

Town of Carlisle

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Office of
PLANNING BOARD

Minutes March 8, 2021

Minutes 2/22/21

Budget

Annual Town Report

Summer meeting schedule

Public Hearing on application for Common Driveway Special Permit under Section

5.4.4 of the Carlisle Zoning Bylaws for Lots 2, 3, 4, & 5 Acton Street (Map 17, parcels 24-2, 24-3, 24-4, & 24-5). These 4 lots are on the north side of Acton Street, adjacent to the Acton town line. [Alison V. Pascarelli & Elizabeth Hudson Valentine, 566 Acton Street Nominee Trust, applicant]

Public Hearing on application for Common Driveway Special Permit under Section

5.4.4 of the Carlisle Zoning Bylaws for Lots 6 & 7 West Street (Map 18, parcels 23-6, & 23-7) These 2 lots are on the west side of West Street, north of Acton Street, opposite 123 West Street [Alison V. Pascarelli & Elizabeth Hudson Valentine, 566 Acton Street Nominee Trust, applicant]

Public Hearing on application for Common Driveway Special Permit under Section

5.4.4 of the Carlisle Zoning Bylaws for Lots 10, 11 & 13 West Street (Map 17, parcels 21-13, 22-10, & 22-11) These 3 lots are on the west side of West Street, south of Acton Street, and north of 488 West Street. [Alison V. Pascarelli & Elizabeth Hudson Valentine, 566 Acton Street Nominee Trust, applicant]

Public Hearing on application for Common Driveway Special Permit under Section

5.4.4 of the Carlisle Zoning Bylaws for Lots 16 & 17 Acton Street (Map 17, parcels 18-16, & 18-17) These 2 lots are on the south side of Acton Street, east of West Street, opposite 382 Acton Street. [Alison V. Pascarelli & Elizabeth Hudson Valentine, 566 Acton Street Nominee Trust, applicant]

Municipal Vulnerability Preparedness Plan Workshop

Resignation of Master Plan Steering Committee member

Notice of completion of the 2020 Open Space and Recreation Plan

Discussion of Zoning Bylaw amendments for Adult Use Marijuana

Liaison Reports

Co-Chair **Madeleine Blake** called the virtual meeting to order at 7:04 pm. Co-Chair **Pete Yelle** and members **Ed Rolfe**, **Jason Walsh**, **Adelaide Grady**, **Sara Smith**, **Rob Misek** and Planning Administrator **George Mansfield** were present. Assistant to Planner **Gretchen Caywood** was absent. Planning Administrator Mansfield hosted the meeting on a Zoom platform.

Sandy Olney (of LandVest, Boston, MA), Dan Carr (Stamski and McNary, Inc., Acton, MA), Greg Peterson (Indian Hill), Steve Tobin (Partridge La.), Laura Lunig (West St), Justin Daghish (Old East St.), Bob Zielinski (Acton St), Steve Ventresca and Jonathan Hedlund (both of Nitsch Engineering, Boston, MA), and Mark Brittle (Carlisle *Mosquito*) were also in attendance.

Minutes

The draft minutes of the 2/22/21 PB meeting were not available, as the Chair noted that Assistant to Planner Gretchen Caywood had unfortunately suffered a broken right wrist at home the previous week and had needed surgery to repair it. Members offered her their best wishes for a speedy recovery, and Planning Administrator Mansfield said he hoped she could be back to work soon, but reported that he will plan to cover most of her in-office hours during her absence.

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Sandy Olney was present from LandVest, Greg Peterson as legal counsel for the applicants, and Dan Carr (Stamski and McNary, Inc.) as engineer for the applicants. Several abutters to this proposed project were also in attendance. Steve Ventresca and Jon Hedlund from Nitsch Engineering, the Board's peer reviewers were also present.

Co-Chair Yelle assumed the chair for the hearing on these applications. Misek, who had missed the 2/08/21 session of this hearing, reported that he had reviewed all the documents presented on that date as well as the Board's minutes, so that he could remain an eligible voter on these petitions.

Carr reported that discussions with the Fire Department regarding the location and design of one or more water sources (cisterns) as well as the design of the driveways to accommodate public safety vehicles have been ongoing. The Fire Chief and Deputy could not be present this evening to comment, but Carr expects some revised designs for later sessions of the hearing. Yelle suggested that the main order of business for this evening be the setting of a date or dates for the Board members to visit the sites. After discussion, it was decided that at least two visits would be necessary, and tentative dates were set: Wednesday, 3/17 at 10:00 AM for walking Stillmeadow North and Stillmeadow Northeast, and Wednesday, 3/24 at 4:00 PM for walking Stillmeadow East and Stillmeadow South. For each visit, it was suggested that attendees park on the wide shoulder on the east side of West St, just south of the Acton St, intersection, and the group would walk to each of the sites from there. Carr agreed to stake the centerlines of the proposed driveways.

Yelle invited public comment, and there was none. Blake moved and Rolfe seconded a motion to continue the hearing until March 22, 2021 at 7:00 PM. The motion was approved 7-0 by roll call vote.

Liaison Report – MVP Plan

Co-Chair Blake reminded the Board that a public workshop on the Municipal Vulnerability Preparedness/Hazard Mitigation Plan (MVP/HMP) will take place on Zoom on Saturday morning, March 27. She asked Mansfield to circulate the invitation from the Town Administrator to the other Town boards and committees by Tuesday, if possible.

Annual Town Report

Mansfield reported that the Select Board's office had extended the due date for submissions for the Annual Town Report to the last day of March. He explained that the extension was occasioned by the setting of Town Meeting on June 6, rather than a date in early May, since the Annual Report is distributed at Town Meeting. He added that this will give the Planning Board the opportunity to review his draft at the 3/22/21 meeting, and he expects to submit the final copy by March 25.

Master Plan Steering Committee

Co-Chair Blake reported that Christine Lear has resigned as a member of this Committee, and by this notice the Planning Board has accepted this resignation and thanks her for her service.

Open Space and Recreation Plan

The Board had received notice from David Freedman that this 2020 Plan update had been completed, after more than a year's work by the committee he chaired. Co-Chair Blake noted that the Plan seems very detailed and comprehensive, and urged the members to review it. She also reported that Caywood has been asked to renew for one year the GIS license that has been used by the OS&R Committee to revise the Plan, so that any changes recommended to be made in the final draft can be incorporated. Smith moved and Grady seconded a motion to approve the renewal of the GIS Volunteer license, and the motion was approved 7-0 by roll call vote.

Co-Chair Blake suggested that the members of the OS&R Plan committee be invited to the Board's April 12 meeting, and that members should be ready with any questions or suggestions for changes to the Plan at that time. She reminded the Board that their vote of approval of the Plan will be requested before it is submitted to the State.

Zoning Bylaw amendments for Adult Use Marijuana facilities

Co-Chair Blake reported that she is beginning to schedule discussions with other Boards and Committees concerning the PB putting forward a proposal for a ban on recreational marijuana facilities in Carlisle. She suggested that the Board schedule an informal discussion of this proposal for its April 26 meeting, and that the required hearing be set for the May 10 meeting.

Summer meeting schedule

Co-Chair Blake noted that two meetings have been set for April, but suggested that the Board consider holding only one meeting in each of May, June, July and August, with adjustments made if the business before the Board required them. Misek noted that, in general, virtual Zoom meetings seem to be shorter than previous in-person meetings, and suggested that the proposed schedule could be efficient. A final decision on the schedule is pending.

Executive Sessions

At 7:35 PM, Walsh moved and Grady seconded two motions to go into Executive Session to consider two items, the first being an appeal filed in Middlesex Superior Court by the owners of 15 Old East Street of the Planning Board's grant of an Accessory Apartment Special Permit in accordance with Section 5.6 of the Carlisle Zoning Bylaws for 27 Old East Street, as discussion in open session could have a detrimental effect on pending litigation, and the second for the purpose of discussing the reputation, character, physical condition or mental health, rather than professional competence of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member, or individual. The motion specified that the Board would not return to open session, and was approved 7-0 by roll call vote.

Respectfully Submitted,

George Mansfield
Planning Administrator
Carlisle Planning Board