

Town of Carlisle

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Office of
PLANNING BOARD

Minutes
January 11, 2023

Continued public hearing pursuant to Sec. 5.9 of the Carlisle Zoning Bylaws on application of DISH Wireless for a special permit and site plan approval to install, operate and maintain a personal wireless service facility at the First Religious Society, 27 School St (Map 22, Lot 5-0) within the Church Steeple

GIS Project Update & Request for Hardware Funding
Housing Production Plan

Revisions to Special Permit Rules & Regulations – 7 sets

Master Plan Implementation Matrix – feedback due by January 20th

Discussion of potential peer review of upcoming Site Plan Review application for the Carlisle Dog Park on Banta Davis land

Bills

Minutes of December 13, 2022

Co-Chair **Madeleine Blake** called the remote meeting to order at 7:00 pm. Co-Chair **Court Herschelmann** and Members **Sara Smith, Pete Yelle, Eric Adams,** and **Town Planner Julie Mercier** were present. Members **Adelaide Grady and Joe Gushue** were absent. The remote meeting was held over a Zoom platform.

Assistant to Planner Gretchen Caywood, Eric Darling (First Religious Society and West St) Courtney Bittelari (Fiske St), Ana Luttmann (Pheasant Hill Ln), Kaitlin Waterson (Aberdeen Dr), Recreation Director Holly Mansfield (Chelmsford, MA), and Bob Zielinski (Carlisle *Mosquito*) were also in attendance.

Continued public hearing pursuant to Sec. 5.9 of the Carlisle Zoning Bylaws on application of DISH Wireless for a special permit and site plan approval to install, operate and maintain a personal wireless service facility at the First Religious Society, 27 School St (Map 22, Lot 5-0) within the Church Steeple

Co-Chair Blake reopened this continued public hearing and explained that the applicant has requested a continuation to the February 13 meeting so they can have additional time to address redesign of some external aspects of the installation, as requested by the Board. Town Planner (TP) Mercier had informed the Board that the HistCom has concerns with the location and appearance of the cable tray/chase that will connect interior and exterior equipment, and Smith (liaison to HistCom) explained that the HistCom would prefer to see the cables run inside the exterior wall or inside the church, eliminating exterior visibility, or adjacent Verizon's existing cable tray. Eric Darling, (representing FRS) confirmed these points, and that they are waiting for DISH to submit a redesign of the external components for this installation.

Smith moved and Adams seconded the continuation of this public hearing to Monday, February 13, at 7:00 pm, and the motion was approved unanimously (5-0) by roll call vote.

GIS Project Update & Request for Hardware Funding

TP Mercier began by explaining that her current computer system does not have sufficient RAM/ processing power to accommodate use of ArcPro software, and that ESRI will be moving completely from Arc GIS to ArcPro in 2026. Mercier explained that she can utilize ArcGIS on her current system, so this matter is not urgent, but she would like to have some time to get up to speed on ArcPro before it is completely online. The funding needed will be about \$3000.00. She noted that ArcPro will be covered under our current license. Co-Chair Herschelmann moved that the PB authorize the purchase of a new desktop computer workstation as discussed, Smith seconded the motion and it was approved unanimously (5-0) by roll call vote.

TP Mercier reported that she has been investigating how best to get consultant services for building GIS layers, noting that the State has done some work on this and has a model RPQ specifically for Towns to acquire Planimetrics data, and that she is gathering information to build the RFP. TP Mercier shared her updated GIS strategy for implementation with the Board:

Part 1: GIS update and creation of data - use Mass.gov model RFQ for Planimetrics: May require a small GIS contract. TP Mercier reviewed the main aspects of data collection.

Part 2: online mapping tool – getting the data up online: TP Mercier suggested that this may require separate procurement and a contract, and she discussed some possible resources for hosting an online site.

Part 3: Ongoing project mapping and data maintenance. TP Mercier proposed a combination of in-house staff and a small consultant contract, or a shared services model with another town, depending on the ongoing maintenance demand.

TP Mercier is seeking a similar size town who has accomplished these goals to learn their approach. Yelle asked about tracking inquiries for the mapping service, and TP worktime, just to think about a possible fee structure for a special project with GIS.

TP Mercier then provided an update on the data gathering work she has been conducting, and her work on the RFQ. She explained that Planimetrics data is obtained from a flyover, that arial imagery has improved greatly, and that the model RFQ is for mapping services. Mercier noted that it would be helpful for an expert to review the RFP before it is issued, and she suggested that it may be possible to get that assistance from one of the people who developed the RFQ for the State. There would also be a digitization effort to gather data on local wetlands, etc., and this would need to be included in the RFQ. TP Mercier reviewed the State's model document with the Board to provide an overview of the information it requires, and she added that a phased approach to the GIS work may be possible.

Housing Production Plan

Co-Chair Blake reminded the Board that the joint discussion with the SB and CAHT on this draft plan will take place next Tuesday, 1/17/23 at 8:00 pm. Blake added that she has asked that a vote not be taken at this first session. Town Planner Mercier offered to speak with the CAHT regarding their expectations for the discussion next Tuesday, at the SB meeting.

Yelle asked Co-Chair Blake for her thoughts on the draft HPP overall, and Blake explained that she had a number of concerns about the workability of many of the ideas in the draft Plan. She referred to the PB's Development Standards document which is a component of each of its Rules and Regulations for SPs and Subdivisions, and for ZBA Comprehensive Permits, and noted that there are many implications regarding such standards in the draft HPP, and that these must be consistent with the Development Standards. She asked Assistant Caywood to circulate this document to the Board.

Co-Chair Blake outlined that at the joint meeting she would like to discuss the designation of certain properties to be LIP properties, MBTA zoning, and inclusionary zoning.

Revisions to Special Permit Rules & Regulations

Assistant Caywood had revised the Board's various Special Permit Rules and Regulations (7 types) as one of her FY22 goals, proposing changes to clarify the application process and revising the Regulations toward electronic filing rather than paper. These documents have been provided to the Board for review.

On discussion, it was agreed that Board members would provide any revisions directly to Assistant Caywood by email, for incorporation into the revised Regulations. Co-Chair Blake suggested that the Accessory Apartment Regulations be dealt with separately, as some major revisions are being proposed and should be discussed in a meeting.

Master Plan Implementation Matrix

The Board began its review of this matrix of recommendations from the MP, as prepared by TA McLane and MPSC Chair Jack Troast, and revised by Town Planner Mercier to include PB feedback from an earlier

meeting discussion and also from Co-Chair Blake. TP Mercier emphasized that feedback on this matrix is due 1/20/23 in preparation for review by the SB and the MPSC at the 1/31/23 SB meeting, and she asked for feedback on the goals for which the TP is named the lead, the PB is named as the lead Board, and/or the PB wishes to have a role.

These particular goals include, but are not limited to:

- Evaluating parcels for possible town acquisition as they become available.
- Introducing integrated muni use of GIS toward MP efforts and other muni decisions.
- Pursuing a mixed-use zoning district study in conjunction with strong community engagement, toward possible expansion of light commercial activity: The PB felt the SB should be the lead Board in this case.
- Developing comprehensive criteria for land evaluation for various needs. The Board suggested this be a more immediate goal than had been indicated in the MP.
- Review, assess and revise local bylaws, zoning and policies to evaluate their consistency with the MP: The Board suggested a Zoning Bylaw Review Committee be established and that this goal be pursued once an MP implementation plan is better formulated, and that the SB handle the General Bylaws.
- Develop conceptual plan for Banta Davis land: while the SB will lead this goal, the PB and TP will have a significant role.
- Create/maintain GIS data layers of roadways, pathways and trails: the TP will take the lead in this, with TSAC as the lead Board, and with the PB wanting a role in this as well.
- Master Plan Implementation Committee formation: the TA and SB are leads. TP Mercier will be on this Committee. Other membership established as of this time: TA, ATA, MPSC Chair Jack Troast. The kickoff date is estimated to be mid-February.
- Consider developing an additional type of open space residential development bylaw: PB wants to make this goal an early priority.
- Explore strategies to develop housing diversity and affordability, and “missing middle” housing. With the TP and CAHT as lead parties, the PB felt these goals should be a top priority, and that the PB should have a role.

The PB also discussed having a role in the BOH goal of determining whether additional water protection measures are needed. Concerning investigation of options/methods for extending tree cutting regulations to private properties, the PB felt that this goal should be that of the SB and ConsCom, as the PB does not have jurisdiction over private properties (with the exception of accessory apartment permitting). Adams left the meeting at this point. Concerning climate change and MVP, the Board members agreed they want to have a role in this, with the Sustainability Director and the ESC at the lead.

Discussion of upcoming application for Site Plan Review for a Dog Park on Banta Davis land (Request of Dog Park Subcommittee)

Rec Director Holly Mansfield and RecCom member Courtney Bittelari were in attendance for this discussion. Co-Chair Blake explained that subsequent to the discussion at the 12.13.22 PB meeting, it was realized that peer review could be important for certain aspects of this project. Blake reported that she had received an email from RecCom member Drew McMorro expressing concern about any peer review requirement for the project, as he felt that the project does not contain complex engineering elements that would require this.

Co-Chair Blake explained that since this is a Town project, the Board must think in terms of whether peer review is in the best interest of the Town. Yelle asked if residents had been surveyed to assess interest in the Dog Park, and Bittelari confirmed that there is a lot of interest in this project, as it will provide a site for multigenerational social interaction, as well as lessen the amount of dog waste around town. Co-Chair Herschelman asked if the DPW has provided feedback on their maintenance of the site, and Bittelari explained that RecCom will provide trash receptacles, and that DPW understands their maintenance role in

this project, adding that the RecCom has a field maintenance contract that can extend to this site if mowing is needed. Herschelmann asked that a maintenance estimate be provided to the Board.

Co-Chair Blake explained that per Art IV, Sec. 8 of the Board's SPR Regulations, the Board must make a determination that there will be no net increase in flow [up to 100-year flood level], and peer review is needed to determine that. Blake also asked how the site installation will be supervised, and how else can the Board make sure that the site is constructed to plan without having peer review. RecCom Director Mansfield explained that Lawhorn Irrigation will provide a plan of the waterline, and David Fisher will supervise its installation. Adams said that with no change in grade per the plan, he is not concerned about increased runoff, and that Lawhorn Irrigation is a very reputable company, leaving him no concerns about the water line. Co-Chair Blake proposed that the Board make a finding that extra runoff would be negligible due to no proposed grade changes. Yelle asked that peer review be utilized for this Town project in order to exercise due diligence for this project on Town land.

Town Planner Mercier explained to the Board that the Building Commissioner has jurisdiction over the handicap parking space, the ADA path and the pergola, but not over emergency access, the water line and drainage. Bittelari explained that there is no line item for use of the grant funds for additional study. On discussion with the applicant, the Board agreed that the RecCom should proceed with filing the SPR application for a hearing at the 2/13/23 meeting. However the Board asked for more time to consider if peer review is necessary.

Bittelari listed the takeaways she will look into: get an estimate of any ongoing costs if field maintenance is required, consult with project designer David Fisher on any expected runoff changes, and provide Fisher's resume. Co-Chair Herschelmann asked about the details on the noise data, and this will be provided with the application. Smith suggested that the softball or soccer organizations might have some funding to assist with water costs at the park.

Minutes

The Board reviewed the draft Minutes from the 12/13/22 PB meeting. Yelle moved that the PB approve the Minutes as drafted, Co-Chair Herschelmann seconded the motion, and it was approved unanimously (4-0) by roll call vote.

Bills

Smith moved and Co-Chair Herschelmann seconded the Boards authorization for payment of an invoice for office supplies in the net amount of \$180.92, and the motion was approved unanimously (4-0) by roll call vote.

At 9:30 pm, Smith moved and Yelle seconded the adjournment of the PB meeting, and the motion was approved unanimously (4-0) by roll call vote.

Respectfully Submitted,

Gretchen Caywood
Assistant to Planner
Carlisle Planning Board

List of documents associated with this meeting (available via the Planning office):

- Draft Housing Production Plan: https://www.carlislema.gov/DocumentCenter/View/4547/Carlisle-HPP-Report-Final_1129_JointBoardReview?bidId=
- Draft Strategy for Implementation of GIS project, prepared by Town Planner Julie Mercier
- Master Plan Workshop – December 2022 Matrix – revised with Town Planner comments.