

# Town of Carlisle

MASSACHUSETTS 01741

Office of

## PLANNING BOARD

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### Minutes February 28, 2022

#### Minutes

Town Caucus 3.14.22

Upcoming meeting dates

Request for Extension of Time to exercise Accessory Apartment Special Permit for 998 Bedford Road (Request of Myriam Fleurimond and Dale Joachim)

Master Plan discussion

Discussion of new MBTA zoning

Liaison Reports/Other Business

Co-Chair **Madeleine Blake** called the virtual meeting to order at 7:02 pm. Co-Chair **Pete Yelle** and Members **Ed Rolfe**, and **Sara Smith** were present. Member **Rob Misek** arrived at 7:11 pm. Members **Adelaide Grady** and **Jason Walsh** were absent. Co-Chair Blake hosted the meeting on a Zoom platform.

Assistant to Planner Gretchen Caywood, Jack Troast (Concord St), Dale Joachim (Bedford Rd), , and Bob Zielinski (Carlisle *Mosquito*) were also in attendance.

#### Minutes

The Board reviewed the draft Minutes from the 1/10/22 PB meeting. Rolfe moved that the PB approve the Minutes as drafted, Smith seconded the motion, and it was approved unanimously (4-0) by roll call vote.

Misek arrived at this point. The Board reviewed the draft Minutes from the 2/1/22 PB meeting. Rolfe moved that the PB approve the Minutes as drafted, Smith seconded the motion, and it was approved unanimously (5-0) by roll call vote.

#### Request for Extension of Time to exercise Accessory Apartment Special Permit for 998 Bedford Road (Request of Myriam Fleurimond and Dale Joachim)

Dale Joachim presented his request for an extension of time to substantially exercise his special permit, explaining that the contractor they had hired was on site and beginning the construction work when he had a major health issue, requiring much recovery, with the contractor later not able to continue the work. Joachim explained that they have actively been seeking a new contractor, but that everyone they have spoken with is very advanced booked, and the one-year time limit for substantial exercise of his permit is fast approaching (March 3, 2022). Joachim requested a one-year extension from the Board.

On discussion, Co-Chair Yelle moved that the Board approve a one-year extension of time to exercise the accessory apartment special permit for 998 Bedford Road, with the extension to expire March 1, 2023. Rolfe seconded the motion, and it was approved unanimously (5-0) by roll call vote.

#### Master Plan discussion

A complete draft of the Master Plan (MP) including all appendices and maps had been posted to the [www.carlisleplan.org](http://www.carlisleplan.org) website by the MPSC last week. MPSC Chair Jack Troast was present to begin gathering input from the Board, and to discuss and answer questions concerning the draft MP. Troast explained that all boards/committees have been informed that the complete draft plan is now posted, and added that the MPSC Outreach Subcommittee will be working with the Mosquito and their social media outlets to spread the word and to proactively solicit comments from residents. The MPSC will meet in one month to discuss and address the public input. Co-Chair Blake suggested that for substantive comments, the MPSC meet with the public, particularly to address unadopted substantive comments so residents can

know that all input has been considered. Blake further suggested that a May PB meeting may be best for voting on the final MP, and she asked for input from Board members.

Troast said that he is particularly interested in PB feedback on the implementation of the plan, and how it can be of the most use to the Town, as the MP needs to be a good reference for the Town. Co-Chair Yelle noted that a number of the comments in the MP are pro-change but in areas that are also very controversial and have opposition, such as encouraging more businesses in Town, and increasing or making more business districts. Co-Chair Yelle suggested that the MP as written may seem to be “leading the change” in some areas. Rolfe pointed out that before any implementation of changes, more public input would need to be gathered. Troast agreed, noting that the plan is not a final treatise, and that additional input would need to be gathered before any implementation on this and other controversial topics.

Smith pointed out the extremely professional level of the completed MP. She saw Goal 4: ‘Fiscal Sustainability’ as being particularly important. Toward land use planning and policy development, Smith referred to the MP recommendation to ‘develop comprehensive criteria for evaluating land for various purposes and community needs’ as something that needs to happen quickly by the MP Implementation Committee when formed. For example, concerning the use of Town land, she noted that in her opinion a community center is much more important for the town than a pickleball court. Troast and Smith discussed the matrix ranking system highlighted in the MP, agreeing that such a system could be utilized for evaluating parcels of land. Smith pointed out that space is always more useful if it is flexible, and suggested more space could be made in Town buildings by taking advantage of remote work. Troast agreed with this idea, but noted that Town Hall would need to make further advancements toward electronic document conversion and storage for this to be possible.

Co-Chair Blake provided input and proposed suggestions for revisions in a number of specific areas, and addressed statements that needed revisions for accuracy. Blake evaluated certain concepts included in the MP, including certain zoning, policy and bylaw recommendations, providing detailed input on how and whether these concepts should be applied to Carlisle.

Co-Chair Blake made some “bigger picture” comments such as addressing the Covid-19 pandemic more directly in the MP by adding a paragraph/section early in the MP for this purpose, including acknowledging the need to update the information on current conditions post-pandemic before embarking on a specific recommendation, particularly in the area of land use/development (the pandemic having affected the rate and cost of development), in school enrollment figures, and in lessons learned from pandemic/remote work with respect to space planning. Co-Chair Blake also suggested further highlighting the public input, with a section to pull together all of that input, including the entirety of the Fall 2021 survey.

Co-Chair Blake also addressed MP recommendation 19A: “Encourage sustainable residential development principles by reviewing and updating use of Conservation Cluster and/or Residential Open Space bylaws in conjunction with [other related] Recommendations.” This recommendation proposes eliminating minimum acreage requirements in the Town’s open space residential developments, such as Conservation Clusters and Residential Open Space Communities, an approach for which there are model bylaws available. Blake pointed out that this recommendation should be made based solely on analysis of existing conditions in Carlisle, irrespective of model bylaws. Blake also noted that the proposal seems to require making open space mandatory for a development proposal – something that may not be enforceable – and pointed out the longstanding tradition of land donations in Carlisle. Blake suggested that it might be appropriate to consult with ConsCom, CCF and CRAC on suggestions for new open space bylaws.

Lastly, concerning staffing, Co-Chair Blake said that the proposed new Town Planner should be utilized as a resource in the ongoing MP process and implementation, and should not be made the responsible party for a particular category of MP implementation.

Troast thanked the Board for its input, and Co-Chair Blake for her detailed feedback, which the MPSC will address.

### **Discussion of new MBTA zoning**

Co-Chair Blake explained that a bill that includes the Housing Choice zoning reforms has now been passed, better enabling municipalities to adopt certain zoning measures that promote housing by a simple majority vote rather than a supermajority. This same bill includes a new multi-family zoning requirement for MBTA communities, and draft compliance guidelines have now been provided. The new Section of MGL requires that an MBTA community shall have a zoning bylaw that provides for at least one district of reasonable size in which multi-family housing is permitted as of right, with a minimum gross density of 15 units per acre and to be located not more than 0.5 miles from a commuter rail station, subway, or bus station. Co-Chair Blake explained that failure to comply with this new law renders the Town ineligible for funds from the Housing Choice Initiative, the Local Capital Projects Fund, and the MassWorks Infrastructure program.

Co-Chair Blake explained that Housing Choice Communities are designated in two ways: 1) At least 5% increase or 500 increase in new units over the previous 5 years; or 2) At least a 3% increase or 300 unit increase in new units over the previous 5 years AND demonstration of 7 of 14 of Housing Choice Best Practices, two of which must be affordable. Blake noted that, during the past five years, Carlisle had only a 2.6% growth in housing units, and has achieved at best only a few of the designated 14 best practices. It was noted that many of the best practices are very difficult for a small rural community to put in place.

On discussion, Board members agreed that it is not possible for Carlisle to meet these requirements to qualify for these grants, and also there is no available site for a district of a large number of high-density housing units to meet the MBTA zoning requirement. Co-Chair Blake suggested that she and Town Counsel prepare a letter of response in this regard.

### **Town Caucus March 14, 2022**

With the membership terms coming to a close for Rolfe, Misek and Walsh, Co-Chair Blake had confirmed with these members that they will not seek re-election. However, Misek offered to take on an Associate Member role if needed, as both of the Associate Member terms are expiring as well.

Co-Chairs Blake and Yelle asked all members to seek out interested parties for election to the Planning Board prior to the Town Caucus.

### **Upcoming meeting dates**

The Board agreed to the following meeting dates (all Monday nights at 7:00 pm, and all virtual unless noted): April 11, May 9 in person, May 23 and June 13, 2022. Co-Chair Blake reminded the Board that the next meeting on March 14, 2022 will begin at 8:00 pm.

### **Liaison Reports/Other Business**

Co-Chair Blake explained that the pickleball courts proposal matter has been deferred by the SB to Fall Town Meeting, hopefully providing time for further due diligence on the matter.

Concerning the request for Town acceptance of Lion's Gate Road, Co-Chair Blake noted that a site visit is being set up this week to include DPW Superintendent Gary Davis, Conservation Administrator Willard, and any PB member who would like to attend. Board members asked if the necessary information has been assembled. Blake stated that Town Counsel is working on the legal titles and documents for the land in this subdivision. She explained that she requested that a site visit be arranged by the peer engineer, but subdivision infrastructure owner Stephen Defoe declined to pay the costs for this, referring to the inspection done in September 2021. [Note, the final inspection by the peer engineer was done in spring 2021]

On discussion, all Board members agreed that they do not feel they can make a favorable recommendation to the SB to place this roadway acceptance matter before Town Meeting without a current peer review inspection report confirming that the roadway and infrastructure remains in good condition after the winter

season. Co-Chair Yelle pointed out that without a current inspection, the Town cannot know the condition of what they are accepting. Co-Chair Blake will contact Defoe and make this point clear.

At 8:37 pm, Rolfe moved and Smith seconded the adjournment of the PB meeting, and the motion was approved unanimously (5-0) 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):

- Email from Dale Joachim dated 2.24.22 requesting accessory apt special permit extension
- Complete draft of Master Plan available at: [www.carlisleplan.org](http://www.carlisleplan.org)
- Email from Executive Office of Housing and Economic Development dated 12.15.21 re new MBTA Zoning
- Email from Jenn Gibbons dated 2.24.22 with the Select Board referral of roadway acceptance request for Planning Board recommendation