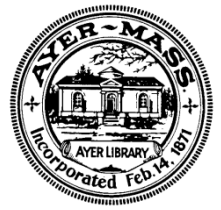


Town of Ayer

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 Manager

From: Mark Archambault, Ayer Town Planner

Re: Monthly report for the period June 21 – July 20, 2020

Date: July 20, 2020

1. Project Review and Planning Board meetings:

The Planning Board met remotely on **Tuesday, June 23 and again on July 14, with the next meeting scheduled for July 28.**

At these meetings, the Planning Board continued review of the following cases:

3-5 Park Street: At its July 14 meeting, the Planning Board **approved** the application of Judge Robert Gardner and his son Tom Gardner for parking Special Permits and waivers that pertain to their forthcoming application for a mixed multi-family and commercial project under the Form-Based Code for **3-5 Park Street**. The Special Permit allows them to provide the required number of parking spaces for the anticipated 17 units entirely off-site, in this case the Worthen-Dale lot across Main Street.

The applicants still require Site Plan approval before constructing their planned building at 3-5 Park Street, which will likely be submitted later this year. The Site Plan will undergo extensive peer-review from Town Departments such as Fire, DPW, Police, etc. due to its location near the Park Street / Main Street intersection.

The Planning Board continued its review of the Site Plan and Special Permits for the 6 apartments proposed in the Historic Fire Station at **14 Washington Street**, as well as the **Ayer Solar II-B** large-scale solar energy project. These are both complex cases in different ways and the review process has taken a bit longer.

2. Zoning Bylaw amendments:

As part of my 2020 – 2021 work plan, I will work to **simplify and reorganize the parking section** of the Ayer Zoning Bylaws. During review for 3-5 Park Street, it became apparent that this section of the Bylaw had confusing and ambiguous provisions.

As parking is an integral part of any project proposed under the recently adopted Form-Based Codes, revising this section will simplify and expedite Planning Board review of applications. In June I began considering possible approaches to this project.

I will also be developing a **Short-Term Rental bylaw**, that will address standards for Air BnBs and similar operations. I participated in a MassPlanners Webinar on ‘**Tiny Houses**’ last month that focused on the trend towards smaller living and guidance on developing regulations for this emerging land-use.

The **Petapawag Area of Critical Environmental Concern (ACEC) bylaw** will be developed over the course of this fiscal year and is anticipated to be voted on at the Fall, 2021 Special Town Meeting.

3. Ongoing Projects begun in June and continuing into July 2020:

- Review of the **Covenant and Conservation Restriction documents** for the recently approved ‘John Carroll Reserve’ (54 & 56 Littleton Road) subdivision. These documents require approval of the Planning Board prior to the Board’s final endorsement, for recording, of the Plan.
- The Planning Board has been asked to review and approve **Stormwater Management Regulations** developed by the Department of Public Works. Completing these is one component of the Town’s obligations under the MS4 Stormwater Management Law. While the DPW is responsible for most technical and engineering stormwater considerations, the Planning Board will be the stormwater permit granting authority for projects over the threshold of impact. In most cases, the Planning Board will regulate stormwater permits through the Site Plan review process for larger scale development projects.