

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 June 20, 2018 – July 19, 2018

Date: July 23, 2018

1. Project Review:

- a. **Lewis Frampton:** Site Plan Review for 4 Pearl Street: the first Planning Board public meeting was on June 12, 2018, which was continued to June 26, 2018. This case involved 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 from the ZBA. In the course of review, several legal issues concerning non-conforming structures and uses were raised, which necessitated an opinion from Town Counsel, which will serve as guidance for similar cases in the future.
- b. **Joe Cataldo:** Site Plan Review for 66 Westford Road: First Planning Board public meeting was 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. The Planning Board approved the Site Plan on June 26 with several conditions.
- c. **Global Montello:** Site Plan for Harvard Road – First Planning Board public meeting was on July 10 2018. Due to the complexity of issues and the need to hire a peer review engineering firm to advise on the applicant's traffic study and potential mitigation measures, this case has been continued to August 14, 2018. I spent considerable time in July soliciting estimates from three engineering firms to conduct this peer review. On July 20, I notified Nitsch Engineering, Inc. that they have been selected to perform this review and advise the Planning Board on the project's traffic impacts.
- d. **Brent Routhier:** Combined Special Permit / Site Plan Review for 186 Littleton Road. This case involves the addition of a garage and associated parking within the aquifer overlay district. Given the location in the aquifer district, as well as within the 200 riverfront area of Bennett's Brook, this case requires both Board of Health and Conservation Commission review.

2. Adoption of new **Site Plan Regulations**:

Over the last several months I have been drafting new Site Plan Regulations for the Planning Board. Site Plan Regulations address site development standards for multi-family, commercial and industrial projects.

These Regulations were completed in early July, and the Planning Board voted to adopt them on July 10, 2018. Like the new Zoning Bylaw, these Site Plan Regulations represent a good baseline document that can be added on to and refined periodically. These Regulations are now on the Town of Ayer website on the Planning Board page.

3. Commencement of **Subdivision Regulations** sub-committee:

Starting in late-June, an informal group consisting of Planning Board chairman Jim Fay, Planning Board member Ken Diskin, Town Engineer Dan Van Shalkwyk and I have been meeting weekly to draft new Subdivision Regulations for the Town. This is a larger, more technical endeavor than the Site Plan Regulations, and will take several months to finalize. The goal is to have the new Subdivision Regulations adopted by the Planning Board in the fall of 2018.

4. Begin work on **Zoning Amendments** for the October 22 STM:

I have begun developing a list of several possible zoning amendments to be placed on the October 22, 2018 Special Town Meeting warrant. These amendments will help to clarify several 'grey areas' in the newly adopted Zoning Bylaw. While the new Bylaw is much superior to previous Zoning Bylaws, it was anticipated that several sections needing clarification would arise in the course of applying the Bylaw to 'real world' applications. I will be able to provide a list of these amendments for the next Monthly Staff Report.