

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 March into April, 2023
Date: April 24, 2023

Project Review and Planning Board meetings:

The Planning Board met on **March 14 & 28, and April 11, 2023.**

Development Review:

ANRs: There were no ANR (*lot line adjustments, lot splits or lot consolidations*) in March, 2023.

Road Acceptances: There were no road acceptances in March or April, 2023.

Site Plans:

- **Ayer Solar II-B:** The Town Planner completed the Request for Proposals (RFP) for engineering review in early March and distributed it to several prospective engineering firms. As of mid-April, two firms have expressed interest in submitting proposals. The Ayer Planning Board will review all proposals received at their April 25, 2023 meeting. The chosen consulting engineer will assist the Board with review of erosion control, stormwater and other engineering consideration that will be main focus of the Site Plan Modification.

An application for this Site Plan Modification was received on April 20, with the hearing scheduled to begin at the May 23, 2023 Planning Board meeting.

- **14 Washington Street, historic Central Fire Station:** At its April 11 meeting, the Ayer Planning Board approved the use Special Permits for the proposal to convert the historic Central Fire Station at 14 Washington Street into 4 apartment units and one unit of commercial office space. Approval of the Site Plan portion of the application is anticipated at the April 25, 2023 meeting.

- **Nasoya Foods USA, 1 New England Way:** The Planning Board has been continuing the public hearings for the Nasoya Foods USA site plan and special permit, due to the request of the owner for more time to address engineering concerns. As of mid-April, the Planning Board has kept the hearings open but has not yet been in a position to act on the applications.

As these issues will likely be resolved soon, the Planning Board should be in a position to act on the Site Plan and Special Permit requests at one of its meetings in May, 2023.

Subdivisions:

- Stratton Hill, David Moulton, off of Wright Road:

The Planning Board has agreed to retain **Green International Affiliates** as its engineering consultant for review of the forthcoming Stratton Hill Definitive Subdivision application. As of April 24, the Definitive Plan application has not yet been submitted, though such is anticipated shortly given the 7-month duration of zoning protections afforded by the Preliminary Plan approval.

Land-Use Meetings in March and April 2023:

The interdepartmental Land-Use Group met on March 30 and April 20 to review ongoing and anticipated projects before the Land-Use Boards (Planning Board, ZBA, Conservation Commission).

Town Planner Departure – Transition Planning:

I am retiring as Ayer's Town Planner as of April 28, 2023. I have enjoyed serving as Ayer's Town Planner over the last five years and believe I have improved the professionalism and capacity of the Planning Department and Board.

Over the last several weeks I have developed the following 'transition' documents and training to assist the Planning Board after my departure during the interim period between Planners.

1. 'How to Guide' to conducting Site Plan review.
2. 'Application Folder', both electronic and paper, containing all application forms for Site Plan, Special Permit, Subdivision and Stormwater Permit applications.
3. Prepared a binder with the latest versions of the Ayer Zoning Bylaw, Subdivision Regulations, Site Plan Regulations, Stormwater Bylaw and Regulations and Planning Board Rules and Regulations.
4. Organized the physical / paper case files into their respective file cabinets which are identified by a key.
5. Prepared a new Project Tracking (Excel) Spreadsheet.
6. Held a training session for the Planning Board on all of the above.