



PLANNING BOARD

Town of Ayer

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Approved 7/10/2018

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Minutes of June 26, 2018 - Ayer Planning Board Meeting

Location: Great Hall, Second Floor, Ayer Town Hall

Meeting was recorded by APAC

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

Also Present: Mark Archambault, Town Planner

Absent: Julie Murray

Chairman Jim Fay called the meeting to order at 6:18 PM.

General Business

Approve the Agenda

At 6:19 PM Mr. Geof Tillotson made a motion to approve the agenda as presented. Ms. Sue Kennedy seconded. No discussion. Unanimous vote to approve. (4-0-0)

Approval of Meeting Minutes from June 12, 2018

At 6:20 PM Mr. Geof Tillotson made a motion to approve the minutes from June 12, 2018 with minor grammatical changes. Mr. Ken Diskin seconded. Unanimous vote to approve. (4-0-0)

Review, Site Plan – 4 Pearl Street, Lewis Frampton

Present: Lewis Frampton, Owner

Chairman Fay stated that a site visit was held on June 14th and from that meeting feels that all issues were resolved with the condition that the parking are be striped.

At 6:23 PM Mr. Geof Tillotson made a motion to approve the site plan for 4 Pearl Street with the condition that the parking area to be striped. Ms. Sue Kennedy seconded.

Discussion:

Ms. Sue Kennedy stated that she had some concerns with the parking and the required setbacks per the Zoning Bylaw stating that if the parking were to meet current Zoning only 2 to 3 spaces would be allowed.

Chairman Fay asked Mark Archambault, Town Planner, to address Ms. Kennedy's concerns.

Mr. Mark Archambault stated that the Zoning Board of Appeals made the decision for the Board and approved a preexisting non-conforming lot and now the Planning Board must hold a Site Plan Review for the Parking under Section 7 of the Zoning Bylaw. Mr. Archambault stated that he believes that the required spaces are there on the property although it would be tight.

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Ms. Kennedy stated that the Zoning Board approved the variance without considering any other concerns.

Chairman Fay suggested that the Board get the opinion of the Zoning Enforcement Officer, Charlie Shultz on the site plan.

The Board held a discussion with the owner regarding the parking on the property and the properties history.

At 6:51 PM Mr. Geof Tillotson amended his motion to seek legal opinion on the proposed site plan in regard to the parking and the approved 5th apartment unit. Ms. Sue Kennedy seconded. No discussion. Unanimous vote to approve. (4-0-0)

The site plan review for 4 Pearl Street will be continued to until the Planning Board receives comment from Town Council.

Review, Site Plan – 66 Westford Road, Joe Cataldo

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

Chairman Fay asked if all the comments and concerns from the Department of Public Works have been addressed.

Mr. Sean Malone stated that all outstanding items have been addressed.

Chairman Fay asked if there was any issue with the waivers requested.

Mr. Archambault stated that the Board will have to vote to approve the waivers being requested prior to the vote to approve the site plan but stated there was no outstanding issue with them.

Mr. Tillotson asked if the increased curb cut is to keep trucks pulling in and out of the property from crossing the yellow line.

Mr. Malone stated that they increased curb cut would keep truck from crossing the yellow line.

At 7:00 PM Mr. Geof Tillotson made a motion to approve two waivers to Section 9.1.5.B.1 for curb cuts. To allow for a greater than 24 foot curb cut and a second waiver for a second 24 foot wide full access drive in lieu of a 16 foot one way drive. Ms. Sue Kennedy seconded. No discussion. Unanimous vote to approve. (4-0-0)

Mr. Archambault stated that another waiver is required from Section 9.1.6.A for the parking lot buffer landscaping for the gravel parking area.

At 7:02 PM Mr. Geof Tillotson made a motion to approve a waiver to Section 9.1.6.A for landscaping for the gravel parking area. Ms. Sue Kennedy seconded.

Discussion:

Mr. Diskin asked if National Grid submitted comments on the project.

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Mr. Sean Malone stated that there had been no comments from National Grid at this time regarding the project but stated that there is an existing fence along Loon Hill Road that is not located on the property. The fence works as a screen for the property and is maintained by the homeowners association for Loon Hill Road. Mr. Malone stated that it was better to ask for the waiver just in case there is an issue with National Grid though he does not see there being any.

Unanimous vote to approve. (4-0-0)

At 7:06 PM Mr. Geof Tillotson made a motion to approve the site plan for 66 Westford Road with General and Special Conditions as outlined in the Town Planners Report. Ms. Sue Kennedy seconded.

Discussion:

Mr. Ken Diskin had a question regarding to the lighting on the property and if there would be any lighting for the parking areas.

Mr. Joe Cataldo stated that there is no proposed lighting for the parking area and the lighting on the building will service the parking area.

Mr. Diskin suggested adding a special condition requiring the lighting meet the Zoning requirements prior to occupancy of the building.

Unanimous vote to approve. (4-0-0)

Town Planner Update

Subdivision Regulations

Mr. Archambault stated that he will be working throughout the summer with Mr. Diskin and Mr. Dan Van Schalkwyk from the Department of Public Works on the Subdivision Regulations.

Site Plan Regulations

Chairman Fay asked when the Site Plan Regulations would be ready for vote by the Board.

Mr. Archambault stated that the public hearing for the Site Plan Regulations is scheduled to open at the next Board meeting on July 10th.

Mr. Archambault stated that he has left a space for minor site plan and gave each Board member a handout that listed all the area towns that allow for minor site plan approves and how they are done.

Chairman Fay stated that he had a comment from Town Council regarding abutter notifications for Site Plan Approvals.

Chairman Fay read the letter from Town Council to the Board which stated that there was no legal requirement for the Board to notify abutters of site plan applications but they are allowed to if they wish.

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Mr. Geof Tillotson stated that he was in favor of having abutter notification when needed as it brings in added information on the property.

Ms. Sue Kennedy agreed with Mr. Tillotson.

The Board held a brief discussion regarding abutter notifications for site plans.

The Board decided to add to the Site Plan Regulations a requirement for abutter notifications for all site plan applications.

Administrative Announcements

New Business

None

Committee Updates

Chairman Fay asked Mr. Archambault for updates on the Montachusett Regional Planning Committee.

Mr. Archambault stated that the only update he has is regarding the transportation improvements plan which has been completed through 2021 with no projects planned for the town at this time.

Stormwater Discussion

Mr. Ken Diskin stated that he had some concern with excavation work being done at 48 Central Ave. Mr. Diskin stated that there is no oversight from the Building Department on this project and he is concerned with the stormwater that has and will be coming off the site.

Mr. Mark Archambault stated that he will speak to Mark Wetzel and Dan Van Schalkwyk from the Department of Public Works regarding the project.

Meeting Adjournment

At 8:01 PM Ms. Sue Kennedy made a motion to adjourn. Mr. Geof Tillotson seconded. No discussion. The Board voted unanimously to adjourn. (4-0-0)

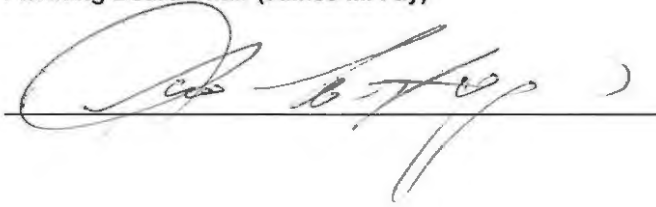
Minutes recorded and submitted by Heather Hampson, Administrative Coordinator

Planning Board Approval _____
Date

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Planning Board Chair (James M. Fay)

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

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