

# Town of Ayer

## Office of the Town Planner



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Town of Ayer | Ayer Town Hall | 1 Main Street, 3<sup>rd</sup> Floor | Ayer, MA 01432 | 978-772-8218 | [www.ayer.ma.us](http://www.ayer.ma.us)

### Monthly Staff Report

To: Robert Pontbriand, Town Administrator

From: Mark Archambault, Ayer Town Planner

Re: Monthly report for the period May 20, 2018 – June 19, 2018

Date: June 20, 2018

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#### 1. **Project Review:**

- a. **Lewis Frampton:** Site Plan Review for 4 Pearl Street: First Planning Board public meeting on June 12, 2018, continued to June 26, 2018. This case involves ensuring there is adequate parking and vehicular access to a multi-family building that was allowed to add a fifth unit through the granting of a variance.
- b. **Joe Cataldo:** Site Plan Review for 66 Westford Road: First Planning Board public meeting on June 12, 2018, continued to June 26, 2018. This case is for a landscaping contractor's yard and their headquarters on Westford Road in the Industrial district.
- c. **Global Montello:** Site Plan for Harvard Road – First Planning Board public meeting on July 10 2018. The first public meeting for this project, a large truck depot, gasoline station and convenience store south of the Carlton Rotary on the Harvard town line was originally scheduled for June 26, but at the applicant's request this hearing will now start on July 10. I have started reviewing the plan and coordinating interdepartmental review.

2. **Master Plan approval:** The Ayer Master Plan was formally adopted by the Planning Board at their May 22 meeting. I am now coordinating with the Director of Community and Economic Development on submittal of the final Master Plan to the Mass. Department of Housing and Community Development (DHCD.)

3. Preparing new **Site Plan Regulations**:

Over the last several months I have been drafting new Site Plan Regulations for the Planning Board. These Regulations are now in draft form and will be completed over the next several weeks, with adoption by the Planning Board anticipated in July or August of this year.

4. Identifying Zoning Amendments:

Since the approval of the new Ayer Zoning Bylaw on March 19, 2018, I have discovered several 'grey areas' that need further clarification. Some of these may be possible to address in the Site Plan and/or Subdivision Regulations, but most will likely require action via warrant articles at the Special Town Meeting. I have begun writing up a description of these grey areas and options to address them. More work on this will continue through the summer and early fall.