have been relocated inside which allowed for more space outside for landscaping.

Mr. Archambault asked about the ground floor unit on the southern side.

Mr. Goldsmith went over the details for the entrance for that unit and the locations of the other units on the second floor.

Mr. Diskin stated that the Board is reviewing the site plan this evening and the architectural plans will have more details on the units.

Mr. Kranz asked for clarity on the number of units.

Mr. Goldsmith stated that there are 4 residential units, with 3 on the second floor and one on the first floor along with the commercial space.

Mr. Diskin asked about the addition of the pavement and if it changed the open space on the property.

Mr. Goldsmith stated that with the removal of one section of the building with the additional pavement still has a reduction of 1,000 sq.ft. or 10%.

Mr. Tillotson asked if the Department of Public Works commented on the stormwater for the project.

Mr. Goldsmith stated that the DPW commented that the site is reducing the stormwater on site.

Mr. Archambault mentioned that the DPW has not seen the new plans at this time, but he will send them a copy to review.

Mr. Archambault stated that since the Planning Board just received the revised plans this evening, he recommends the Board wait on voting on the Site Plan this evening.

Chairman Kranz did mention that the Board should discuss and possibly vote on the Special Permits this evening. There are two Special Permit requests, one for the conversion of the space and the one unit on the first floor.

Chairman Kranz stated that the Board has had lengthy discussions on the Special Permit requests and has in front of them proposed motions for granting the permits.

Mr. Tillotson read aloud the findings for the Special Permit for the requested permits for Sections 5.2.1.5 and 5.1.2.7 allowed under Section 3.4B.

There was a brief discussion regarding the findings.

At 6:40 PM Mr. Ken Diskin made a motion to approve the Findings for the Special Permit requests as read. Mr. Tillotson seconded. No discussion. Unanimous vote to approve. (5-0-0)

At 6:43 PM Chairman made a motion to grant a Special Permit to Section 5.2.1.5 under the Table of Use for the conversion of the non-residential mixed use building to a mixed use and multi family dwelling for the Washington Street Fire Station located at 14 Washington Street. Four dwelling units and a first-floor commercial space are proposed within the historic building and are shown in the revised Site Plans dated April 11, 2023. Mr. Geof Tillotson seconded. No discussion. Unanimous vote to approve.

At 6:45 PM Ms. Julie Murray made a motion to grant a Special Permit to Section 5.2.1.7 in the Table of Use Regulations for dwelling unit at grade in a commercial building at 14 Washington Street as shown in the revised Site Plans dated April 11, 2023. Mr. Tillotson seconded. No discussion. Unanimous vote to approve.

At 6:47 PM Mr. Geof Tillotson made a motion to close the public hearing for the Special Permit requests for Seal Harbor Company, 14 Washington Street for Sections 5.2.1.5 and Section 5.2.1.7. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (5-0-0)

At 6:50 PM Mr. Geof Tillotson made a motion to continue the public hearing for Site Plan Review for 14 Washington Street, Seal Harbor Company to the next Planning Board meeting on April 25, 2023. Mr. Ken Diskin seconded. No discussion. Unanimous vote to approve (5-0-0)

Town Planner Update

Mr. Archambault went over a list of projects that he has created that the Board should be looking at for the future which include the reviewing Planning Board Regulations, Site Plan Regulations, minor site plan review, General Business District residential requirement, parking regulations, adopting Mullin Rule, clarify classes of use in table of use regulations, and update Zoning Map.

The Board had a discussion on each item.

Mr. Archambault mentioned that he would like to meet with at least one Board member to show them where all the files are kept in the office.

Approval of meeting minutes from March 28, 2023

At 7:21 PM Mr. Geof Tillotson made a motion to approve the meeting minutes from March 28, 2023, as written. Ms. Julie Murray seconded. Discussion: Mr. Diskin made a few minor corrections to the minutes. The Board went over the corrections to the minutes. The Board after some discussion decided to table the minutes to the next meeting.

Old Business / New Business

Master Plan Update

Chairman Kranz stated that the various Boards and Departments have submitted their feedback on the Master Plan progress. Chairman Kranz asked Mr. Archambault to ensure that the Planning Board section of the Master Plan checklist is filled out and submitted.

Various updates on current subdivisions

Mr. Tillotson and Mr. Diskin updated the Board on the construction at Curley Circle, Shaker Mill Pond and Panther Place.

Adjourn

At 7:38 PM Ms. Julie Murray made a motion to adjourn. Mr. Geof Tillotson seconded. No discussion. Unanimous vote to approve. (5-0-0)

Minutes recorded and submitted by Heather Hampson, Conservation Agent

Planning Board Approval 9/26/2023
Date

Planning Board Chairman (Jonathan Kranz)

J. Z.