

Town of Carlisle

MASSACHUSETTS 01741

Office of
PLANNING BOARD

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Minutes February 13, 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

Request for Extension of Time to exercise Accessory Apartment Special Permit for 998 Bedford Rd- request of Dale Joachim and Myriam Fleurimond [current extension expires 3/1/23]

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Route to Sustainability Day – April 22, 2023

Public hearing pursuant to Sec.7.6 of the Carlisle Zoning Bylaws on the petition of the Town of Carlisle for site plan approval of the proposed Carlisle Dog Park to be located on Banta Davis Land shown on Town Map 14 Parcel 23-0.

Housing Production Plan

GIS project update

MVP update

Liaison Reports

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

Assistant to Planner Gretchen Caywood, Courtney Bittelari (Fiske St), Ana Luttmann (Pheasant Hill Ln), Kaitlin Waterson (Aberdeen Dr), Recreation Director Holly Mansfield (Chelmsford, MA), David Fisher (Fisher Design Group, Concord, MA), Drew McMorrow (Concord ST), Steve Tobin (Partridge Ln), Brian and Kaitlin Waterson (Aberdeen Dr), Chris Johnson (North Rd), Mary Zoll (School St), Dale Joachim and Myriam Fleurimond (Bedford Rd), Maureen Cosgrove (South St), Beverly Shorey (Tophet Rd), Mark Levitan (Wolf Rock Rd), 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 March 13 meeting so they can have additional time to address redesign of some external aspects of the installation, as requested by the Board. Grady moved and Co-Chair Herschelmann seconded the continuation of this public hearing to Monday, March 13, at 9:00 pm, and the motion was approved unanimously (7-0) by roll call vote.

Request for Extension of Time to exercise Accessory Apartment Special Permit for 998 Bedford Rd- request of Dale Joachim and Myriam Fleurimond [current extension expires 3/1/23]

The applicants explained that they have found a new contractor for the work, but that the BOH has requested additional information, and that with their current extension expiring March 1, they would like to make sure they have additional time to address these concerns, and then get the construction underway.

Co-Chair Hershelmann asked if there had been changes to the AA layout, and Joachim explained that while the footprint of the AA has not changed, there have been some changes to the room layout of the AA.

Having just received a copy of the revised floor plans today, PB staff advised that some time be allowed for their review of the revised plans, followed by a recommendation to the Board. On discussion, Board members agreed that an extension of time to substantially exercise the AA is appropriate, but that the revised plan should be discussed with the applicant at the next meeting.

Gushue moved and Adams seconded the authorization of an extension of time to March 1, 2024, to substantially exercise the AA Special Permit for 998 Bedford Rd, and the motion was approved unanimously (7-0) by roll call vote.

Bills

Smith moved and Co-Chair Herschelman seconded the Board's authorization to pay an invoice in the amount of \$118.75 for one legal notice publication for the municipal application for Site Plan Review of the Dog Park, and the motion was approved unanimously (7-0) by roll call vote.

Professional Development

TP Mercier explained to the Board that Assistant Caywood would like to attend the annual one-day conference of the Citizen Planner training Collaborative (CPTC) on March 18 in Worcester, MA at a cost of \$95.00. TP Mercier expressed her interest in attending the National Planning Conference in Philadelphia in person from April 1-4, and online from April 26-28, with an online cost of \$350.00 and an in-person cost of \$785.00. Mercier requested the Board's authorization for the amount of \$350.00, noting that she will cover the remaining cost if she decides to attend in person.

Grady moved and Smith seconded the Board's authorization of the amounts of \$95.00 and \$350.00 respectively for Assistant Caywood and TP Mercier for the aforementioned professional development activities, and the motion was approved unanimously (7-0) by roll call vote.

Minutes

Adams moved and Co-Chair Herschelman seconded the Board's approval of the 1/11/23 meeting Minutes as drafted, and the motion was approved unanimously (7-0) by roll call vote. Grady moved and Smith seconded the Board's approval of the 1/17/23 meeting Minutes as drafted, and the motion was approved unanimously (7-0) by roll call vote.

Revisions to Special Permit Rules and Regulations

The Board had been provided redline copies of its various SP Rules and Regulations which were revised by Assistant Caywood to address electronic application submission, and to clarify information on the application process, as necessary. Co-Chair Herschelman had reviewed 5 of these Regulations (CD, CC, SROSC, ROSC, Solar) and provided his input. The Board reviewed the proposed CC Regulation document revisions as an example, as the revisions required in these documents are very similar.

Co-Chair Blake asked if there is a legal time limit after which the PB can say that a project that has been started is abandoned, or what the PB can do to help assure a project is completed. TP Mercier suggested the use of a surety, such as an up-front bond, perhaps even for CDs, and that building a surety process into the Rules and Regulations helps with getting a project completed and according to the approved design as well.

Yelle offered to review the Board's Rules and Regulations for Personal Wireless Service Facilities, given his background in this area, and the Board agreed to hold approval on this set of Regulations. It had also been previously agreed by the Board that its Accessory Apartment Rules and Regulations would be addressed separately, as they contain more substantial revisions.

Adams moved and Co-Chair Herschelman seconded the Board's approval of proposed revisions to the following categories of Special Permit Rules and Regulations, as amended this evening, with resulting revisions to be approved by TC: Common Drive, Conservation Cluster, Residential Open Space Community, Senior Residential Open Space Community and Intermediate Ground Mounted Solar Facilities. The motion was approved unanimously (7-0) by roll call vote.

Route to Sustainability Day – Saturday, April 22, 2023

TP Mercier explained that the Environmental Sustainability Committee (ESC) is hosting its first annual Route to Sustainability Day on Saturday, April 22 – Earth Day, and that a number of groups including Town entities will have tables set up along a route through Town Center, including the Town Common and Center Park. The ESC would like to know if the PB and/or its staff would like to have a table, and what ideas we may have for initiatives to highlight and action items. TP Mercier noted that she does plan to participate.

Grady suggested having some information on Accessory Apartments and on the by-right conversion to duplexes allowed for single family homes constructed prior to May 1962. Co-Chair Blake suggested having a flyer of MVP information available as well. Several Board members expressed interest in stopping by to speak with residents.

Public hearing pursuant to Sec.7.6 of the Carlisle Zoning Bylaws on the petition of the Town of Carlisle for site plan approval of the proposed Carlisle Dog Park to be located on Banta Davis Land shown on Town Map 14, Parcel 23-0.

Rec Director Holly Mansfield, project designer David Fisher, and members of the RecCom, and the Dog Park Subcommittee were present for this hearing. Co-Chair Blake opened this public hearing and asked Fisher to provide an overview of the project, the proposed site location for which is on Banta Davis land off Bedford Rd, adjacent to the existing softball field and the volleyball court, multi-purpose field and children's play structure.

Landscape designer David Fisher explained that the funding for this project was provided largely by a grant from the Stanton Foundation. Fisher described this proposal which involves formalizing handicap parking, providing an accessible path from the existing parking spaces to the main entrance of the proposed dog park, constructing the exercise areas and a gather space for the dog caretakers. Fisher explained that the park will be comprised of two separate and adjoining parks – one for small dogs and one for larger dogs. There will be an entry facility with secure, gated adjacent but separate entrances to each park, along with a pavilion for shelter, water for the dogs, trash receptacles, and field space for the dogs. Each area of field space (a 0.57 Ac area for smaller dogs and a 0.9 Ac area for larger dogs) will have an accessible path around the outer edge of the park. Both parks will have running space and a few dog amenities (tires, fire hydrants, dog tunnels), as well as benches on the far side of each loop. Lower growing grasses will be planted such that mowing will not be required.

Concerning a water source, Fisher explained that the existing well will be utilized, the flow from which is directed to a utility shed, and a separate (436 ft) water line will be installed and run from the shed just below surface along the southeastern edge of the Banta Davis land connecting to the two water bottles for the dogs – one at each entrance. The water source will be turned off in tine fall and back on in spring. Fisher noted that to the south of the existing shed, there is an area of non-jurisdictional isolated land subject to flooding, which the Conservation Administrator has agreed is not subject to a Notice of Intent requirement, and that they are expecting written confirmation of this from the ConsCom.

The proposal includes one ADA parking space and an adjacent loading zone at the end of the existing parking lot that will be adjacent the entrance to the Dog Park. There will be a 5 ft. ADA accessible crushed gravel path to the main entrance, where there will be a two-gate sally port, with the entrances for small and large dogs completely separated. Approximately 1600 sq ft of semi-permeable concrete block pavers will be utilized at the entrance, which will include a 14 ft x 20 ft pavilion (also divided) for shade. The large dog park area will have a 6 ft fence and the small dog area a 4 ft fence, with 1 ft of fencing below ground level. Fisher explained that there will be no net cut/fill for the project, with the park areas requiring only smoothing and redistribution of soil after the required tree removal. Fisher noted that some trees on the site will be saved.

Fisher explained that there will be some cut and fill necessary to bring the ADA path to the park entrance, and that a planting plan is included in the application, proposing utilization of native plants for erosion control. The goal is to not bring any soil off the site, but loam will be brought in. Fisher described that the site drainage flows from

northeast to southwest, and described that for each of the small dog and large dog areas, a drainage pipe will be located underground from the low point of the site to a drainage basin, with two such basins provided on the plan. Fisher explained that since a very mild slope with a grass surface will be provided, the rate of stormwater flow is slowed to the two retention basins on the site.

Fisher displayed an enlarged plan of the common and entrance area that included detail for the proposed location of the cross country trail, and for the water line as it nears the park entrance, and he described the additional detail items on the plan, including emergency access. Fisher explained that the existing rock well on site will be used as a water source, and that there will be a separate line with a backflow preventer for feeding a 92-gallon pressure tank to supply the 1" wide water line that will run 18" underground up to the Dog Park. This work will be done by a local contractor (quote from Lawhorn Irrigation) prior to getting a general contractor on board, the latter through a public bid process. The water will be shut off in the fall and emptied, and turned on in spring with the water tested for potability. Fisher explained that they will speak with the BOH next week concerning water supply. He noted that a 10' space was also added between the existing fence and the dog park to mitigate tick migration.

RecCom member Drew McMorro asked about the approval process, and Co-Chair Blake explained that while this is a land use allowed by the Zoning Bylaws, the Board can condition an approval to address any measures that it feels need to be taken to address any impacts of the proposal. Co-Chair Blake explained that this proposed project would result in an intensification of use of the site, and this triggers the requirements the Site Plan Review process per the Zoning Bylaws. Blake noted that she feels a compromise has been worked out by reviewing and narrowing the peer review engineering proposal for this project to minimize peer review costs, with a condition that Building Commissioner Jon Metivier supervise any construction at the proposed site.

Adams moved and Smith seconded the Board's utilization of LandTech Consultants, Inc. (Westford, MA) for peer review engineering services on this project, and the motion was approved unanimously (7-0) by roll call vote.

Co-Chair Blake asked for Board questions. Co-Chair Herschelmann asked if the DPW had responded as to whether it will be responsible for snow removal at the site. Rec Director Mansfield said that she is waiting for their response. Fisher confirmed to the Board that there is no proposed lighting for this project. Yelle confirmed that the electric cost for the water pump will be added to the Banta Davis electric costs, which are covered by the RecCom budget.

Co-Chair Herschelmann asked if a list of park rules has been established, and if they will be posted at the park. RecCom member McMorro confirmed this will be done, and these will be posted at the site. Yelle asked about signage at Bedford Rd, and McMorro explained that this needs to be determined. Co-Chair Blake felt there should be a sign at Bedford Rd. Fisher confirmed that as soon as the water line is activated, the water will be tested for potability. Co-Chair Blake asked the closest distance between the Dog Park and the adjacent property line to the west and Fisher estimated 25 to 30 ft, and he offered to get a precise number.

Adams thanked the Dog Park Committee for its efforts to accommodate the PB's requests, and said that he feels very good about this project.

Co-Chair Blake opened this hearing to the public. Trails Com member Steve Tobin asked about the location of the cross-country course, and Fisher noted that recent revisions to the draft plan presented at an earlier meeting include the cross-country trail location as well as a planting plan, emergency vehicle access locations, a 10 ft wide space between existing vegetation and the dog park fence for tick migration. Tobin also asked about the "approximate property line" notation on the plan, and Fisher said that they will request a stamped plan from Hancock Associates for provision to the Planning Board.

Co-Chair Blake reported that abutter Mary Zoll emailed today with input for this hearing. Zoll was in attendance earlier, but had to leave the meeting, TP Mercier summarized that Zoll had reiterated her prior noise concerns, asking if the project team had looked at relocating the park a little to the north or south, or a little bit downhill so that the hill could provide some sound buffer. Zoll had also asked that if this is not possible, that some baffling be considered along the chain link fence as a sound screen. McMorro responded that sound baffling is not

warranted by the distances involved, and that they have looked at relocating the park but this is the best location for it. He added that if Zoll is interested in providing sound baffling, they would consider it. Co-Chair Blake suggested that the noise should be measured at Zoll's property line, and not her residence. Tobin noted that Zoll has an extensive trails network on her property, some of which abuts the property line. After some discussion, the Board determined a site visit is needed to further assess the situation and see if there are any possible mitigations.

Gushue moved and Yelle seconded the continuation of this public hearing to 7 pm on Marcy 13, 2023, and the motion was approved unanimously (7-0) by roll call vote.

Housing Production Plan

Co-Chair Blake explained that tonight's discussion will be about affordability requirements, and she summarized a proposed discussion schedule for the HPP developed with Town Planner Mercier, culminating in a May PB vote on the Plan. Simultaneously with the public discussions, the TP will work with the CAHT and the HPP.

Grady, also an experienced housing professional and member of the HPP Committee, explained that the strategies and recommendations in the HPP are a starting place, and the tactics of how we get there are up to the PB, and the CAHT, and cautioned against trying to get the plan perfect. Co-Chair Blake agreed, but expressed concern about the overall strategies proposed, noting that they all depend on being able to incentivize a developer with density, and we are very challenged to do that due to so few development areas left, and due to water and septic concerns. Blake favored a direct approach of developing a specific housing proposal and taking it to Town Meeting, and that relying on developers to do it is not going to work. Blake felt that most affordable housing will require a subsidy, with the cost to build in Carlisle very high, and that there are insufficient parcels remaining to allow for enough market rate unit construction to make it worthwhile for developers to do affordable housing. Co-Chair Blake also stressed that if a specific housing proposal is supported by TM, everyone shares in the cost rather than just those associated with particular parcels. Yelle agreed that a different approach is needed than the same approaches that have been suggested previously. Yelle also felt that some of the facts in the HPP were not presented in an objective manner. He suggested taking a step back to revisit strategy.

Grady cautioned about making assumptions that the tools will not work. She suggested that the Town's job is to set the parameters and let the market do its job. Grady said that rental properties are one avenue to lower case "a" affordability. Regarding concerns over sewer and water, Grady utilized an example of a particular lot on which a very large home was just constructed and is occupied by two people, and noted it could have accommodated 4 affordable units (with similar total septic and well requirements) to help give seniors housing options to move to something smaller. She added that the increases in taxes (some as much as 60%) are just the beginning, and that if we continue to just say that the strategies won't work when we have never allowed any of the strategies in town, Carlisle will become more and more of a wealthy and exclusive community.

Housing Trust member Mark Levitan proposed that subsidies could come from financial institutions such as Mass Housing Partnership to bridge any funding gaps for affordable housing when the State's Inclusionary Zoning laws are used to incentivize affordable housing. However Grady explained that in her experience as a housing professional, it does not work this way. Grady explained that she has created 3000 units in the city of Boston with 18-20% of these units designated affordable, and with zero subsidies for funding, and offered to share the details. She explained that the key is density, pointing out that State law allowed 8 bedrooms on the Carlisle parcel she had referred to earlier, but State law did not say it had to be in a single-family home. Carlisle's Zoning Bylaws dictated that.

HPP Committee member Maureen Cosgrove pointed out that getting funds is tied to having an HPP plan in place, and while this plan offers approaches to what can be done, if other more appropriate routes are determined to achieve the goals, those can be employed. Grady agreed that the goal now should be to adopt the Plan and focus on developing the best strategies for affordable housing. Cosgrove also pointed out that if the Board votes to approve this plan as it is, there are no binding repercussions. The Town can then figure out what is best for it. The HPP is a plan that outlines the issues per State guidelines.

Co-Chair Blake suggested that we continue the discussion in March, with Grady's financial information and Levitan's information from other towns.

Grady asked people to think about whether revising the plan will help us move forward, and reiterated that the goal is now to pursue opportunities and tactics for affordable housing.

GIS Project Update

TP Mercier reported that she has now heard back from two former colleagues, both of whom are former GIS Administrators, who can assist with the RFP for planimetric mapping services.

MVP update

TP Mercier informed the Board that she has sent a non-binding expression of interest (EOI) for "Climate Resilience Land use Best Practices" to the State to make them aware that Carlisle hopes to apply for an Action Grant in the upcoming round. Mercier explained that EOIs typically result in some initial feedback from the MVP Program. The EOI submission is for technical assistance to incorporate climate resilience best practices into our local Rules and Regulations and land use Bylaws.

Peer Review process

On discussion, the Board authorized staff to obtain quotes for peer review work in advance of hearing initiation, so that the Board can review and determine the source of peer review when a hearing opens.

Liaison Reports

Co-Chair Blake explained that the SB has discussed whether to fund a full-time Sustainability Coordinator position, with TP Mercier to supervise this new position. TP Mercier was amenable to supervising this position.

At 10:02 pm, Smith moved and Co-Chair Herschelman seconded a motion for the Board to enter into Executive Session, not to return to regular session, for approval of minutes from a prior Executive Session. The motion was approved unanimously (7-0) 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):

- Site Plan Review application for Carlisle Dog Park, submitted 1/26/23 by Fisher Design Group for the Carlisle Recreation Committee
- Revised Site Plan Set for Carlisle Dog Park, dated 1/30/23, submitted by Fisher Design Group for the Carlisle Recreation Committee
- Email from David Freedman, on behalf of M. Zoll, to Drew McMorrow et al dated 2/11/23
- Draft Housing Production Plan: https://www.carlislema.gov/DocumentCenter/View/4547/Carlisle-HPP-Report-Final_1129_JointBoardReview?bidId=
- Updated Draft Strategy for Implementation of GIS project, prepared by Town Planner Julie Mercier
- Invoice from Carlisle Mosquito for legal notice publication