



# Town of Carlisle

MASSACHUSETTS 01741

Office of

PLANNING BOARD

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## MINUTES Special Meeting October 6, 2003

### **Review of Zoning Board of Appeals draft decision for Comprehensive Permit under MGL Chap. 40B for an 8-unit condominium, Laurel Hollow, at 302 Lowell Road (Map 21, Parcel 12), 2 units to be offered as affordable housing. (Application of MKCKMK, LLC, referred by Board of Appeals)**

Chair Louise Hara called the meeting to order at 8:00 p.m. in the Heald Room at Town Hall. Board Members David Freedman, Dan Holzman, Tom Lane and Phyllis Zinicola were present. Planning Administrator George Mansfield and Administrative Assistant Anja Stam were also present. Members Michael Abend and Rich Colman were not present this evening.

Before the Board discussed the 40B decision, they signed bills authorizing reduction of the Hart Farm performance bond by \$25,000, closing of the Swanson Lane 53G account and release of the Swanson Lane construction bond.

The Board then reviewed the ZBA's draft Comprehensive Permit decision as edited by Zinicola. She explained that she had made a few substantive corrections to the ZBA's draft, but she primarily rearranged the conditioned items to be presented in a more logical sequence and format.

Zinicola referred to the plans currently before the ZBA as the "preliminary approved plans," a term that she noted is consistent with terminology used by Mass Housing. Under condition #2, she suggested that the ZBA should list all final detailed construction plans still required by the Town. In addition to architectural plans and a fire cistern plan as requested by the ZBA, Zinicola added a requirement for a detailed lighting plan. Holzman suggested listing all final plans under condition #2, such as the landscaping plan, grading and drainage plan, lot layout plan, roadway plan and profile and a separate utility plan. Holzman also suggested that the existing conditions plan should be presented at the same scale as all other plans.

The Board discussed Holzman's suggestions and concluded that the following plans should be included in condition #2:

- 1) An existing conditions plan at the same scale as other plans,
- 2) a lot layout plan showing all metes, bounds, easements and ties to proposed features,
- 3) a final grading and drainage plan,
- 4) a final, detailed landscaping plan,
- 5) a detailed lighting plan providing for safety and minimal impact on abutters,
- 6) a final roadway plan and profile
- 7) a utility plan showing location of all utilities,
- 8) a final septic plan,
- 9) a final, detailed architectural plan, and
- 10) a detailed fire cistern plan.

These plans would be the "approved plans" and any field changes will be noted on the "final approved plans."

The Board noted that neither the ZBA, nor the Building Inspector have expertise in most of these areas and they discussed how the plans should be reviewed. They concluded that the Town should hire a civil engineering firm to review all plans and report to the ZBA.

Freedman drafted an additional condition that would require the developer to “request a determination of applicability to the site of the Public Shade Tree and Scenic Roads Acts from the Carlisle Planning Board and the Tree Warden.” The Board agreed that this condition should be added.

Mansfield suggested that the Board might also wish to request a separate parking and fire lane plan under condition #2. Holzman said this would be included in the lot layout plan and does not require a separate plan.

The Board reviewed the remainder of the document and suggested some minor revisions throughout. Zinicola agreed to make the changes as discussed this evening and forward it to the PA for review. Hara and Zinicola will review the final draft of the Planning Board’s recommended changes prior to submitting it to the ZBA on October 10.

At 9:25 p.m. the Board unanimously adjourned the meeting.

Respectfully submitted,

A handwritten signature in cursive script that reads "Anja M. Stam".

Anja M. Stam  
Administrative Assistant