



Town of Carlisle

MASSACHUSETTS 01741

Office of

PLANNING BOARD

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MINUTES
July 17, 2000

- Continued Public Hearing: Definitive Subdivision Plan, Conservation Cluster and Common Driveway Special Permits for Great Brook Estates, Map 26, Lot 18 & Map 35, Lot 22Y, 195 Rutland Street, Albert I. Gould and Betsy E. Goldenberg, applicants (Approved with conditions 5/22/00)**
- Discussion of procedures for adoption of Rules and Regulations for administering special permits for Personal Wireless Service Facilities**
- Request for endorsement of Definitive Subdivision Plan for Carriage Way, 314-346 East Riding Drive, Map 13, Parcels 21, 22 and 23, Parcel 75, and Map 23, Parcel 1, William Costello Realty Trust, applicant (Approved with conditions 5/08/00)**
- Continued Public Hearing: Definitive Subdivision Plan, Conservation Cluster and Common Driveway Special Permits for Hart Farm Estates, Map 28, Parcels 6, 7A, 11 and 12, adjacent to 893 Curve Street, Paul and Helen Hart, applicants (Approved with conditions 5/8/00)**
- Request for extension of completion of Tall Pines Definitive Subdivision from 7/30/00 to 12/31/00**
- Discussion of policy regarding bicycle and pedestrian footpath requirements and specifications in subdivision and common driveway plan applications (Request of Pedestrian and Bike Safety Committee)**
- Discussion of 2000-2001 Planning Board goals and objectives**

Chair Epstein called the meeting to order at 7:30 p.m. Members Abend, Hara, Holzman, Lane, Reid and Zinicola were present. Planning Administrator George Mansfield and *Mosquito* reporter David Ives were also present.

The minutes of June 26, 2000 were reviewed and Abend moved to accept the minutes of 6/26/2000 as drafted. Lane seconded and the minutes were approved 7-0.

Lane noted that FY2000 ended under budget in part due to the spending moratorium imposed by the Town Administrator.

Reid reported on the meeting held at 6:30 this evening with the **Personnel Board**. Members Epstein, Lane, Hara and Reid attended this meeting as well as the Planning Administrator and Planning Secretary. The Personnel Board acknowledged that revisions to the data as outlined in the memo from the Planning Board dated 7/14/00 will be necessary. The Personnel Board also agreed to consider the request to reclassify the PB Secretary position. The Town Administrator explained that actual placement within a salary level range will be considered in September as part of Phase II of the wage and classification study.

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Albert Gould and his engineer, Gary Shepard of David E. Ross and Associates, were present. Shepard showed that the plans had been revised to show the lot line changes to subdivision lots 1A and 2A. He also noted that the open space parcels are now shown on the second sheet of the Conservation Cluster. Hara asked for a boundary marker to indicate the bend in the trail easement over the Town owned parcel. Gould agreed to show this on the final plan.

Mansfield listed the outstanding documentation as follows: 1) a draft deed to the homeowner's association for the open space parcel, 2) a deed to the Town of Carlisle for the open space parcel, 3) a deed to the State for the trail easement and 4) a performance agreement or covenant for the subdivision roadway construction.

Gould asked to see the draft Certificates of Approval for the subdivision and the two special permits. Epstein stated that this is not standard practice, but he directed the PA to make these available to the applicant once they are drafted.

The PA noted that a 7/12/00 letter from the BOH indicates that the board will not require a Conservation Cluster plan because individual septic designs have already been submitted. A 7/17/00 letter from the Planning Board's engineer, Mark Sleger, states that the applicant has addressed all previous comments and concerns.

Reid moved to continue the public hearing to 8:45 p.m. on July 31, 2000. Abend seconded the motion and it carried 7-0.

Open Space and Recreation Plan

Each Board member was issued a copy of the newly revised "Open Space and Recreation Plan" prepared by the Conservation Commission. Mansfield noted that unfortunately, this edition already needs updating because the recently approved and soon to be approved conservation clusters are not included in the plan. Abend suggested that the PB staff keeps a record of any updates with the book, so that they may be easily incorporated in future editions.

Discussion of procedures for adoption of Rules and Regulations for administering special permits for Personal Wireless Service Facilities

Epstein asked the staff to prepare copies of the proposed rules and regulations for the public hearing on July 31st. He also asked the PA to contact Paul Gill of the WAAC to request his attendance at this meeting. Epstein will contact Rick Blum of WAAC to coordinate the presentation at the Public Hearing. The Board agreed to set the project review fee at \$7,500.

Report on the MAGIC meeting

Reid reported that she and Lane had attended a special seminar on Conservation Subdivision Design. She found it to be very informative and thought that some of the ideas could be implemented in Carlisle. The staff was asked to make copies of the materials received at the seminar for the other Board members. Epstein asked Reid to mention this topic during a discussion of goals later in the evening.

Request for endorsement of Definitive Subdivision Plan for Carriage Way, 314-346 East Riding Drive, Map 13, Parcels 21, 22 and 23, Parcel 75, and Map 23, Parcel 1, William Costello Realty Trust, applicant (Approved with conditions 5/08/00)

The applicant was present to request endorsement of the plans. Barbara and Alan Lewis and Phil Conti of East Riding Drive were also present.

The PA noted that a 7/7/00 memo from the Fire Chief states that the revised fire protection plan meets with his approval.

In a 7/5/00 letter, Town Counsel William Studzinski recommended one change to the "Bylaws of Carriage Way Homeowner's Association." Costello showed that this change had been made and he also presented the signed grading, drainage and fire protection easements.

The Board reviewed a letter from Costello dated 7/17/00 which explains how the covenant to secure the subdivision roadway will be set up between co-owners Costello, the Andersons and the Town of Carlisle. At least one lot

owned by Costello will be held back until the subdivision is completed. Epstein asked that a copy of this letter be placed in the record.

Three members of Board signed the plans and covenant. Hara will provide the fourth signature necessary for endorsement tomorrow and will have her signature notarized on the covenant.

Pine Meadow

Costello explained that David Belanger, a homeowner in the Pine Meadow subdivision, is planning to come to the next Board meeting to discuss filling in a wet pocket on his property. The Town owns a drainage easement over this area, but Belanger is concerned about public safety and liability. Mansfield said that this wet pocket was preexisting and used for drainage in the subdivision design. Recently, Belanger partially filled this basin with gravel. The Board's engineer was contacted and will visit the site this week. Sleger thought that an amendment to the plan might be necessary and that ConsCom might have jurisdiction over the site as well. The Board placed this item on the agenda for 7/31/00 at 7:35 p.m.

Continued Public Hearing: Definitive Subdivision Plan, Conservation Cluster and Common Driveway Special Permits for Hart Farm Estates, Map 28, Parcels 6, 7A, 11 and 12, adjacent to 893 Curve Street, Paul and Helen Hart, applicants (Approved with conditions 5/8/00)

Attorney Joseph B. Shanahan was present to represent the applicant. Mansfield noted that a subdivision covenant must be submitted prior to endorsement of the plan. A signed copy of the Common Driveway Maintenance and Utilities Covenant is also required. Epstein asked that the final plans include a note stating that Hart Farm Road is to remain private. The PA agreed to file the special permit decisions once the Common Driveway Maintenance and Utilities Covenant is received.

Abend moved and Reid seconded a motion to continue the public hearing to 9:15 p.m. on July 31, 2000. The Board voted in favor of the motion 7-0.

Request for extension of completion of Tall Pines Definitive Subdivision from 7/30/00 to 12/31/00

William Costello was present for this discussion. In a 7/10/00 letter from his attorney, he requested an extension in order to complete loaming and seeding of detention basin side slopes. Costello explained that the side slopes had been mulched awaiting a decision from the DEP. Approval has now been given to remove the mulch and loam and seed the slopes, but summer is not an ideal time to do this. The Board suggested that this be completed in September or October so that the roadway may be accepted at Fall Town Meeting. Costello agreed. Mansfield noted that the Board's engineer has offered to inspect the site for completion of all items with the exception of loaming and seeding in order to expedite roadway acceptance in the Fall.

Reid moved to extend the completion date for the Tall Pines Definitive Subdivision to October 15, 2000. Abend seconded the motion and it carried 7-0.

Discussion of policy regarding bicycle and pedestrian footpath requirements and specifications in subdivision and common driveway plan applications (Request of Pedestrian and Bike Safety Committee)

Kristine Bergenheim of the Bike/Pedestrian Safety Committee was present. She reviewed the changes that the BPSC has proposed for the subdivision rules and regulations. Both the Committee and the Board agreed that the terms "Major Arterial Road/Street" and "Minor Arterial Road/Street" should be rephrased as "Arterial Road – Major" and "Arterial Road – Minor." The Secretary was asked to search the Rules and Regs. for the term "Sidewalk" to determine if in fact it does not appear in the document.

The Chair then reiterated his concern over the Town's legal right to request a donation to a pathways fund in lieu of sidewalk construction within a development. Bergenheim said that the BPSC would be meeting with the Selectmen

on 7/25/00 to discuss this issue and the need for Town Counsel's review. Epstein also asked for clarification on the intended use of the pathway fund, for example, could the money be used to construct trails. He requested a copy of the documentation for the Town of Carlisle Pathways Account. Bergenheim agreed to provide this. Hara suggested that this fund might also be used to purchase easements that do not run parallel to a roadway, in order to connect pathways for better pedestrian circulation. Bergenheim stated that these issues are being considered in drafting the Master Footpath Plan. She said that the Committee intends to overlay the Master Footpath Plan with the trails map. Hara asked that the BPSC contact the Trails Committee soon in order to coordinate the Master Footpath Plan with them. Abend, Hara and Reid offered to review the draft of the Master Footpath Plan when completed.

Discussion of 2000-2001 Planning Board goals and objectives

Hal Sauer and Marty Galligan of the Housing Authority and Selectman Vivian Chaput were present. Sauer asked if the Planning Board would consider a bylaw requiring developers to provide a certain ratio of moderate-income housing units per market value homes. He explained that the Town would retain State benefits if it demonstrated an effort to provide affordable housing in Carlisle. Galligan stated that according to State standards, a maximum sale price of \$95,000 is considered affordable in Carlisle. The Board discussed some options and Reid recalled that the Town of Concord has a bylaw similar to that requested by the Housing Authority. She and Hara stated that they are interested in working with the Housing Authority on this issue.

Hara recommended revising the Conservation Cluster bylaw to improve the dimensional requirements. Reid was also interested in reviewing the Conservation Cluster Bylaw to incorporate some ideas from the Conservation Subdivision Design seminar. The PA was asked to place this on the agenda for the next meeting.

Epstein felt that the Subdivision, Common Driveway, Conservation Cluster and SROSC rules and regulations should be revised as noted in the Planning Board's "To-Do" list. Abend suggested that fire cistern requirements in the rules and regulations should be more specific and he agreed to speak with the Fire Chief on this matter. Holzman agreed to revise the rules and regulations to include requirements for as-built plans.

The PA and Secretary were asked to formulate checklists for the application processes and for completion of the approval process. Lane offered to review the fee schedule and investigate the use of project review fees for ANR applications.

Reid will prepare an action plan for a possible "Carlisle Bus Tour" for Town boards and committees.

Reid felt that the Board should request landscaping plans earlier in the application process. Members noted that applicants have been asking for waivers of this requirement and they should not be granted. The Board agreed that plans of the existing landscape as well as proposed landscaping are necessary.

Abend thought it might be helpful to post a list of meeting procedures for the benefit of the public. He suggested a handout left at the sign-in table or a note on each agenda. He agreed to draft such a notice.

At 10:23 p.m. the meeting was unanimously adjourned.

Respectfully submitted,



Anja M. Stam
Planning Board Secretary