

PLANNING BOARD
Town of Ayer
1 Main Street, Ayer, MA 01432
Tel: (978) 772-8220 ext. 144 | Fax: (978) 772-3017 |
Planning@Ayer.MA.US

January 25, 2022

****6:15PM ****

Open Session Meeting of the Ayer Planning Board

Agenda

Due to the ongoing COVID-19 Pandemic, in accordance with Chapter 20 of the Acts of 2021, suspending certain provisions of the Open Meeting Law (OML), public bodies otherwise governed by the OML are temporarily relieved from the requirement that meetings be held in public places, open and physically accessible to the public, so long as measures are taken to ensure public access to the bodies' deliberations "through adequate, alternative means." This meeting will be live on Zoom. The public may participate remotely by joining Zoom (Meeting ID# 833 6548 0732) or by calling 929-205-6099. For additional information about remote participation, please contact Heather Hampson, Administrative Coordinator at hhampson@ayer.ma.us or 978-772-8220 ext.144 prior to the meeting.

6:15 PM

Call to Order

General Business

- Approve Agenda
- Covenant/Bond Releases – none

Continued Public Hearing, Definitive Subdivision, Wright Road, Stratton Hill
Continued Public Hearing, Stormwater Management Permit, Wright Road, Stratton Hill

Continued Site Plan Review, Ayer Zoning Bylaw Section 9.6, Land Clearing and Grading, Wright Road, Stratton Hill

Town Planner Update

- Announcements

Meeting Minutes January 11, 2022

Administrative Announcements

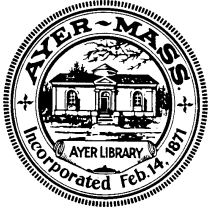
Old Business

- Update, Tree Plan
- Light Industrial Square Footage
- West Main Street Form Based Code District
- Rock Removal By-Law
- Refresh - Looking Forward
- Update, Short Term Rentals

New Business

Adjourn

*All meetings are held at Town Hall unless posted otherwise. Order of agenda items may change without notice. Amendments may be made to the agenda to include any emergency or time sensitive material that was unforeseen at the time the agenda was posted. All meetings are subject to video recording.



PLANNING BOARD

Town of Ayer

1 Main Street, Ayer, MA 01432

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

Minutes of January 11, 2022 - Ayer Planning Board Meeting

Location: via Zoom

Meeting was recorded and then broadcasted on APAC

Members Present: Geof Tillotson, Chairman; Ken Diskin, Vice Chairman; Jonathan Kranz, Clerk; Julie Murray and Nathan King(arrived at 6:17 PM)

Also Present: Mark Archambault, Town Planner

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

At 6:15 PM Chairman Tillotson read aloud the notice allowing for remote participation meetings as stated on the posted agenda.

General Business

Approve the Agenda

At 6:16 PM Mr. Jonathan Kranz made a motion to approve the agenda as presented. Mr. Julie Murray seconded. No discussion. Vote to approve by roll call vote: Ms. Ken Diskin, aye; Ms. Julie Murray, aye; Mr. Jonathan Kranz, aye; Chairman Tillotson, aye

Covenant and Bond Releases – None

Review and Endorse Zoning Map– with West Main Street Form Based Code District

Mr. Mark Archambault, Town Planner, shared with the Board the proposed Zoning Map prepared by MRPC with the revised West Main Street Form Based Code District that was approved at town meeting back in the 2019. Mr. Archambault stated that the 100-foot buffer had also been added to the Zoning Map that was previously missing on the 2018 Zoning Map. Mr. Archambault stated that he also circulated the Map to other town departments for review and had no comments.

Mr. Ken Diskin stated that he was glad to see the 100-foot buffer around the well heads but mentioned that there were a few errors on the proposed Zoning Map. Mr. Diskin stated that the table shows an Adult Entertainment District, but it is missing from the Map along with an area near Grove Pond that is shown as A-1 but is in Devens. Mr. Diskin stated that he felt they Board should not approve the Zoning Map as it is presented and wait till the corrections are made before taking a vote.

Chairman Diskin stated that he also had a few minor corrections he would like to see done on the Zoning Map as well. Chairman Tillotson stated that there are a few parcels along Central Ave and Groton Harvard Road that are shown incorrectly on the Zoning Map.

Mr. Diskin stated that it is important that the Board get the Zoning Map approved and signed showing the West Main Street Form Based Code as soon as possible once the Adult Entertainment District and the correction over at Grove Pond is made. Mr. Diskin suggested that the Board take some time over the next few meetings to discuss the Zoning errors and possibly get them corrected at an upcoming town meeting.

Chairman Tillotson agreed.

At 6:31 PM Mr. Ken Diskin made a motion to endorse the Zoning Map pending the changes as discussed, this evening regarding the addition of the Adult Entertainment District and the correction to the area near Grove Pond. Mr. Jonathan Kranz seconded.

Discussion:

Mr. Nathan King mentioned that a few of the street names in Devens appear to also be incorrect on the Zoning Map as well.

Chairman Tillotson stated that Board can work on correcting those along with others on the map on the future.

Vote to approve by roll call vote: Mr. Ken Diskin, aye; Mr. Jonathan Kranz, aye; Mr. Nathan King, aye; Ms. Julie Murray, aye and Chairman Tillotson, aye.

Continued Public Hearing, Definitive Subdivision, Wright Road Stratton Hill

Continued Public Hearing, Stormwater Management Permit, Wright Road, Stratton Hill

Continued Site Plan Review, Ayer Zoning Bylaw Section 9.6, Land Clearing and Grading, Wright Road Stratton Hill

Present: There were no applicant representatives present at the time of the meeting

At 6:35 PM Mr. Jonathan Kranz made a motion to open the continued public hearing for the Definitive Subdivision for Stratton Hill off Wright Road. Mr. Nathan King seconded. No discussion. Vote to approve by roll call vote: Mr. Jonathan Kranz, aye; Mr. Nathan King, aye; Ms. Julie Murray, aye; Mr. Ken Diskin, aye and Chairman Tillotson, aye.

At 6:36 PM Mr. Jonathan Kranz made a motion to open the continued public hearing for the Stormwater Management Permit for the Stratton Hill subdivision off Wright Road. Ms. Julie Murray seconded. No discussion. Vote to approve by roll call vote: Mr. Jonathan Kranz, aye; Mr. Nathan King, aye; Ms. Julie Murray, aye; Mr. Ken Diskin, aye and Chairman Tillotson, aye.

At 6:36 PM Mr. Jonathan Kranz made a motion to open the continued Site Plan Review for Land Clearing and Grading for the Stratton Hill Subdivision off Wright Road. Ms. Julie Murray seconded. No discussion. Vote to approve by roll call vote: Mr. Jonathan Kranz, aye; Mr. Nathan King, aye; Ms. Julie Murray, aye; Mr. Ken Diskin, aye and Chairman Tillotson, aye.

Mr. Archambault stated that he sent a letter to Attorney Robert Collins requesting that due to the lack of adequate information and a number of requests to continue the public hearings, they submit a request to withdraw their applications without prejudice and reapply to the Planning Board once they have revised their plans and are ready to meet with the Board.

Chairman Tillotson stated that after a letter was received from Attorney Collins that allows the decision for the project to be extended to March 31, 2022, without any indication on when they would be coming back to the Board, he reached out to Mr. Archambault to discuss the matter. A result of that discussion was to send a letter to Attorney Collins requesting that they withdraw their application.

Mr. Archambault went over the details of the letter that was sent to Attorney Collins for the Board.

Mr. Ken Diskin requested that Mr. Archambault investigate what happens to the conservation analysis that was drafted for the project if it needs to be redone or can it be reused.

At 6:47 PM Mr. Jonathan Kranz made a motion to continue the public hearing for the Definitive Subdivision for Stratton Hill, off Wright Road to the next Planning Board meeting on January 25, 2022. Ms. Julie Murray seconded. Vote to approve by roll call vote: Ms. Jonathan Kranz, aye; Mr. Nathan King, aye; Ms. Julie Murray, aye; Mr. Ken Diskin, aye and Chairman Tillotson aye.

At 6:52 PM Mr. Jonathan Kranz made a motion to continue the Public Hearing for the Stormwater Management Permit for Stratton Hill subdivision on Wright Road to the Planning Boards next meeting on January 25, 2022. Ms. Julie Murray seconded. No discussion. Vote by roll call vote: Ms. Jonathan Kranz, aye; Mr. Nathan King, aye; Ms. Julie Murray, aye; Mr. Ken Diskin, aye and Chairman Tillotson aye.

At 6:52 PM Mr. Jonathan Kranz made a motion to continue the Site Plan Review for Stratton Hill off Wright Road to the Planning Boards next meeting on January 25, 2022. Ms. Julie Murray seconded. No discussion. Vote by roll call vote: Ms. Jonathan Kranz, aye; Mr. Nathan King, aye; Ms. Julie Murray, aye; Mr. Ken Diskin, aye and Chairman Tillotson aye.

Town Planner Update

Mr. Archambault stated that he has been working on the Open Space Residential Development Regulations and Guidelines and they are almost complete. Mr. Archambault stated that there was a working group for these regulations that he would like to start meeting with again and will contact the members in the upcoming week to set up a day and time to meet.

Meeting Minutes November 23, 2021

At 6:56 PM Mr. Jonathan Kranz made a motion to approve the minutes from the November 23, 2021, meeting as submitted. Mr. Ken Diskin seconded. No discussion. Vote by roll call vote: Ms. Jonathan Kranz, aye; Mr. Nathan King, aye; Ms. Julie Murray, aye; Mr. Ken Diskin, aye and Chairman Tillotson aye.

Meeting Minutes December 14, 2021

At 6:57 PM Mr. Jonathan Kranz made a motion to approve the minutes from the December 14, 2021, meeting as submitted. Ms. Julie Murray seconded. No discussion. Vote by roll call vote: Ms. Jonathan Kranz, aye; Mr. Nathan King, aye; Ms. Julie Murray, aye; Mr. Ken Diskin, aye and Chairman Tillotson aye.

Old Business/ New Business

Chairman Tillotson had a few items he wanted to update the Board on.

Chairman Tillotson mentioned to the Board members that after some work looking into a bylaw it might be better to have the item be a regulation. The question on the minor change to the Light Industrial Zone typo in the Bylaw has come back from KP Law and they suggest going to town meeting with the item.

Mr. Diskin suggested that the Board try to get another opinion on the matter and go straight to the Attorney General with the question.

Mr. Archambault will investigate the matter.

Chairman Tillotson gave a brief update on the ongoing construction of previously approved Planning projects and will have a more in-depth update at the next meeting.

MBTA Commuter Community Zoning

Chairman Tillotson stated that the State will be holding a Zoom meeting next week to review Chapter 358 of the Acts of 2020 which requires all cities and towns along the MBTA Commuter rail and surrounding towns to allow special residential zoning in order to keep grant eligibility status.

Chairman Tillotson went over a brief presentation regarding requirements within the bill and how it will affect the Zoning in the town.

The Board had a discussion on existing Zoning and what the consequences would be if they did not comply.

Mr. Archambault and Mr. Kranz will be attending the Zoom meeting that will be exemplifying this new Act and will report back to the Board on how and what it needs to do to meet the requirements.

Open Space Working Group

Ms. Janet Providakes, member of the Affordable Housing Trust is before the Board to discuss an Open Space Working Group. Chairman Tillotson stated that he asked Ms. Providakes to come before the Board to discuss the working group that would look into all the open space in town and list which parcels would be beneficial to the town to possibly purchase.

The Board had a discussion with Ms. Providakes on who would be in the working group and how it would differ from the list of property land that the Conservation Commission currently has.

Meeting Adjournment

At 8:05 PM Jonathan Kranz made a motion to adjourn. Mr. Nathan King seconded. No discussion. Vote to approve by roll call vote: Mr. Jonathan Kranz, aye; Ken Diskin, aye; Ms. Julie Murray, aye; Mr. Nathan King, aye and Chairman Tillotson, aye.

Minutes recorded and submitted by Heather Hampson, Administrative Coordinator

Planning Board Approval _____
Date

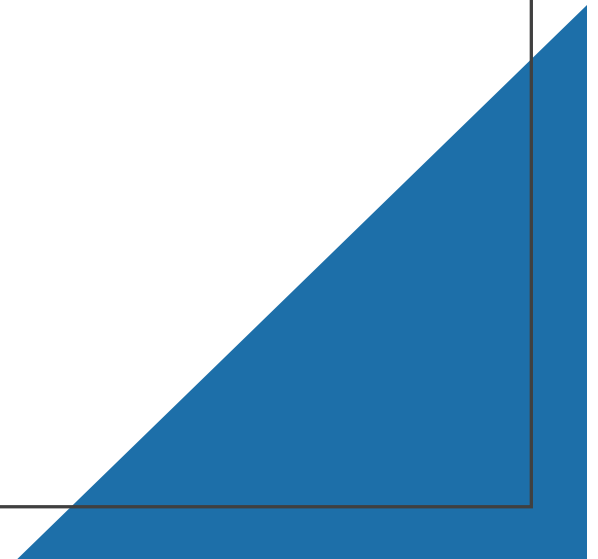
Planning Board Chairman (Geof Tillotson)

DRAFT

Ayer Planning Board May 2021

Looking Towards The Future – Short and Long Term

“How can we work smarter, not harder?”



“The Future so Bright...or Be Careful what you wish for”

- ***Catagnia-Spagna – Expansion***
- ***“Panther Place” – Definitive Subdivision Plan***
- ***McDonald’s Site Plan Review***
- ***14 Washington Street – Resumption of Site Plan Review and Special Permits Application***
- ***“Stratton Hill” – Resumption of consideration of residential neighborhood off of Wright Rd (Est. Start Date – June/July 2021)***
- ***Platt Builders – Willow Rd. – Site Plan Review and Aquifer District Special Permit***
- ***Marijuana Cultivation Operation – Site Plan Review***
- ***Mushroom Cultivation Facility – Site Plan Review***
- ***Form-Based Code project – 3-5 Park Street***
- ***Comprehensive Permit – Multi-family project 76 Fitchburg Road***

Considerations/Issues:

- Time management, communications between Planning Staff and Planning Board
 - What will be needed to oversee process in order to do our job on behalf of the town, while supporting the other town departments
 - “Over communicate” with involved town departments, get and set timelines
 - Engage Independent Experts as needed for project review where needed
 - Aware of each others workload and cooperate to accomplish the tasks in the regulatory timeframes
 - Remaining Realistic re: pace of work, tracking of projects – “Pert/Gannt Charting”
 - Is there a software solution that will help us manage the workflow
 - How do changes in project timelines get communicated to all involved? Email updates? Pros and Cons
- Maintaining public engagement and encouraging public input
- Thoughts? Reactions? Next Steps?