



PLANNING BOARD

Town of Ayer

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Approved 11/27/2018

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JUL 11 2019

TOWN OF AYER

Minutes of November 11, 2018 - Ayer Planning Board Meeting

Location: Great Hall Second Floor, Ayer Town Hall

Meeting was recorded by APAC

Members Present: Geof Tillotson Sue Kennedy, Clerk, Ken Diskin, and Julie M. Murray

Also Present: Mark Archambault, Town Planner

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

General Business

Approve the Agenda

At 6:17 PM Ms. Julie Murray made a motion to approve the agenda as presented. Ms. Sue Kennedy seconded. No discussion. Unanimous vote to approve. (4-0-0)

Approve the minutes from October 23, 2018

At 6:18 PM Ms. Julie Murray made a motion to approve the minutes from October 23, 2018 as written. Ms. Sue Kennedy seconded. No discussion. Unanimous vote to approve. (4-0-0)

Discussion, Lot Release, Crabtree Development on Pingry Hill 11 Lots

Ms. Heather Hampson, Administrative Coordinator, stated that she had sent the release Form J to the Developer for approval and checked the recording information and plans listed.

At 6:18 PM Ms. Julie Murray made a motion to release 11 lots from the covenant. MS. Sun Kennedy seconded. No discussion. Unanimous vote to approve. (4-0-0)

Site Plan Review, 13-15 Park Street

Present: Jack Visniewski, Representative/Cornerstone Land Associates

Mark Archambault, Town Planner, gave a brief presentation regarding the project including details of the site and his recommendations to the Board. Details of the project include converting the existing 1,600 square foot building at 13 Park Street into a Pharmacy with associated parking. Mr. Archambault stated that a special permit is needed for the proposed parking lot as listed in Section 9.5.1.2 in the Zoning Bylaw. There are a list of waivers requested as part of the Site Plan application for the project, after reviewing the plan along with Department of Public Works Superintendent, Mark Wetzel, a few comments looking for changes to the plan including landscaping.

Mr. Jack Visniewski presented to the Board the revised plans for the proposed pharmacy at 13-15 Park Street. Mr. Visniewski went over the existing property and the proposed parking area and entrances for

the site along with landscaping plans. The proposed project also has stormwater structures on site that were designed for a 100 year storm, and are still under review by the DPW. Mr. Visniewski also stated since the existing property has a portion of it located within the Town's easement for the Rail Trail the Board of Selectman are issuing a Licensing Agreement to allow for the building to be on town property and the back corner of the parking lot.

Mr. Visniewski went over the need for a special permit and stated that he will be submitting the application soon and also went over the waivers that have been requested and why.

Mr. Mark Wetzel, Department of Public Works Superintendent, stated that he has not reviewed the revised plans or looked at the stormwater calculations at this time but will have his full review for the Board for the next meeting.

At 6:45 PM Ms. Sue Kennedy made a motion to accept the Site Plans for 13-15 Park Street as presented. Mr. Ken Diskin seconded. No discussion. Unanimous vote to approve. (4-0-0).

Ms. Sue Kennedy had a few questions for Mr. Visniewski regarding parking, landscaping hours of operation and lighting.

Mr. Visniewski answered all of Ms. Kennedy questions.

Mr. Ken Diskin also had a few questions regarding curb cuts, landscaping and the addition of a fence in the rear of the property.

Mr. Visniewski answered all Mr. Diskin's questions.

A site walk is scheduled for Tuesday, November 20th at 8:00 AM.

At 7:19 PM Mr. Julie Murray made a motion continue the Site Plan Review to the next Planning Board meeting on Tuesday, November 27th. Ms. Sue Kennedy seconded. No discussion. Unanimous vote to approve. (4-0-0)

Preliminary Subdivision Plan 54, 56 and 64 Littleton Road

Present: Cal Goldsmith, GPR Inc., Representative/Engineer

Town Planner, Mark Archambault, gave the Board a brief description of the proposed subdivision including location, and number of lots. Mr. Archambault informed the Board that the application was submitted the day of town meeting and therefore is not subject to the new amendments to the Open Space Residential Subdivision Bylaws that were passed that evening. Mr. Archambault went on to go over the details of the approval process for a preliminary subdivision and informed them that the Conservation Commission will not have their comments for the proposed plan till after the next meeting on November 27th regarding the conservation analysis but informed the Board that, that information can be discussed at the definitive subdivision plan stage. Mr. Archambault also requested that the Board vote to accept the plans and schedule a site visit.

At 7:30 PM Mr. Ken Diskin made a motion to accept the plans for a preliminary subdivision located at 54, 56 and 64 Littleton Road as drafted by GPR, Inc. Ms. Sue Kennedy seconded. No discussion. Unanimous vote to approve. (4-0-0)

Mr. Cal Goldsmith from GPR, Inc. gave his presentation on the proposed subdivision. Mr. Goldsmith stated that all but 3 lots meet current zoning requirements and stated that there are 3 ANR lots shown on the plan that will be a separate filing with the Board at a later date.

Mr. Archambault suggested to the Board to hold the site visit for this application on the same day as the site visit for the pharmacy, Tuesday November 20th at 9:00 AM.

Mr. Ken Diskin had a comment on the proposal stating that he does not want to see any stormwater structures in the buffer zone.

Mr. Goldsmith stated that they have not looked into where those will be located and will not do until the definitive subdivision is applied for.

Vice-Chairman Tillotson opened the meeting to the public for questions.

Ms. Rebecca Jones, 66 Littleton Road, stated her concerns for stormwater runoff from the proposed subdivision and ANR lots, along with concerns with traffic.

Mr. Goldsmith informed her that stormwater regulations do not allow for developments to have stormwater leave their property and must be contained and treated on site.

At 8:06 PM Mr. Ken Diskin made a motion to continue the discussion on the preliminary subdivision plan for 54, 56, and 64 Littleton Road to the Planning Board's next meeting on November 27th. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (4-0-0)

Ms. Sue Kennedy left the meeting at 8:12 PM

Administrative Items – New Business

December Meeting Dates

Mr. Mark Archambault stated that the Board needs to pick a meeting date for December since there is a Special Town Election on the day the Board is scheduled to meet.

Vice-Chairman Tillotson suggested the Board meet either on December 10th or December 12th and asked Mr. Archambault to check on the availability of the First Floor Meeting Room and then send an email to the Board members.

Discussion, Planning Board Training Session

Present: Jeff Lacey

Mr. Jeff Lacy gave a presentation on Open Space and Natural Resource Residential Development. The presentation went through the benefits of both types of development and answered questions from the Board.

Town Planner Update

Changes to Planning Board Regulations

Vice-Chairman Tillotson stated that Mr. Archambault sent out to the Board members proposed changes to the Planning Board Regulations that he would like the Board to vote on at tonight's meeting. There are two changes that need to be voted on.

The first is in Section 7.3 to allow for the Planning Board to meet outside of the set time of 6:15 pm.

At 8:58 PM Ms. Julie Murray made a motion to approve the proposed changes to Section 7.3 of the Ayer Planning Board Regulations. Mr. Ken Diskin seconded. No discussion. Unanimous vote to approve. (3-0-0)

The last change is in Section 8.2 allow for the Town Planner to make a presentation with comments and recommendations on the proposed application prior to the applicant.

At 9:01 PM Mr. Ken Diskin made a motion to approve the proposed changes to Section 8.2 of the Ayer Planning Board Regulations. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (3-0-0)

Meeting Adjournment

At 9:02 PM Mr. Ken Diskin made a motion to adjourn. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (3-0-0)

Minutes recorded and submitted by Heather Hampson, Administrative Coordinator

Planning Board Approval

11/27/18
Date

Planning Board Vice-Chair (Geof Tillotson)

A large, stylized handwritten signature in black ink, likely belonging to Geof Tillotson, is written over a horizontal line.