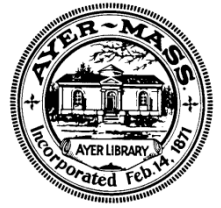


Town of Ayer

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 Staff Report

To: Robert Pontbriand, Town Administrator

From: Mark Archambault, Ayer Town Planner

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

Date: December 20, 2017

1. Project Review: I reviewed several applications and prepared staff reports for site plan cases that were scheduled to come before the Planning Board in December, 2017. There were two ANR plans, one of which has been continued to January 4, 2018. I prepared an initial staff report for the self-storage unit site plan application at 217 West Main St., though this case was postponed to January 4, 2018. There are several outstanding issues regarding wetland and river protection act jurisdiction that must be resolved before this site plan can be finalized and voted on by the Planning Board. The municipal parking garage at the rail trail parking lot is undergoing interdepartmental review prior to the continuation of the Planning Board's public hearing on January 4, 2018. I will be preparing a staff report on this project in time for the January 4 public hearing.

I also met with two prospective applicants for multi-family housing projects that will likely come before the Planning Board (and ZBA) early in 2018. One of these may eventually be submitted as either a variance or a 'friendly 40B'. I invited the applicant's representatives to a meeting with the Community Development Director and Assistant.

2. Zoning Bylaw Review: The Building Commissioner, Community Development Director and I continued our internal review of the proposed Zoning Bylaw. This internal review will be completed by the end of the first week of January. I have also set up an informal meeting for the Planning Board to meet with planning consultant Judi Barrett on Wednesday, December 27 at 3:30 pm, in order to answer any technical questions they have about the proposed bylaw.

3. Ayer Solar Energy Overlay District Bylaw: In December I made several refinements to the draft solar energy bylaw and began work on the accompanying regulations, which will guide implementation of the bylaw. I will be giving a presentation on the solar energy bylaw to the Planning Board at their January 4, 2018 meeting. The regulations will be completed in January 2018. The goal is to have a Planning Board public hearing on the proposed solar energy bylaw at its first meeting in February, 2018.
4. Planning Board Administrative Rules and Regulations: I continued refining the proposed Planning Board administrative rules and regulations, taking the application process descriptions for ANRs, Subdivisions and Site Plans from the 2001 version of the same and incorporating them into the new draft. These new rules and regulations should be ready for adoption by the Planning Board early in 2018.
5. Town Administrator's Land Working Group: I have been invited to participate in the Town Administrator's Land Working Group, whose main goal is to identify and then prioritize existing and potential open space conservation lands in the town of Ayer. I have also been asked to assist the Conservation Administrator in preparing a District Local Technical Assistance (DLTA) grant application to the Montachusett Regional Planning Commission to help advance this project. The Conservation Administrator and I met on December 19 to begin preparing the grant application, which will be submitted to the MRPC early in January, 2018.
6. Misc. Project Research: In the course of reviewing the zoning bylaw and site plan and subdivision regulations in regards to anticipated project applications, several legal issues concerning vesting of subdivision approvals and other matters have arisen that have required several hours of research. I have consulted with fellow Planners in the region and conducted research online in order to advance understanding of these issues.