

## **Town of Ayer Planning Board**

MEETING MINUTES – Thursday, September 3, 2015

Location: 1<sup>st</sup> Floor Meeting Room Ayer Town Hall

Members Present: Jeremy Callahan (JC), Jenn Gibbons (JG) and Richard Roper (RR), Geof Tillotson (GT) and Mark Fermanian (MF)

### **6:00 PM OPEN SESSION**

PB Chairman Callahan convened the meeting by congratulating Mark Fermanian on his appointment to the Ayer Planning Board. Welcome back Mark!

### **MINUTES APPROVAL:**

RR motioned that the Planning Board vote to approve the minutes of August 2, 2015 with the two amendments by JC. The motion was seconded by JG. VOTE: 3:0 (GT and MF abstained)

RR motioned that the Planning Board vote to approve the minutes of July 2, 2015. The motion was seconded by JG. VOTE: 4:0 The motion was seconded by JG. VOTE: 3:0 (MF abstained)

### **BOARD MEMBER UPDATES/ANNOUNCEMENTS**

Construction has begun at Cataina Spanga and Kholar Place Subdivision as approved by the Planning Board this past spring.

Family Dollar Store to open at the end of September 2015.

Shop -N -Save to open at the end of October 2015.

**PUBLIC INPUT: There were no requests**

### **PUBLIC HEARING (CONTINUATION) - SITE PLAN REVIEW FOR 15 LITTLETON RD**

Chairman Callahan opened the Site Plan Review Public Hearing for 15 Littleton Road. The initial hearing was held on July 2, 2015 and continued to August 6, 2014 and September 3, 2014.

Mark Fermanian confirmed he has no conflict of interest in this matter.

The Planning Board at its August 6<sup>th</sup> meeting voted unanimously to hire Green International Affiliates, Inc. to conduct an outside peer review of the proposal by Global Montella Group. All parties were present to agree upon the scope of services for review by Green.

Green Affiliates has completed their review and has submitted a report dated August 24, 2015. Copies of the report provided to the applicant.

Also present on behalf of Green Affiliates, Inc. were Luke Boucher, P.E (Civil & Structural) and Jason Solbel, P.E. (Transporation) to discuss and review the Aug. 24 report with the Planning Board.

Zoning Compliance: Applicant has agreed make plan modifications as recommended.

Site Plan Compliance: Applicant has provided the necessary clarification and has agreed to submit additional information/plan details specifically items 11, 14, 17 and 19.

Stormwater Management: Applicant has agreed submit drainage calculation as specified in item no. 29.

Traffic Study: Green International Affiliates concurs with the trip generation methodology and internal trip calculations. Based on state guidelines and the higher pass by rates, the number of new trips presented in the traffic study was conservatively high and the actual number of new trips going to the site could reasonably be expected to be lower.

Access Permit required from MassDOT because Littleton Road is a state road. Item 39 remains outstanding until permit is issued.

MassDOT is concerned about the number and spacing of driveways in proximity to the Rotary specifically the proposed western driveway to gas station and existing driveway to Gervais Ford dealership (ie. Garage Service Area) --- In response to this concern, Gervais Ford has agreed to eliminate the second driveway. The applicant's Attorney Scott Fenton provided the PB with a written confirmation on behalf of Gervais Ford dated 8/4/2014 signed by Hank W. Blake.

It was noted that Global Montello Group and Gervais Ford are discussing the possibility of constructing a private access road with restricted use between the dealership and gas station for fueling of vehicles. ---- Only discussion at this time, nothing has been finalized.

There were no further questions or concerns from the Planning Board.

RR motioned that the PB vote to close the public hearing. The motion was seconded GT. VOTE: 5:0

RR motioned the Planning Board vote to approve the "Site Development Plan – Proposed Retail Motor Fuel Outlet" prepared by MHF Design Consultants, Inc. dated August 4, 2015. The motion was seconded by MF. VOTE: 5:0

**APPROVAL NOT REQUIRED (ANR) PLAN OF LAND FOR 215 -217 WEST MAIN STREET**

The Board met with Cal Goldsmith/GPR, Inc. regarding Approval Not Required (ANR) Application for property located at 215 - 217 West Main Street, Ayer.

Parcel A is Not building lot --- To be combined with Lot 1

The Board reviewed the plan and verified that all property affected by the change, all existing and new property lines were all identified. -- Endorsement of plan will not result the non-conformity of affected lots.

RR motioned that the Planning Board endorse the ANR Plan of Land owned by Calco, LLC at 215-217 West Main Street prepared GPR, Inc. dated August 11, 2015. The motion was seconded by MF. VOTE: 5:0

**APPROVAL NOT REQUIRED (ANR) PLAN OF LAND - SNAKE HILL ROAD (LOT 3)**

The Board met with Cal Goldsmith/GPR, Inc. regarding Approval Not Required (ANR) Application for property located off Snake Hill Road on behalf of the applicants; Richard R., Steven H. & Beverley Smith.

The purpose of ANR Plan is to convey land (i.e. parcel B ) to Smith Family. -- Parcel B is notated as a non building lot.

The Board reviewed the plan and verified that all property affected by the change, all existing and new property lines were all identified. -- Endorsement of plan will not result the non-conformity of affected lots.

RR motioned that the Planning Board endorse the ANR Plan of Land owned by Richard R., Steven H. & Beverley Smith prepared GPR, Inc. dated August 7, 2015. The motion was seconded by GT. VOTE: 5:0

**APPROVAL NOT REQUIRED (ANR) PLAN OF LAND FOR 83 WASHINGTON ST**

There was no representation by the applicant present.

No action taken -- PB agreed to reschedule this matter to its next meeting in October.

**PUBLIC HEARING (CONTINUATION) - SITE PLAN REVIEW FOR 215 WEST MAIN STREET**

The Board met with Kyle Burchard/ GPR, Inc. regarding Commercial Development Plan for property located at 215 West Main Street, Ayer for 100' x 30 ' Storage Unit Facility similar to the existing facility located across the street. Impervious Area is 14.6 % -- Calculation added to plans. Groundwater monitoring well access box detail has been added to plans. Applicant acknowledges that the Town has no responsibilities or burden to own/maintain onsite stormwater facilities.

LANDSCAPE PLAN WAS SUBMITTED –PB HAD NO ISSUES WITH SELECTED RED MAPLE PLANTINGS.

LIGHTING PLAN - PB REQUESTED 4 WALL MOUNTS FACING DOWN WITH LED LIGHTING.

Town Board Comments:

**CONSERVATION COMMISSION** - Request for Determination (RDA) for Wetland Delineation Is Required

**BOARD OF HEALTH** – Special Permit required for Zone II Overlay District approval

**DPW** - See letter to PB dated September 1, 2015. – GPR submitted written response to DPW Supt Wentzel -- Street Opening Permit will be obtained prior to construction. / LIFT STATION - APPLICANT WILL WORK WITH DPW REGARDING ACCESS

**BUILDING DEPT** - NO SIGN PROPOSED

APPLICANT WILL NEED TO FILE PERMIT WITH BUILDING INSPECTOR IF SIGN IS REQUESTED AT A LATER DATE.

There were no further questions or concerns from the Planning Board.

MF motioned that the Planning Board vote to approve the commercial development plan prepared for Calco, LLC at 215 West Main Street prepared GPR, Inc. dated August 2015 contingent upon the following conditions:

- 1- Future sidewalk improvement/modification by the applicant as required under the Town of Ayer Zoning Bylaws pending instruction by Town
- 2- Final approval by the Building Inspector regarding installation of safety fencing/railings for the proposed retaining wall. The motion was seconded by RR. VOTE: 5:0

The motion was seconded by GT. VOTE: 5:0

**ZONING BYLAW UPDATE:**

JG informed PB that Judi Barrett/ RKG Associates will be submitting her revised contract and scope of services within the next day or so.

PB discussed timeline regarding town meeting vote at Special Town Meeting in CY 2016 prior to Annual Town Meeting. This meeting would be preferably for zoning articles ONLY.

GT ( as a new PB member) requested that the consultant review the proposed changes and provide explanation for the changes to bring him up to speed.

The board agreed that presenting the proposed Zoning Bylaw at public forums/meetings will be necessary and to ask Judi Barrett/RKG's to possibly drafting minor amendments.

No further discussion.

RR motion that the Planning Board vote to adjourn the meeting. The motion was seconded by MF. VOTE: 5:0

**AMINISTRATIVE MATTERS:**

The Planning Board unanimously agreed there is an immediate for administrative staffing services.

PB requested that the chairman submit a request to the Board of Selectmen for a STM warrant article to hire an administrative assistant due to the increasing workload related to new applications and filings for both residential and commercial. The position would be part-time (20-25) hours to follow up board requests, decisions filings, minutes and postings, etc.

It was agreed that waiting until Annual Town Meeting was not in the best interest of the Town.

## **MEETING AJOURN**