

Town of Ayer

Office of the Town Planner



Town of Ayer | Ayer Town Hall | 1 Main Street, 3rd Floor | Ayer, MA 01432 | 978-772-8218 | www.ayer.ma.us

Monthly Report

To: Robert Pontbriand, Town Administrator

From: Mark Archambault, Ayer Town Planner

Re: Monthly report for period October 20 – November 19, 2017

Date: November 20, 2017

1. Project Review: The main project review case was the Ayer Solar II Site Plan. I held several meetings with the applicant's engineer in order to review most of the draft conditions of approval and go over my concerns. I then prepared a list of Findings and Conditions of Approval, which were reviewed by Town Counsel and then incorporated into a report to the Planning Board which served as the basis for the Planning Board's approval of the project on November 2, 2017.
2. Work Plan: I refined the Work Plan, mainly by choosing several tentative dates for public information sessions on the proposed Zoning Bylaw, which are scheduled for January 17 or 18, February 13 or 15 and March 7 or 8. The exact dates will be set prior to the last week of December.
3. Ayer Solar Energy Overlay District Bylaw: I prepared a draft Solar Energy Bylaw, which will be presented to the Planning Board at their December 7, 2017 meeting. In drafting the Bylaw, I relied mainly on the State's model (EOEEA) and a prior bylaw I had prepared for the Town of Ashby. The draft bylaw addresses all scales of potential solar energy projects in town, and designates which zoning districts each scale of operation is either permitted by right, by special permit or prohibited. A separate project will be developing administrative Rules and Regulations for submittal requirements, site design standards, landscape buffers and other items which will become part of Ayer's Site Plan Regulations. I have started research on the Regulations and work on them will proceed over the next several months.

4. Planning Board Administrative Rules and Regulations: I spent considerable time over the last month researching administrative rules and regulations for several Planning Boards in Massachusetts, and found several that were much superior to the existing set of Rules that the Ayer Planning Board adopted in 2001. I then developed a set of such Rules and Regulations for Ayer based on those from Framingham and Lexington, primarily. I will be presenting these Rules and Regulations to the Planning Board at their December 7, 2017 meeting for their review, with hopeful adoption after public hearing early in 2018.
5. Review of proposed Zoning Bylaw: I continued review of Judi Barrett's proposed Zoning Bylaw, and over the next two months will be closely reviewing it both on my own and with assistance from the Community Development director and Building Commissioner. I will develop a system, with advice from Judi Barret, on how best to incorporate any recommendations we have into the new bylaw prior to the planned public outreach and education efforts leading up to the March 19, 2018 Special Town Meeting vote on the bylaw. I have a phone call scheduled with Judi Barrett for November 21 at which I will discuss the differences I have identified to date between the existing Ayer Zoning Bylaw and her proposed Bylaw.