



Town of Carlisle

MASSACHUSETTS 01741

Office of

PLANNING BOARD

MINUTES

May 2, 2003

P.O. BOX 827
CARLISLE, MA 01741
(978) 369-9702

Public Hearing: Amendment to Zoning Bylaw Sec. 7.1.2, requiring that the Historical Commission must issue a certificate of appropriateness, non-applicability or hardship with respect to any construction or alteration within the Historic District before the Building Commissioner may issue a building permit

Public Hearing: Amendment to Zoning Bylaw Sec. 7.2, authorizing the Planning Board to designate up to two associate members to serve on the Board

Identification and analysis of potential sites for Wireless Communications Facilities [Broadcast Signal Lab and GPR] – Draft final report

Review of cost estimate from BSL for cost overruns and copies of final report

Chair Kate Reid called the meeting to order at 6:30 p.m. in the Clark Room at Town Hall. Board Members Michael Abend, David Freedman, Louise Hara (Vice Chair/Clerk), Dan Holzman, Tom Lane (Treasurer) and Phyllis Zinicola were present. Planning Administrator George Mansfield and Administrative Assistant Anja Stam were also present.

Public Hearing: Amendment to Zoning Bylaw Sec. 7.1.2, requiring that the Historical Commission must issue a certificate of appropriateness, non-applicability or hardship with respect to any construction or alteration within the Historic District before the Building Commissioner may issue a building permit

Mary Ann Kitrosser, Chair of the Historical Commission, presented this proposed amendment. No other members of the public were present, therefore Abend moved to waive the reading of the public hearing notice. Lane seconded the motion and it carried 6-1 with Holzman opposed.

Kitrosser explained that in the past the Building Inspector assumed that applicants in the Historic District knew they must also appear before the Historical Commission. This frequently resulted in building permits being issued without proper review by the Historical Commission. The Commission has now set up a process with the Building Inspector, requiring that the Historical Commission issue a certificate of appropriateness, certificate of non-applicability, or certificate of hardship with respect to construction or alteration located within the Historic District, prior to allowing the Building Commissioner to issue a building permit. Kitrosser said that this process is already in place and the building commissioner supports the amendment, which will include this requirement in the Zoning Bylaw.

Zinicola asked if the Historical Commission has guidelines for issuing these certificates. Kitrosser said that there are specific regulations within the State statutes. Holzman asked if there is an enforcement mechanism in case an applicant attempts to bypass Historical Commission review. Kitrosser observed that the new procedure with the Building Commissioner is working well, but the Commission will also be proposing a new fine and fee schedule at Town Meeting.

Abend moved that the Planning Board support this amendment to Zoning Bylaw Section 7.1.2 as proposed by the Historical Commission and specified in the Public Hearing notice, and that the Planning Administrator draft a short report with recommendation to Town Meeting. Freedman seconded the motion and it carried 7-0.

Public Hearing: Amendment to Zoning Bylaw Sec. 7.2, authorizing the Planning Board to designate up to two associate members to serve on the Board

No members of the public were present for this discussion and Abend moved to support the amendment to Zoning Bylaw Section 7.2 as specified in the Public Hearing Notice. Zinicola seconded the motion and it carried 7-0.

Reid noted that Carolyn Kiely has expressed an interest in becoming an associate member if this amendment passes at Town Meeting.

Identification and analysis of potential sites for Wireless Communications Facilities [Broadcast Signal Lab and GPR] – Draft final report

The Board reviewed the draft report provided by BSL along with a memo of comments from Abend. Board members noted some typographical errors and generally agreed with Abend's comments.

(Freedman left the meeting at 7:05 p.m.)

The Board found the tables on page sixteen difficult to read and suggested that BSL correct the data and make it more readable. The Board also agreed that the report should be introduced with overriding facts combining the assumptions and approaches that guide the study, or an executive summary should be prepared. They noted that some of the maps in the appendix require clarification.

Abend offered to contact BSL and act as liaison in making these changes.

Review of cost estimate from Broadcast Signal Lab for cost overruns and copies of final report

The Board reviewed the April 30, 2003 letter from Broadcast Signal Lab, which summarized extra charges for providing the final report on Wireless Communications Facilities.

Board members questioned why GPR was unable to obtain copies of the assessors maps from the Town and why GPR did not contact the PB when unable to do so. They also questioned why GPR sent an additional staff member to a meeting with the Board. Holzman suggested asking BSL for a breakdown of the additional costs billed by GPR.

The Board also noted that the original contract included a "limited number" of copies of the final report. The PA was directed to determine what this "limited number" is without paying extra copy charges. They also requested an electronic copy for the Planning Board office.

At 8:05 p.m. Abend moved and Zinicola seconded a **motion to adjourn**. The motion carried unanimously

Respectfully submitted,



Anja M. Stam
Administrative Assistant