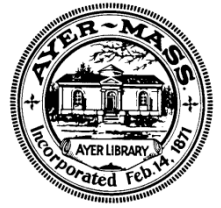


Town of Ayer

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 March 20, 2018 – April 19, 2018

Date: April 20, 2018

1. Project Review: There was one ANR before the Board during the last monthly period, though we are aware of several impending site plan review cases, such as Global Montello and Cataldo Landscaping. The 'Land Use Staff' group met with several applicants as part of our weekly 'pre-application' discussions, including Bonnie Lawrence for a potential multi-family project on West Main St., potential townhouses on Shaker Road and most recently Cataldo Landscaping for a new landscaping operation at 66 Westford Road.
2. Post-Town Meeting Vote Activities Relative to the new Zoning Bylaw:
 - There was considerable work involved in 'post-town meeting approval' of the new Ayer Zoning Bylaw, including...
 - Working with Town Clerk Susan Copeland and Planning Board Administrative Coordinator Heather Hampson on submission of public process and hearing documentation to the Attorney General's office.
 - Working with Cindy Knox to put all materials on the Town of Ayer website.
 - Printing and distribution of the new Zoning Bylaw to the Planning Board and members of the development community.
3. Planning Board Administrative Rules and Regulations: I spent considerable time over the last month revising the draft administrative Rules and Regulations of the Planning Board. The Planning Board held a work session on these rules and regulations, including discussion of revising the Board's application fee schedule, on April 19 in anticipation of a public hearing on such to be held on May 8, 2018. The last such rules were adopted in 2001.

