

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 January 20, 2018 – February 19, 2018

Date: February 20, 2018

1. Project Review: During the last one month period, I prepared Staff Reports for the Planning Board on several cases that came before it in February. These included 2 ANR plans, the continuation of the Site Plan hearing for self-storage units at 217 West Main St. and a Site Plan modification for a multi-family development at 41 East Main St. All these cases were approved by the Planning Board at their February 1 meeting.
2. Zoning Bylaw Review and Public Process: In late-January and in February I worked to finalize the minor changes made to the proposed Zoning Bylaw that came out of our internal staff review process. These changes were made available at the Planning Board's (second) public hearing which was held on February 15, 2018. In addition, I held the second of three Public Forums on the proposed Bylaw on February 13 at the Ayer Public Library. One more Public Forum will be held on March 7 in the Selectmen's meeting room.
3. Ayer Solar Energy Systems Overlay District Regulations: I completed a first draft of Planning Board Regulations to accompany the proposed Solar Energy Systems Overlay District Bylaw. The Regulations will describe submittal requirements, landscaping and site development standards, and other details that will help to administer the Solar Energy Bylaw if passed at the March 19, 2018 Special Town Meeting. The Regulations can be adopted after Planning Board vote at a Public Hearing and do not require a vote of Town Meeting.

4. Interdepartmental Review Process: I am still in the process of developing an improved process for interdepartmental review of development projects that come before the ZBA, Planning Board, Conservation Commission and the Board of Health. Town Hall staff, as well as the Superintendent of Public Works, involved in development review will be meeting weekly over the next month or two to develop and fine-tune this process, which will determine the ideal order of Board and Commission review for plans making their way through the permitting process. A key aspect of this process will be informal 'pre-application meetings' at which applicants meet with the Town Planner, Conservation Agent, Building Inspector, ZBA staff person and the Health Agent to coordinate review before the various Boards. This will result in improved communication and expedited review in town. The goal is to develop written guidelines for interdepartmental review by the end of April, 2018.