



PLANNING BOARD

Town of Ayer

1 Main Street, Ayer, MA 01432

Tel: (978) 772-8218 | Fax: (978) 772-3017 | Planning@Ayer.MA.US

Approved 8/13/2019

RECEIVED

AUG 27 2019

TOWN OF AYER

Susan Copeland

Minutes of July 23, 2019 - Ayer Planning Board Meeting

Location: First Floor Meeting Room, Ayer Town Hall

Meeting was recorded by APAC

Members Present: Ken Diskin, Vice Chairman and Jonathan Kranz, Clerk and Julie A. Murray

Also Present: Mark Archambault, Town Planner

Absent: Geof Tillotson, Chairman

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

General Business

Approve the Agenda

Mr. Jonathan Kranz wished to add to the agenda an update on the Master Plan implantation.

At 6:19 PM Mr. Jonathan Kranz made a motion to approve the agenda. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve the agenda. (3-0-0).

Approve Meeting minutes from 6/25/2019

Vice-Chairman Diskin tabled the minutes to the next meeting due to lack of quorum

Approve Meeting minutes from 7/9/2019

At 6:20 PM Ms. Julie Murray made a motion to approve the minutes from July 9, 2019 as presented. Mr. Jonathan Kranz seconded. No discussion. Unanimous vote to approve. (3-0-0)

Continued Public Hearing, Proposed Definitive Subdivision 54 and 56 Littleton Road 20 lots

Present: No one was present

Vice-Chairman Diskin stated the Board is still looking to select the peer review consultant that will review the stormwater and hydrology of the site.

Mr. Mark Archambault stated that he worked closely with the Conservation Administrator, Jo-Anne Crystoff in drafting the scope for the bids. Mr. Archambault stated that they sent the proposal out to four different firms and have received two as of this evening, BSC Group and Bohler Engineering.

Vice-Chairman Diskin stated at the last meeting the Board approved the scope of work at the last meeting.

Ms. Julie Murray asked if the consultants were made aware of the tight deadline for the review of the project.

Mr. Archambault stated that the deadlines were placed in the scope of work.

Mr. Jonathan Kranz asked if there was one proposal that stood out from the others.

Mr. Archambault stated that the BSC Group so far looks to be the best, they have a wetland scientist on staff were Bohler would have to contract that work out.

Vice-Chairman Diskin asked if the Conservation Commission needed to vote on the consultant.

Mr. Archambault stated the Conservation Commission authorized Ms. Crystoff to approve the consultant and be the point of contact for them.

At 6:30 PM Mr. Jonathan Kranz made a motion to authorize Mr. Archambault to hire the consultant for the peer review for 54 and 56 Littleton Road Definitive Subdivision. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (3-0-0)

Mr. Archambault stated that the Board will have the Site Plan review for the land clearing on the site at the next meeting. The applicant has asked for an informal waiver request for abutter notifications for the Site Plan Review.

Mr. Kranz stated that the abutters for this project have been very involved in attending meetings.

Vice-Chairman Diskin stated that he did not feel that the Board should grant the waiver request abutter notification.

At 6:38 PM Mr. Jonathan Kranz made a motion to not grant a waiver if requested for abutter notifications. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (3-0-0)

Vice-Chairman Diskin asked about having a site visit to Littleton Road and about new plans for the project.

Mr. Archambault stated that the new plans should come in with the Site Plan and will be sent to DPW for comment. A site visit can be set up as well.

At 6:42 PM Mr. Jonathan Kranz made a motion to continue the hearing for the Definitive Subdivision at 54 and 56 Littleton Road to the next Planning Board meeting on August 13th. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (3-0-0)

Discussion and Vote, Conservation Analysis Shaker Mill Pond

Mr. Archambault stated that the Board approved the Preliminary Subdivision after reviewing several different plans. In the findings for approval the Board allowed for work in areas closer to the isolated wetland rather than around Shaker Pond.

At 6:50 PM Mr. Jonathan Kranz made a motion to accept the Conservation recommendation in the memorandum dated March 11, 2019 in regards to a potential Open Space Residential Subdivision on Shaker Mill Pond by Aho Development. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (3-0-0)

Discussion, Alan Manoian, Economic Development Director, Draft "Mitchellville/West Main" Form Based Code

Present: Alan Manoian, Economic Development Director

Mr. Alan Manoian stated that he is before the Board this evening with a second proposed Form Based Code District. Mr. Manoian stated that the Form Based Code is for the West Main Street area after west of the bridge to the Vicksburg Gate. The proposed is part of the Master Plan to redevelop the West Main Street corridor. The Town is also seeking a Mass Works Grant for the area with the help of Devens to install new water lines; housing is a large part of any grant submission and the proposed Form Based Code for the area will help support new housing in the area.

Mr. Manoian is hoping to have this on the warrant for Fall Town Meeting.

Mr. Jonathan Kranz asked if the Form Based Code would be similar to Park Street with emphasis on pedestrian traffic.

Mr. Manoian stated that proposed will be similar with on street parking and new sidewalks to encourage people to walk along with bike lanes.

Mr. Manoian showed the Board a brief presentation of his proposal showing pictures of the existing area and what the proposed transects would be along with building heights and setbacks.

The Board reviewed the existing Zoning Map and the proposed transects as part of the Form Based Code and discussed possible setbacks.

Mr. Archambault stated as part of the Mass Works Grant the Board needs to sign a letter of support of the Grant.

At 7:36 PM Mr. Jonathan Kranz made a motion to issue a letter of support from the Planning Board for the Mass Works Grant proposal for the West Main Street area. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (3-0-0)

Discussion, Draft Subdivision Regulations

Vice-Chairman Diskin stated at the last meeting the Board agreed to review and discuss Sections 4, 6 and 7 at the meeting this evening.

Section 4 comments

Mr. Kranz had a comment regarding letter E, Burden of Proof, listing some concern with the wording and possible push back from applicants.

Mr. Archambault stated that he has flagged several items that will need Town Council review and will have this section to his list for clarification.

Section 6

Mr. Kranz stated that he had a lot of comments on Section 6.

Vice-Chairman Diskin stated that the Board will focus on ANR's in Section 6 to save time.

Vice-Chairman Diskin stated that he had a few items regarding fees for ANRs stating there are both lots and parcels listed and felt that parcels should be eliminated.

Ms. Heather Hampson, Administrative Coordinator suggested that the Board leave wording for both parcels and lots as many ANR plans create parcels.

Mr. Kranz asked how the Board knows if an ANR is proposed on a town road.

Mr. Archambault stated that he has a list of town accepted roads.

The Board held a discussion regarding the other items in the ANR section of Sections 6 of the draft Subdivision Regulations and agreed to discuss the section on Preliminary Subdivisions at the next meeting.

Discussion, 48 Central Ave Update

Vice-Chairman Diskin stated that he asked for this item to be placed on the agenda so that the Board could get an update on the work on this project. Vice-Chairman Diskin shared some pictures he took of the site from the abutting property, stating the site is a safety hazard.

Vice-Chairman Diskin stated that there is stormwater concerns as well with the project as there is still excavation equipment on site, but stated there is no runoff in the street.

Mr. Archambault stated that the Site Plan Approval for the project was done prior to his time with the town and did not have any conditions in the approval.

Mr. Archambault spoke to the owner of the property and he is looking to sell the project to have the buyer complete. The owner stated that they will be fencing the property as well.

Vice-Chairman Diskin asked if there was a building permit for the site.

Mr. Archambault informed him that there is no building permit as one is not needed for site work.

Vice-Chairman Diskin stated that a Stormwater permit is needed from the project which they do not have.

Mr. Archambault will review the Towns Stormwater Bylaw and if it is required will make sure the site complies with the Bylaw.

Town Planner Update
Zoning Map

Mr. Archambault stated that the Town Manager's office has advised him to not have the Board sign the Zoning Map until the Attorney General's Office has approved the Bylaw changes from Town Meeting.

Once the Attorney General's Office issues an approval Mr. Archambault will have the new Zoning Map printed for the Board to sign at an upcoming meeting.

Zoning Bylaw Amendments for Fall Town Meeting

Mr. Archambault stated that along with the Form Based Code for West Main Street he is working on several changes to the Zoning Bylaw including adding accessory apartments.

Vice-Chairman Diskin stated that the last time accessory apartments were in front of the Planning Board there were a lot of questions and concerns about the Bylaw.

Mr. Archambault stated that he will have copies of the proposed accessory apartment section of the Bylaw for the Board members to review at the next meeting.

Mr. Archambault stated that he is working on Section 10.3.2A as well to allow for more affordable housing within the OSRD developments. Mr. Archambault stated that it is an easy fix and will be working with Ms. Alicia Hersey, Program Manager for the town on the changes.

Mr. Archambault also stated that he will be reworking the formula for the number of house lots allowed in the OSRD development.

Discussion, Master Plan Update

Mr. Jonathan Kranz stated that after last meeting he met with Mr. Archambault and Mr. Manoian to go over the action items listed in the Master Plan. Mr. Kranz stated that they identified 18 action items for the Board 2 of which have been done or in progress. Mr. Kranz stated that he will draft the items in to a memo for the next meeting

Old Business

Site Visit to 28 Harvard Road

Vice-Chairman Diskin asked Mr. Archambault about the site visit for 28 Harvard Road, Global Montello project.

Mr. Archambault stated that he will contact the site manager to set up a date for the Board to go out to the site.

New Business

New Board Member

Vice-Chair Diskin stated that the Board has a candidate for a new Board Member Mr. Nathan King.

Mr. Nathan King stated that he submitted a letter of intent to the Town Manger's office.

Mr. Archambault stated that the Board will have to hold a joint meeting with the Board of Selectman at their next meeting to appoint Mr. King.

Meeting Adjournment

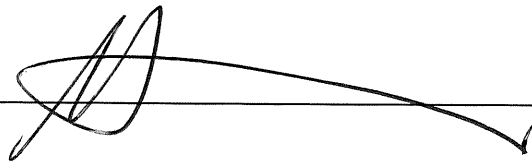
At 8:35 PM Mr. Jonathan Kranz made a motion to adjourn the meeting. Ms. Julie Murray seconded. No discussion. Unanimous vote to approve. (3-0-0)

Minutes recorded and submitted by Heather Hampson, Administrative Coordinator

Planning Board Approval

8/13/19
Date

Planning Board Chairman (Geof Tillotson)

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