



## PLANNING BOARD

### Town of Ayer

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*Approved February 25, 2019*



#### **Minutes of January 22, 2019 - Ayer Planning Board Meeting**

Location: First Floor Meeting Room, Ayer Town Hall

Meeting was recorded by APAC

**Members Present:** Geof Tillotson, Ken Diskin, Julie M. Murray, and Jonathan Kranz

**Also Present:** Mark Archambault, Town Planner

**Absent:** Sue Kennedy, Clerk

**Vice-Chairman Tillotson called the meeting to order at 6:15 PM.**

#### **General Business**

##### **Approve the Agenda**

**At 6:15PM Mr. Jonathan Kranz made a motion to approve the agenda as presented. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve the agenda as amended. (4-0-0)**

##### **Approve the minutes from December 12, 2018**

**At 6:16 PM Mr. Ken Diskin made a motion to approve the minutes from December 12, 2018 as written. Mr. Jonathan Kranz seconded. No discussion. Vote to approve the minutes as amended 3-1, Mr. Jonathan Kranz abstained.**

#### **Discussion, Jo-Anne Crystoff and George Bacon, Ayer Conservation Commission, Open Space Residential Design Process Draft (Conservation Analysis)**

*Present: Jo-Anne Crystoff and Chairman George Bacon*

Ms. Jo-Anne Crystoff stated that the Conservation Commission has been working for months on a guidance document for the design analysis to help developers and engineers with drafting the conservation analysis. Ms. Crystoff stated that in the Open Space Residential Design Bylaw states that the Conservation Commission submits recommendations to the Planning Board on the conservation analysis the Commission thought a guidance document would be helpful.

Ms. Crystoff went over the draft document that the Commission drafted that details the step recommended to identify priority land to preserve and how to layout the subdivision, in order to keep the highest quality land for open space.

Mr. Mark Archambault stated that he will be looking to see how he can fit this document into the Subdivision Regulations that are in the process of being updated.

Mr. George Bacon stated that the purpose of the document is to help keep the high quality conservation land preserved and recommends that all applicants for subdivisions come before the Conservation Commission to discuss the conservation analysis.

Mr. Jonathan Kranz stated that he would like to see a narrative added to the document to explain the land being set aside for open space.

Mr. Archambault stated that he will make sure that this document works with the regulations.

**Preliminary Subdivision Review, Shaker Road 23 Lots, Aho Development**

*Present: John Boardman, Representative, Places Associates*

Mr. Mark Archambault gave a brief overview of the project and immediate area stating that the location of the proposed subdivision is 20 acres in area and includes the pond. The proposal is for a 23 lot subdivision with 2 waivers. The area has an existing dirt road and the proposal is to create a 1,025 foot road with a cul de sac at the end. The proposed project exceeds the required open space under the Open Space Residential Development Bylaw.

At this time the Conservation Commission has not submitted their recommendation on the conservation analysis.

Mr. John Boardman went over the details of the lots stating the project is located in the A-2 Residential Zoning District which requires a lot size of 12,000 square feet and 100 feet of frontage. The proposed subdivision contains 23 lots where with the property size are allowed to have 33 lots. Mr. Boardman stated that there are several aspects to the project that allow for density increases under the Open Space Residential Development Bylaw. Mr. Boardman stated that the existing access road for the golf course needs to either be maintained or a new access roads needs be granted for the golf course.

Mr. Boardman stated that the developer is working with the Department of Public Works to get water and sewer and updates to Shaker Road. Mr. Board stated that they have also met with the Conservation Commission early on in the process to get the wetlands delineated and have been in to speak with both Mr. Archambault and Ms. Jo-Anne Crystoff, Conservation Administrator, to help preserve areas that they view as important.

Mr. Archambault stated that the Board will need to request an extension to the Preliminary review since they did not hold a meeting on January 8<sup>th</sup>. Mr. Archambault also stated that the Board needs to look at the waivers as requested for the proposed subdivision which include width of road from 40 feet not 50 feet and length of a cul de sac. The proposed road is 1,025 feet were 500 feet is the maximum allowed in the existing subdivision regulations.

Mr. Jonathan Kranz asked the reason for the request in reduction of road width.

Mr. Boardman stated with the reduction they were able to move the road to make a better looking subdivision.

Vice-Chairman Tillotson stated that he had concerns with granting a waiver for the road length.

Mr. Boardman stated that creating shared driveways with the allowed road length would give the subdivision a very different look.

Mr. Ken Diskin stated that he is not in favor of granting a waiver for the road length and would like to see other options and more a buffer between golf course and the subdivision.

Mr. Boardman had a few questions for the Board regarding the design of subdivision regarding ownership of the open space, housing types, and questions regarding shared driveways.

Mr. Archambault stated that three units / dwellings are allowed on a common driveway and will get legal opinion if needed.

When asked by the Board, Mr. Boardman stated that he would grant the Planning Board an extension beyond the 45 day review period for Preliminary Plans to the second meeting of February, 2019, which is on February 26.

**At 7:21 PM Mr. Jonathan Kranz made a motion to grant / accept an extension of the Preliminary Subdivision review past the 45 days to the next Planning Board meeting on February 12, 2019 and beyond that to February 26, 2019. Mr. Ken Diskin seconded. No discussion. Unanimous vote to approve. (4-0-0)**

**Site Plan Review, 21 Westford Road, Atlantic Concrete**

*Present: Bruce Ringwall, Representative, GPR, Inc.*

Mr. Mark Archambault went over the details of the project stating the project includes constructing a 30'X24' accessory building on an existing site in the industrial zone within the aquifer water district. Mr. Archambault stated that the site also requires a public hearing for the work to be done in the aquifer district and the hearing will be held at the next meeting on February 12<sup>th</sup>. Mr. Archambault stated that the Board of Health requested plans showing the location of the septic system on the site along with a list of items that would be stored in the accessory building.

Mr. Bruce Ringwall went over the details of the plans for the new proposed building. Mr. Ringwall stated that the applicant for the project Atlantic Concrete is a concrete company that uses many forms in their work and is currently looking for a permit location as they rent the location at 21 Westford. Mr. Ringwall stated that the Board of Health requested to have the septic system shown on the plans which have been added on a new plan dated January 8, 2019. Mr. Ringwall stated that the proposed building will be a pole building and will be removed from the site once the applicant leaves the site. The structure will be used to store concrete forms and will not have any hazardous materials.

**At 7:35 PM MR. Ken Diskin made a motion to accept the Site Plan for 21 Westford Road drafted by GPR, Inc. dated January 8, 2019. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (4-0-0)**

Mr. Jonathan Kranz asked about the impervious area on the site.

Mr. Ringwall stated that they have done the drainage calculations for the site.

Mr. Archambault stated that the Board needs to act on the waivers as requested by the applicant. Mr. Archambault read through all the waivers as requested.

**At 7:40 PM Ms. Julie Murray made a motion to approve all the waivers as requested as part of the Site Plan application. Mr. Ken Diskin seconded. No discussion. Unanimous vote to approve. (4-0-0)**

Mr. Archambault stated that since the Board has received the septic plans and the items that will be stored on the site he recommends that the Board approve the site plan with conditions.

**At 7:43 PM Mr. Jonathan Kranz made a motion to approve the site plan as presented for 21 Westford Road with conditions as listed and read into the record. Mr. Ken Diskin seconded. No discussion. Unanimous vote to approve. (4-0-0)**

**Discussion, Ayer-Devens Jurisdiction/Disposition Study Committee**

Vice Chairman Tillotson stated that the Board of Selectman have requested that 2 members of the Planning Board sit on the newly formed Ayer-Devens Jurisdiction Study Committee. He went on to state that Mr. Kranz has expressed interest but there is another member needed.

Mr. Archambault stated that he has not received an answer to when the meetings for this new committee will be held.

Vice Chairman Tillotson asked Mr. Archambault to see when the meetings will be held and to see if the Board could use a couple of members of the Board that go as they are available.

**Discussion, Kevin Horgan, Change to Zoning Bylaws for Solar Setback**

*Present: Kevin Horgan*

Mr. Kevin Horgan stated that he has prepared a revision to Section 8.5.6.4.1 of the Ayer Zoning Bylaw to amend the setback for Large-Scale Ground Mounted Solar Energy Systems to Residential Districts to 150 feet. Mr. Horgan handed the Board a draft proposed warrant article for them to review.

Vice Chairman Tillotson asked if this is something that Mr. Horgan is asking to be taken to town meeting.

Mr. Ken Diskin asked if Mr. Horgan will take it to town meeting as a citizen petition or if he would like the Board to present it.

Mr. Horgan stated that he would like the Board to present the warrant article.

Vice Chairman Tillotson stated that the Board will take his proposal under consideration and will have Mark Archambault, Town Planner look into the proposed change.

**Town Planner Update**

Mr. Archambault stated that the annual Citizen Planner Conference was announced on March 16<sup>th</sup> and encouraged all members to attend.

Mr. Archambault stated that the first meeting of the Marijuana Bylaw working group will be this week on Thursday at 1:30 pm.

**Administrative Announcements**

**New Business**

Vice-Chairman Tillotson stated that the Board will be proposing two Zoning Bylaws at the June Special Town meeting, Recreational Marijuana Bylaw and Form Based Codes. He went on to state that he would like all Board members present and involved in the process.

Vice-Chairman Tillotson has drafted a letter to send to member Sue Kennedy in regards to the items the Board is working on requesting her to notify the Board of her intentions to either stay on the Board or to resign.

**Meeting Adjournment**

**At 8:24 PM Ms. Julie Murray made a motion to adjourn. Mr. Jonathan Kranz seconded. No discussion. Unanimous vote to approve. (4-0-0)**

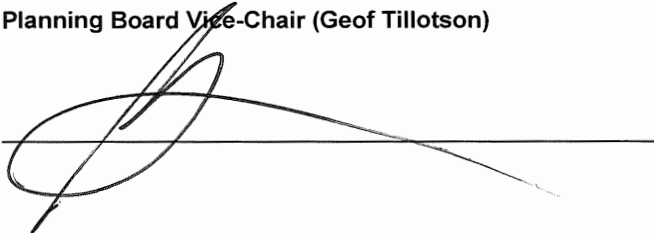
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Minutes recorded and submitted by Heather Hampson, Administrative Coordinator

Planning Board Approval

2/25/19  
Date

Planning Board Vice-Chair (Geof Tillotson)

A handwritten signature in black ink, appearing to be 'Geof Tillotson', is written over a horizontal line.