

# Town of Carlisle

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Office of  
**PLANNING BOARD**

## Minutes September 12, 2022

### Minutes

**Public hearing on application for Accessory Apartment Special Permit for 547 Westford St, Map 16, Parcel 1-1, Shelia Heen and John Richardson, applicants**

**Public Hearing on request for Scenic Road Alterations to restore approximately 8 feet of stone wall which was removed temporarily, adjacent to 63 Acton St (Map 16, Parcel 50-2) [request of SCD Builders, LLC]**

**Public hearing on request for Scenic Road Alterations to remove approximately 8 feet of stone wall adjacent to 75 Acton St (Map 16, Parcel 50-2A)**

**Discussion of existing conditions at Stillmeadow South Common Driveway (under construction)**

**Discussion of possible Town purchase of Map 18, Parcel 5-0 (75 West St) and Map 18, Parcel 6-X on West St**

**Fall Town Meeting**

**Update on Town Planner hiring process**

**ANR Plan: 445 East Riding Drive (Map 23, Parcel 58), Federal Investment Properties Trust, applicant)**

Co-Chair **Madeleine Blake** called the remote meeting to order at 7:00 pm. Co-Chair **Court Herschelman** and Members **Peter Yelle, Adelaide Grady, Sara Smith, Joe Gushue** and **Eric Adams** were present. The meeting was hosted on a Zoom platform.

Assistant to Planner Gretchen Caywood, Select Board member Nathan Brown (Virginia Farme Ln), Building Commissioner Jon Metivier, Kate Reid (Carlisle Affordable Housing Trust), Jeff Kehm (KEHM Architecture, Acton, MA), Joel Bissell (Groton, MA), Sheila Heen (Westford St), Elizabeth Lester (Acton St), Kristen Amanti (Cross St), John Reichenbach (West Newton, MA), Dan Carr (Stamski and McNary, Inc., Acton, MA), Jill Defoe (Acton, MA), and Bob Zielinski (Carlisle *Mosquito*) were also in attendance.

### **Public hearing on application for Accessory Apartment Special Permit for 547 Westford St, Map 16, Parcel 1-1, Shelia Heen and John Richardson, applicants**

Applicant Sheila Heen was present for this hearing, along with her architect, Jeff Kehm, and her project contractor, Joel Bissell. Heen offered that this AA will be for her husband's parents. Kehm described the layout of the proposed AA, with the master bedroom, kitchen and living area on the ground floor, and a second bedroom upstairs. Kehm explained that the AA will be in a rebuilt detached structure located behind the main house, and that the design is intended to harmonize with the neighborhood and the existing primary residence. At the Board's request, Kehm reviewed the site plan which includes a garden area between the main house and the detached structure containing the AA. He added that there is a common seasonal screen porch which is not directly accessible from the AA. The total proposed floor area of the AA is 1197 sq. ft.

In response to questions from Board members, Kehm said that the structure will have a metal roof, and there will be a metal roof to cover the walkway from the main house. He added that there will be parking for three cars in the detached garage, as well as parking for 2 cars across from the garage. Kehm noted that, per the Health Agent's review, the septic system does not require a new leach field, but a new septic tank has been installed. Regarding long term intended use of the AA, Heen confirmed that it will be utilized for family and guests.

Co-Chair Blake asked for input from the public, and there was none.

Gushue moved and Grady seconded the Board's approval of the accessory apartment application for Sheila Heen and John Richardson at 547 Westford St, and the motion was approved unanimously (7-0) by roll call

vote. The Board authorized Assistant Caywood to prepare the Special Permit Decision for Co-Chair signature.

### **Minutes**

The Board reviewed the draft Minutes from the 8/8/22 PB meeting. Smith moved that the PB approve the Minutes as drafted, Yelle seconded the motion, and it was approved unanimously (7-0) by roll call vote.

### **Fall Town Meeting**

Co-Chair Blake explained that the SB has cancelled Fall Town Meeting as some of the planned warrant articles will not need to be presented, and only a few non-pressing articles remained. Therefore the Board's submitted article for designation of Martin St as a Scenic Road will be addressed at Spring TM 2023.

### **Update on Town Planner hiring process**

Smith said that she has spoken with Town Administrator Ryan McLane, and they are scheduling interviews. Adams said that as of now there are two candidates the Committee would like to interview. The Board discussed a 10/3/22 meeting for holding the interviews.

### **Public hearing on request for Scenic Road Alterations to remove approximately 8 feet of stone wall adjacent to 75 Acton St (Map 16, Parcel 50-2A)**

Jill Defoe was in attendance to speak to this scenic road alteration request to remove approximately 8 ft of an existing stone wall adjacent to an existing opening located on the boundary of the Town's right-of-way. She noted that the purpose is to allow for the construction of a driveway to a new single-family home, and to make the opening wide enough for fire equipment access to that home, and added that the Fire Chief has asked that this widening be done. Defoe acknowledged that this work had already been done without first seeking Planning Board consent. When members of the Board asked why this had occurred, and Defoe said that they did not think a submission was needed. Building Commissioner Jon Metivier explained that he had personally contacted Stephen Defoe, developer of this property, as early as last fall explaining the requirement to submit a scenic road consent request to the Board. Assistant to Planner Caywood had also communicated this requirement by email to the applicant in May 2022, providing two examples of prior scenic road submissions to illustrate required content.

The Board discussed the matter, and Grady noted that she thought this request is something the Board would have approved ahead of time, but added that there should be measures put in place to help keep this from happening, as it is occurring more frequently. Building Commissioner Metivier also noted that no more stone wall was removed than was necessary to make it adequate for fire equipment access, and he offered to provide a photo of the site prior to this work.

The Board asked for public comment. Kristin Amanti (Cross St) pointed out to the Board that the scenic road submission requirements were spelled out to the applicant when the ANR plan to create these lots was discussed and endorsed by the Board, as she was present at that meeting in December 2021.

Adams moved that the Board consent to the removal of approximately 8.5 linear ft of stone wall adjacent to an existing opening located on the boundary of the Town's right-of-way at 75 West St. Grady seconded the motion and it was approved unanimously (7-0). Co-Chair Herschelman confirmed from the applicant that the work on the stone wall is complete. Assistant Caywood will prepare the Consent Letter regarding this determination.

### **Public Hearing on request for Scenic Road Alterations to restore approximately 8 feet of stone wall which was removed temporarily, adjacent to 63 Acton St (Map 16, Parcel 50-2) [request of SCD Builders, LLC]**

Defoe was in attendance to speak to this request to request for the temporary removal, extending over 30 days, of approximately 8 ft of an existing stone wall located on the boundary of the Town's right-of-way at 63 Acton St. She noted that this work has also already been done, and that the purpose was to allow for utility access to a new single-family home.

On discussion, Adams moved that the board consent to the temporary removal of approximately 8 ft of stone wall, with the following conditions:

1. Having already been removed, the section of stone wall shall be restored within 30 days of the date of the Board's Consent Letter, using the removed stones, and
2. The applicants shall notify the Planning Office and the Building Commissioner upon completion, in order that the Building Commissioner can assess the stone wall reconstruction for appropriateness.

Co-Chair Herschelmann seconded the motion and it was approved unanimously (7-0). Assistant Caywood will prepare the Consent Letter.

**Discussion of existing conditions at Stillmeadow South Common Driveway (under construction)**

Dan Carr, engineer for the applicant/developer explained that while installation work was taking place for the entrance of the CD onto West St, it was realized that the originally planned location, further south and utilizing the existing cart path, had been staked and erosion control installed in that area. The approved location on the final plan set locates the entrance further north and away from wetlands and two large trees. Unfortunately, the two large trees have been removed, and the erosion control installed based on that original entrance location. Carr explained that they met at the site with a ConsCom representative, the Building Commissioner, and PB Co-Chair Blake, and Carr explained that parties agreed that the driveway entrance will be installed further north (on West St) in the approved location. A wetlands consultant is reviewing the site toward restoration of the wetlands. Carr emphasized that they do intend on constructing the entrance in the location approved by the Board.

Co-Chair Blake asked if the stones removed can be used to reconstruct the stone wall at its original location, and Carr confirmed that this can be done. Carr explained that the wetlands consultant will work with ConsCom on a restoration plan that will include compensatory work for the tree removal.

On discussion, the Board agreed that a new scenic road hearing is not necessary, and asked Carr to submit a letter documenting this matter, including noting the mitigation of the stone wall as described and work with the ConsCom concerning plantings. Carr stressed that the old entrance location area will be well marked as such to make sure there is no work there going forward.

**Discussion of possible Town purchase of Map 18, Parcel 5-0 (75 West St) and Map 18, Parcel 6-X on West St**

Co-Chair Blake summarized that the landowner and applicant John Reichenbach has presented a preliminary plan for a Conservation Cluster (CC) at this site, and has let us know that he would be receptive to selling this land to the town. Blake said that in her opinion this is something the Town should seriously consider in terms of housing and open space preservation.

Co-Chair Blake proposed a concept of a cluster of small cottages and an open space (OS) area that could connect the Sorli OS parcel with a CCF landlocked parcel. Blake suggested 10 or 12 small prefab homes plus the existing house at 75 West St, with the Town purchasing the land and retaining ownership, and with a 99-year lease for each homeowner with a non-profit holding the homes, with the goal of creating lower cost housing that is small and simple. She offered the example of a development by the Kennebunkport Heritage Housing Trust ([www.khht.org](http://www.khht.org)). Blake said that she and Kate Reid (Carlisle Affordable Housing Trust and SB) had a preliminary discussion with the landowner regarding Town purchase, and the land cost would be approximately \$2M. Blake estimated that infrastructure costs would be an estimated \$700K per small house, which could be sold for \$500K with the Town retaining the land, or the Town could work with the developer concerning other approaches. She asked the Board's opinion on this concept.

Grady, an experienced affordable housing professional, said it would be very interesting to pursue something different for affordable housing [than State 40B] that is more market driven but modest, and that can be preserved through ground lease or other mechanisms to maintain the attainability for housing like

this. Grady said that this is a very worthy housing idea that perhaps could ultimately be codified in the Zoning Bylaws as an alternative method of housing development. Adams agreed, pointing to the strong consensus of residents that the lack of more affordable housing must be addressed. Gushue asked about funding options, and Blake explained that about \$300K is what the State sees as affordable, and that this is extremely hard to do in Carlisle, making State grants for affordable housing unlikely for this approach. She noted that Malcolm Meadows is not strictly affordable by Sate standards.

Grady pointed out that there is a real need for 100-120% AMI housing in Carlisle, and that we don't know the market for it because we have not created it. She suggested utilizing the MAPC for insight into this. Grady suggested checking into Bensonwood Homes of Walpole, NH for sustainable, prefab housing. Adams agreed and noted that there are many more options for quality prefab housing now.

Kate Reid said that the CAHT would like to work in partnership with ConsCom as this land should be used for housing and OS.

SB member Nathan Brown spoke in favor of Co-Chair Blake's idea, but suggested that we find out the financial feasibility for the Town to own this land, and how to maintain the affordability of the homes. He suggested that the Town should retain some role in the project, to be able to step in if needed toward maintaining affordability. He asked the landowner his timeline, and Reichenbach said that he would like to get CC approval in the fall. Co-Chair Blake suggested a goal of a detailed proposal package on this idea for Spring TM.

**ANR Plan: 445 East Riding Drive (Map 23, Parcel 58), Federal Investment Properties Trust, applicant)**

At Co-Chair Blake's request, Assistant Caywood explained that this ANR proposes to create 5 lots from the existing parcel – two pork chop lots, two standard lots and one remaining lot containing the existing residence and structures. She noted that Building Commissioner (zoning Enforcement Officer) Jon Metivier has reviewed this for Zoning and has no concerns, and that she has reviewed it for required content per the Board's Rules and Regulations for ANR plans, and the plan meets all of the Board's requirements.

Co-Chair Herschelman moved that the Board endorse the plan of land in Carlisle, MA for 445 East Riding Drive, prepared by Stamski and McNary, Inc. (Acton, MA) dated 8/9/22, prepared for the Federal Investment Properties Trust, applicant. Grady seconded the motion, and it was approved unanimously (7-0) by roll call vote.

At 9:25 pm, Smith moved and Grady seconded the adjournment of the PB meeting, and 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):

- Application for Accessory Apartment Special Permit for 547 Westford St, submitted by Sheila Heen and John Richardson, filed 8/5/22.
- Scenic Road Consent Request re 63 Acton Street, submitted by SCD Builders, LLC, dated 8/29/22.
- Scenic Road Consent Request re 75 Acton Street, submitted by SCD Builders, LLC, dated 8/29/22.
- ANR Plan of land in Carlisle, MA for 445 East Riding Drive (Map 23, Parcel 58), dated 8/9/22, Federal Investment Properties Trust, applicant)